



**Executive Committee Meeting Minutes**  
**April 10, 2014 12:00 – 2:00 PM**  
**SEH Inc**  
**2000 S Colorado Boulevard, Suite 6000**  
**Colorado Center Tower One**  
**Denver, CO 80222**

**In Attendance:** Aaron Heumann, Anna Bunce, Lisa Truong, John La Sala, Emily Gloeckner, Kari McDowell  
Chris Hopkins, Bill Hange, Freddy He.

**A. Call to Order: 12:15 pm.**

**B. Approval of minutes from last meeting**

Bill moved to approve the minutes, John seconded, and the minutes were approved unanimously.

**C. Officers' Reports**

- a. President's Report .....Aaron Heumann
  - i. March Electronic Survey – Sent to 30 Attendees via Survey Monkey.
    - Aaron will report the survey results at the next EC meeting.
  - ii. April Electronic Survey - Why membership didn't attend meeting in Colorado Springs?
    - Aaron circulated a draft list of questions among Section officers and asked EC members for input.
  - iii. Intermountain Section Meeting in Jackson, WY Announcement (Policy Discussion).
    - EC members agreed that it is beneficial to send an email to the entire membership, especially since many Colorado companies do business in WY.
  - iv. Western District Candidate Message Posting on Website (Policy Discussion)
    - EC agreed to post a link to all candidates' messages if available, but no detailed information on any District candidate should be posted on the Section's website.
  - v. CDOT Employee Recruitment Booth (Policy Discussion)
    - EC decided to not provide such a booth at Section events, as it would be inconsistent with the Section's previous practice.
    - CDOT is welcome to distribute employee recruitment brochure or flyers at Section events.
    - Background is CDOT has been reluctant to support their own employees participating in ITE events. As a result, CDOT employees' attendance to Section events has dropped significantly in recent years.
  - vi. WTS Event Announcement for CCD Transportation Director (Policy Discussion)
    - EC decided, as a policy, to not advertise events hosted by non-ITE professional organizations until further coordination/discussions happen among organizations. Main reasons include:
      - a. ITE members may not expect to see activity announcements for another organization
      - b. Too many email messages to our members from the EC.
      - c. Accommodating WTS's request would open doors for all other professional organizations
    - Such events can be put on the Section's website calendar upon request.
  - vii. Colorado Engineering Council asks ITE to join as a member organization.
    - EC decided not to become a CEC member at this point as it does not appear that such membership would offer tangible benefits to our membership.
- b. Vice President's & Program Committee Report ..... Anna Bunce
  - i. May 9. 2014 Luncheon

- Presentation – Mode Share
  - Location – Ace Eat Serve (Pennsylvania & 17<sup>th</sup>)
  - Hand Out 40<sup>th</sup> Anniversary Picture Frames (Include in Announcement?)
  - Present Life Member Certificates
  - Same Day as DUS Opening: EC considers acknowledging the opening in the event announcement.
- c. Secretary/Treasurer & Editorial Committee Report ..... Freddy He
- i. March Budget Report
- d. Past President's Report ..... John La Sala
- i. Nominations and Teller Committees
- Nominations Committee includes Emily Gloeckner and Duane Cleere
  - Emily Gloeckner and Chris Hopkins volunteered to be on the Teller Committee.
- ii. Secretary/Treasurer Candidates
- The Nominations Committee has successfully recruited two fine and capable candidates from the public sector
  - John will coordinate with both candidates to make sure they will present at the May 9, 2014 Luncheon

#### **D. Committee Reports**

- a. Activities Committee ..... Emily Gloeckner
- i. Looking to arrange a Happy Hour at Dave & Buster's at I-25 & Colorado Boulevard for Thursday, May 15, 2014. Schedule the EC Meeting that day from 2 – 4 PM.
- b. Awards Committee ..... Bill Hange
- i. Transportation Professional of the Year
- The Committee is considering various options, including acknowledging all transportation professionals who responded to flood and wildfire emergencies
  - The Committee also proposes special award(s) at May Luncheon.
- c. Continuing Education Committee ..... Aaron Heumann for Chris Sheffer
- i. Bluetooth Technology in Transportation Webinar – April 15, 2014 (over 10 Registered)
- ii. Looking into safety training/seminar for September
- d. Golf Committee ..... Chris Hopkins
- i. June 13, 2014 at Red Hawk Ridge in Castle Rock
- e. Vendor Show ..... Will Johnson
- i. No report.
- f. Website Committee Report ..... Greg MacKinnon
- i. No report.
- g. Membership Committee ..... Rich Follmer
- i. No report.
- h. Scholarship & Career Guidance Committee ..... Melissa Rosas / Bob Kochevar
- i. No report.
- i. Student Liaison ..... Mike Bowline / Chris Vokurka
- i. No report.
- j. Technical Committee ..... Aaron Heumann for Nitin Deshpande
- i. UW Funding Request of \$750
- All EC members agrees that the UW students are a good use of the Technical Committee budget of \$350 plus an additional requested fund of \$400 (from the Section's Scholarship Fund) to support the students.

- Therefore, EC is in agreement with providing \$750 to the UW students for the District Meeting.

- k. Activities Report Committee ..... Dan Eybs
  - i. No report.
- l. Legislative Committee ..... Steve Pouliot
  - i. No report.
- m. Social Media ..... Lisa Truong
  - i. No report.
- n. Section Scribe ..... Lou Davenport
  - i. No report.
- o. Spring Transportation Symposium ..... Kari McDowell Schroeder
  - i. April 4, 2014 Event Summary
    - Record registrations, capped out at 320, with a waiting list.
    - The Planning Committee put in tremendous efforts to overcome early issues regarding registration, contract, food, etc. and made it a successful event.

**E. Old Business**

- a. 2018 District Conference Presentation ..... Aaron Heumann
  - i. Ben Waldman is leading the effort to put together the presentation to the District Board on June 29, 2014.

**F. New Business**

**G. Announcements**

- a. Next EC Meeting on Thursday, May 15, 2014 ..... Aaron Heumann
- b. Newsletter Articles Due Now & Next Deadline June 17, 2014 ..... Bart Przybyl

**H. Adjournment: 2:10 pm.**

**Action Items:**

1. Aaron to refine the questions for a survey to the membership on the annual Colorado Springs meeting.
2. Aaron will work with Greg to send out an email to the membership regarding the Intermountain Section meeting in Jackson, WY on May 15-17, 2014 and the Northwestern University class being offered May 13-15, 2014.
3. Greg to post a link on the front page of the CO/WY ITE website to the Western District website information on the candidates running for District offices.
4. Anna will respond to CDOT's request of an employment recruitment booth at Section's events.
5. Anna to consider acknowledging DUS opening in the announcement of May luncheon.
6. Aaron and Bill will coordinate on special awards at May Luncheon. Aaron to email the Life Member recipients to invite and encourage them to attend the May 9, 2014 luncheon to receive their certificates.
7. Aaron to notify Rhonda Young that the EC approved the UW request for a scholarship in the amount of \$750 to assist the students in attending the District Conference, and Freddy to provide the check.