



Executive Committee Meeting Minutes
March 14, 2018 3:14 – 5:00 PM
Dave and Busters
2000 S Colorado Blvd
Denver, CO 80222

A. Call to Order *The meeting was called to order at 3: 27 PM. Those in attendance included:*

Lou Davenport Duane Cleere Susi Marlina Ryan Germeroth
Rachel Ackermann Lisa Truong Nguyen Alex Larson Victoria Edington
Ben Waldman Evan Brigham Devin Joslin Rich Follmer
Brian Staley

B. Approval of minutes from last meeting *A motion was made by Lou to approve the minutes, with a second by Rich and Evan, the motion was unanimously approved.*

C. Officers' Reports

a. President's Report Lou Davenport

i. Logo Contest

- No submissions to date
 - *Currently, we have no submissions. FHU and Apex are hoping to submit to the logo contest.*
 - *Lou asked that if anyone else is interested, please submit to the logo contest.*
 - *Lou brought the contest up during the ASCE-ITE meeting in Colorado Springs.*
 - *Duane asked to forward the info to someone might be interested in, but not related to ITE such as Denver Art Institute. Lou said that would be fine, the reward will be the \$100 gift card, not the \$250 Section sponsorship credit.*
 - *Rich asked he couldn't find the link about the ITE logo rules on the Section website. Lou mentioned Rich can find it from the email sent.*
- Due by 4/3

ii. University of Wyoming (UW) Student Chapter

- *Lou said he talked to the Vice President of UW Student chapter and asked him to let CO-WY ITE know what they need.*
- *Rich said John has met with the Advisor and President of UW Student chapter.*

iii. Young Professional Achievement Award

- *The International and District ITE websites showed different deadlines date, Karen looked into it, the actual dateline is March 21st, 2018.*
- *If anyone applies, you can look at the form either from the International or District websites.*

b. Vice President's & Program Committee ReportDuane Cleere

i. March 9th (Southern Colorado) Meeting

- *Duane mentioned the March meeting. Approximately 40 people attended.*
- *For the May 11th Meeting, Duane is looking at a few locations. It is planned to be located on the West Side of the Metro Area. Brian asked about the possibility to have a student presentation and Duane mentioned we will have a full-agenda (including candidate speeches) and will not able to fit the student presentation.*

- c. Secretary/Treasurer & Editorial Committee Report Susi Marlina
 - i. January/February Treasurer's Reports
 - *Susi gave treasurer's budget overview for January/February to the group.*
 - *EC officers explained all transactions using PayPal that we got charged about 3.2% transaction fees.*
 - *Ben noted about the budget (to be considered) that it has been a tradition over the past few years to make a significant contribution to the Western District Student Scholarship Fund.*
 - *Brian asked about the last Vendor show budget and EC officers discussed the budget, income and expenses.*
 - ii. District/Section/Chapter Leadership Webinar Feedback
 - *Susi attended half of the webinar and shared the slides to EC: benefits of being international ITE member, PTOE exam materials and new certification, Road Safety Professional. This Road Safety Professional will be launched in Summer.*
 - iii. Next EC Meeting: Meet and Greet Luncheon Survey Results
 - *The Survey will not be closed until end of March 2018. We will look at the results during the next meeting.*
- d. Past President's Report Ryan Germeroth
 - i. Secretary/Treasurer Candidates
 - *Ryan doesn't have the candidates yet, but he has a list of people. He is going to start to contact. This time, the candidates will be from Public Agency. Ryan needs to check the candidates' membership status. Anyone interested, please let Ryan know. Ryan is open to suggestions.*
 - *Ryan needs to get the candidates profile by April 27th for the newsletter.*
 - ii. CDOT Agency Membership
 - *Ryan is still working on it, no great success yet. It seems the general fund can't be funded, but there may be the possibility using the local funds.*
 - *Lou asked whether Ryan approached City and County of Denver. Victoria mentioned that CCD is on board. Ryan said please contact him and he will get them set up.*
 - iii. Document Updates
 - Student of the year
 - Officer attendance at events
 - Job ad policy clarification

Ryan received the most recent handbook dated in 2015 from Aaron.

D. Committee Reports

- a. Western Slope Luncheon Meeting **Not Present** Kari McDowell Schroeder
- b. 2018 Western District Meeting Ben Waldman / Aaron Heumann
 - i. \$4500 loan was repaid
 - ii. Call for abstracts – extended to Feb 26th
 - iii. Registration – early until Feb 1st
 - iv. Sponsors and vendors – first come first serve
 - *Ben mentioned that about 150 people have registered so far.*
 - *Sponsorships are doing very well. Thanks to Ryan. There will be more Sponsors coming.*
 - *Doing well on Vendors, about 34 vendors committed (planned to have 40 vendors).*

