

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE SEH Offices April 10, 2009

Meeting Chair: Craig Faessler
Minutes By: Greg MacKinnon
Present: Duane Cleere, Dave Hattan, Joe Henderson, Kari McDowell, Karl Packer, Bart Przybyl, John Seyer, Chris Sheffer, Scott Thomas, Ben Waldman

I. Introduction.

A. Craig Faessler opened the meeting at 11:46 a.m.

II. Meeting Minutes.

A. March 5th minutes were approved with no changes. (Motion: Kari McDowell; Second: Ben Waldman; unanimous)

III. President's Report: Craig Faessler

- A. Jack Cone is the last member to receive a lifetime award. Craig will see if he is able to attend the next luncheon.
- B. It was agreed to have Scot Lewis revise the scholarship policy to include graduate students.
- C. Ken Conyers will continue to assist with the Legislative Committee until the end of the fiscal year. Craig will call Ken to see if he would be interested in continuing to support the committee; Craig will clarify with him the level of commitment expected.
- D. Craig will call Carla Perez to see if there is some automated system of reporting legislative updates that can be used to keep our members up to date.
- E. It was agreed to accept the recommendation of Scot Lewis to provide a \$500 scholarship to the applicant – Devin Joslin. It was noted that another application was received. Greg will check will Scot on what he requires for the check.

IV. Vice President's Report: Ben Waldman

- A. Ben mentioned that he attended only lunch of the Symposium. Karl reviewed the results of the survey completed by Symposium attendees. The results were largely positive.
- B. Karl also confirmed with the committee that it is our policy NOT to share our membership database outside the organization beyond the table that is posted on the Section website.
- C. **May 8th Luncheon Meeting:** Embassy Suites, DTC; Saeed Sohbi will discuss CDOT I-70 Operational Strategies west of Denver.

V. Secretary/Treasurer Report: Greg MacKinnon

A. **Status of Accounts:** The balance of each account is as follows:

| | |
|--------------------------------|--------------------|
| Checking Balance: | \$15,703.89 |
| Savings Balance: | \$4,454.90 |
| Scholarship Fund: | \$7,371.03 |
| Certificate of Deposit: | \$10,823.00 |
| Cash | \$135.00 |

B. **Budget Status:** FY09 budget is on track.

C. **Motion:** Greg presented the following motion (Second: Scott):

Allow the fiscal year 2010 Secretary/Treasurer the option to issue one sponsorship request letter in September 2009 in the manner described above. If the Secretary/Treasurer chooses to do this, he or she will present a summary to the Executive Committee before May 1, 2010 with a recommendation (for or against) to continue with the one letter concept for future years.

- After significant discussion the motion was tabled. Craig asked Greg to be prepared to amend the motion at the next meeting. Discussion items included:
 - As this is intended to replace multiple requests, will it limit the ability to make further requests?
 - We need to come up with interesting names for the levels (i.e. Gold, Silver, Bronze or Red, Amber, Green).
 - There should be no limit on participation.
 - There needs to be a different level of recognition for each sponsorship level; the value of contributing at each level must be explicit.
 - We could use the website to solicit the sponsorship requests.
 - Should we consider sponsors for individual meetings? This would seem to be limiting since there are more potential sponsors than there are opportunities.
 - The Secretary/Treasurer should provide periodic assessment of the strategy throughout the year. Specifically, a comparison with previous years will be valuable.

D. Newsletter:

- **Articles Due:** Articles due week of April 13th.
- The Section submitted for the Newsletter Contest by the deadline.

VI. Past President's Report: Joe Henderson

- A. Joe Henderson announced that there are two candidates for Section Secretary-Treasurer for FY10: Chris Sheffer and Paul Brown.
- B. Joe will collect the bios and the photos required for the newsletter.
- C. David Krauth indicated interest. Following our pattern of alternating between private and public volunteers, it was suggested that he submit as a candidate for next year. He the meantime he is encouraged to volunteer to chair a committee.

VII. Website Update: Duane Cleere

- A. Duane noted that he had an estimate from a local web company and it came in at about 3 times this current fiscal year's budget.
- B. Duane suggested that an off-shore company may provide the service cheaper, but the committee felt we needed to deal with a local firm.
- C. Craig asked Duane to have web committee develop an RFP for distribution to the EC for review. The RFP can be distributed to several local firms for a bid.
- D. At the next meeting, Duane will review the results of the bids and make a recommendation.

VIII. Committee Reports

- A. **Awards Committee: Dave Hattan**

- Dave Hattan recommended Scott Thomas of Apex Design, PC, as the Transportation Professional of the Year.
- The recommendation was accepted (Motion: Karl; Second: Joe; unanimous).

B. Golf: John Seyer

- Westwood is reserved for June 26th at 8:00 AM.
- A notice will be placed in the newsletter and registration will soon be posted on the website.

C. Section Activities Report: Chris Sheffer

- The report was submitted by the deadline. Joe Henderson was recognized for his help in getting the report completed.

D. Continuing Education Committee: Karl Packer

- There will be a webinar that the committee will facilitate probably at the end of this month.

E. Technical Committee: Scott Thomas

- Scott will submit a list of fall course from the University of Colorado Denver to the newsletter.
- Scott may consider transforming student projects into Technical Committee studies.

IX. Adjournment

- A.** Meeting adjourned at 1:07 PM (Motion: Joe; Second: Duane; unanimous).

Action Item Summary

1. Eric to look into joint Happy Hour with ITE, WTS, ASCE.
2. Melissa will continue to contact International regarding membership information.
3. Melissa will speak with the Wyoming member to get feedback on committee's ideas to reach rural members.
4. Scott will contact CDOT Research to determine the status of the Research Applications Program.
5. Greg will follow up with Will regarding the Portland Section's contribution to the Student Endowment Fund.
6. Scot to revise the scholarship policy to include graduate students.
7. Craig to call Ken Conyers re: Legislative Chair.
8. Craig to call Carla Perez re: automated legislative reporting.
9. Greg to check with Scot re: scholarship checks.
10. Greg to consider amendments to his motion for the next EC meeting.
11. Duane to work with website committee to prepare and circulate a RFP for review by EC.
12. Duane to issue RFP for bid and present a recommendation at the next EC meeting.
13. John to work with Duane to have the golf material posted on the website.