- *Western District Meeting preparation is on track to have a good meeting and great attendance.*
 - *ITE National has been approached the Western District to have workshops, meetings, etc.*
 - *Ben thanked everybody for helping this event moving along.*
- c. Activities CommitteeLisa Truong Nguyen
- i. February Meet 'n Greet
 - *We had a surplus from the Meet 'n Greet about \$1,000 and planned to be used on the Ski Bus.*
 - *Lisa mentioned that the Meet 'n Greet was well attended, over 150 people, more than 20 folks from the City and County of Denver and good presentation. Good feedback received about the cookies.*
 - *Lisa thanked everyone that made this successful event.*
 - *Feedback: Evan liked the venue and food was good. Lou mentioned it was awkward to cut off people from the food and beverages to go to the auditorium. Ben thought it was good.*
 - ii. WTS/ITE Ski Train/Ski Bus
 - *Up today, it's about 24 people have registered. We booked two buses.*
 - *Victoria will send an email to ASCE, if any students are interested to go for the Ski Bus event.*
 - *Lisa brought the prototype.*
 - *We got two sponsors for the Ski trip.*
 - *Lisa requested that we send another email blast.*
 - *Everyone is welcome to come.*
 - iii. Summer Activity
 - *Baseball around the corner.*
 - *Lisa asked EC about the interest to have a joint event with WTS to see the Rockies game similar to last year.*
 - *Evan suggested to have bike ride. Lou mentioned we did it a couple years ago, about 15 people came.*
 - *Lisa mentioned the idea of the hike in May since we received a good feedback from last year.*
- d. Activities Report Committee.....Devin Joslin
- i. Section Activities Report Submitted!
 - *Devin submitted the report and brought a copy of the report. ITE national changed the format this year, usually we put everything (newsletter, President's report, etc.), but this year they specifically mentioned that the report is approximately 20 pages.*
 - *Truthfully, we have great Section.*
 - *Western District wanted an update and due in May 7th. Devin will include the updates from November through February.*
 - *Devin said the Section camera worked.*
- e. Awards Committee*Not Present* John La Sala
- i. Transportation Professional of the Year (May Meeting)
 - *John didn't give Lou an update, but he is looking for the Transportation Professional of the Year candidates. Anyone to submit, please contact John.*

- f. Continuing Education Committee **Not Present** Vivek Goswami
- i. Any other suggestions?
- ***Lou has not heard anything from Vivek. Anyone has some suggestions, please let Vivek knows.***
- g. Golf Committee **Not Present** Chris Hopkins
- i. Raccoon Creek – Friday, June 9th – Contract Signed
- ***The contract is signed. We paid the deposit.***
- ii. Registration to open in March
- ***Registration is supposed to be opened soon.***
- h. Legislative Committee.....Rachel Ackermann
- i. ACEC Legislative Day Feedback
- ***The most exciting news is Rachel not the committee of one. Jamie from WSP is now co-chairing for legislative committee.***
 - ***Rachel asked for suggestions, if there are any, please let her know.***
- i. Membership CommitteeRich Follmer
- i. Wyoming Engineering Society Meeting Feedback
- ***John Hansen and Rich Follmer went to attend Wyoming Engineering Society Meeting in February.***
 - ***John Hansen met the Advisor and President of the Student Chapter. Rich met the Vice President Student Chapter. The Vice President sent Lou a couple questions. They asked about a donation for them and Duane said we budgeted already for student chapter. The UW student chapter is interested to be involved and needed guidance.***
 - ***Rich asked if anybody knows someone that would be interested to be the ITE liaison. Rich planned to Contact Nathan, City of Cheyenne.***
 - ***Lou asked about the process to send logistical information to them. Victoria mentioned we need to find out from them how they manage their finances.***
 - ***Rich mentioned that UW does a lot of research about connected vehicles, they have a driving simulator.***
- j. Mentoring Program Committee **Not Present** Jon Larson
- i. No updates from WTS
- ***Lou gave a brief update that WTS said they don't want to team-up in 2019.***
 - ***Next year, if we want to have ITE Mentor-Protégée, WTS will tell ITE how they structure it and all the details.***
 - ***If you know someone, interested to be the Mentoring Program Committee chair, please let Lou knows.***
- k. Newsletter CommitteeBrian Staley
- ***Brian said there's not a lot of update at this time.***
 - ***Evan suggested posting the newsletter every first Tuesday of the Month, standardizing the time to send. This planned to be implemented on the next period calendar.***
 - ***Brian talked about the format and the content of the newsletter. Brian will give his recommendations in the next EC meeting.***
 - ***Lou mentioned about consideration when changing the newsletter format and content.***
 - ***Duane mentioned the newsletter changed in the past from paper to electronic.***
- l. Scholarship & Career Guidance Committee **Not Present** Alvin Stamp
- ***No updates***
- m. Section Scribe.....Devin Joslin
- ***ITE camera can be used.***

- n. Social Media..... *Not Present* Greg Baker
 - *No updates.*
- o. Spring Transportation Symposium..... *Not Present* Kari McDowell Schroeder
 - i. Looking for new committee chair
 - *Kari is ending her role as the chair.*
 - *Lou is still continuing to help out this event*
 - ii. 2017 Scholarship Distribution Update
 - iii. Updates
- p. Student Liaison Victoria Edington / Chris Vokurka
 - i. Student of the Year Award Discussion
 - *Victoria mentioned that we have 3 nominations.*
 - *Victoria asked anyone will be interested to review the Student of the Year. Rich and Evan volunteered.*
- q. Technical Committee *Not Present* John Hansen
 - i. Potential Project – Updates?
 - FYA
 - RRFB
 - *Not much updates.*
- r. Vendor Show..... Alex Larson / Brian Staley
 - i. 2019 Vendor Show
 - *No plan yet.*
- s. Website Committee Report..... Andrew McFadden / Evan Brigham
 - i. Gmail and Calendar
 - *Evan mentioned he set up a Gmail account. It has 5GB google drive and everyone can access it. He sent an email with the account username and password.*

E. Old Business

- i. Update Past Meeting Section of Website
 - *Susi sent the Past Meeting info she has to Andrew. Andrew posted on the Section website. Duane needs to send the news Past Meeting info.*
- ii. Section Taxes

F. New Business

- *EC will be decided during the May Meeting regarding the significant contribution for the Western District Scholarship Student Fund.*
- *Lou and Victoria will discuss off-line about the logistica; process to the University of Wyoming Student Chapter.*

G. Announcements

- a. Newsletter Articles Next Deadline **March 9th** Brian Staley
- b. Next EC Meeting **Thursday, April 12th** Lou Davenport

H. Adjournment *The meeting was adjourned at 4:52 PM*