



Executive Committee Meeting Agenda
April 12, 2018 12:00 – 2:00 PM
Maroon Bells Conference Room, FHU
6300 S. Syracuse Way, Suite 600
Centennial, CO 80111

A. Call to Order *The meeting was called to order at 12: 10 PM. Those in attendance included:*

<i>Lou Davenport</i>	<i>Duane Cleere</i>	<i>Susi Marlina</i>	<i>Ryan Germeroth</i>
<i>Rachel Ackermann</i>	<i>John Hansen</i>	<i>Chris Vopurka</i>	<i>Victoria Edington</i>
<i>Brian Staley</i>	<i>Kari McDowell</i>	<i>Devin Joslin</i>	<i>Chris Hopkins</i>
<i>Matt Ciarkowski</i>	<i>Lisa Truong Nguyen</i>		

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

C. Officers' Reports

a. President's Report Lou Davenport

i. March Meeting (joint with ASCE)

- *Lou checked with Karen as to if they did a survey for the March Meeting and. Karen said they didn't do a survey for this event. Karen mentioned they had a good feedback.*
- *Lou mentioned he and several people from EC attended the meeting.*

ii. Logo Contest

- Vote
- *For the logo contest, Lou received four entries and asked for EC to review. He is going to send an email out to the whole EC and ask for vote.*

iii. UW Student Chapter

- Discuss improving connection/support
- *University of Wyoming Chapter updates: last time we agreed to give the Student chapter fund. Sara, the UW chapter vice president gave Lou the student account info. The ITE section can either wire the money or write a check. From last EC meeting, we didn't discuss any feedback we need on the money given to the student chapter.*
- *Sara also gave Lou the student's advisor (Mohammed Amed) and all of the student chapter officer's information. Chris mentioned he tried to call the advisor 3-4 times, but has not received a response. Lou mentioned that Alex met several of the UW student chapter's officers.*
- *Andrew and Evan have been asked to add the student chapter officers email address to the ITE section website, so they will keep up to date with the ITE events and activities.*
- *Chris requested Lou to be cc'd on the email; Lou will send Sara's info to Chris. At this time, Sara is the UW student point of contact.*
- *Chris mentioned that he is willing to get more involved.*
- *Regarding the \$500 student chapter, Chris suggested to have a summary report, not necessary to be detailed.*
- Finalize funding decision
- *Regarding the \$500 student chapter, Chris suggested to have a summary report, not necessary to be detailed.*
- *The UW also provided last year budget's report to Lou.*
- *Lou mentioned will tell the ITE members via newsletter that we gave money to the student chapter for helping them to grow ITE presence amongst students.*
- *Susi will write a check for the UW Student Chapter and Victoria will bring it to Wyoming.*

- b. Vice President's & Program Committee Report Duane Cleere
- i. May 11th (Denver) Luncheon Meeting
- *Contract's done and location fixed at Falls Event Center, Littleton.*
 - *Duane is still talking to the caterer and speakers to finalize.*
 - *Duane has arranged with Douglas County to have a new state-of-the-art striping truck on site at the event.*
- c. Secretary/Treasurer & Editorial Committee Report Susi Marlina
- i. March Treasurer's Reports
- *Susi gave the treasurer's budget overview for March to the group. She received a check from ITE national for the 4th quarter membership section portion. She mentioned the ski trip budget and the split loss number between ITE and WTS.*
 - *Chris asked the golf budget from the ITE annual sponsors. Lou and Duane explained the process.*
- ii. Meet and Greet Survey Results
- *Comments received:*
 - *Very nice event, very professional*
 - *I was amazed with the high turnout, well done!*
 - *Might be nice to offer an advance meeting for say 2 folks from each sponsor, to mingle with the CCD keynote and staff*
 - *The flow of the event could have been managed a bit better, it was a bit awkward trying to get people to finish their food and drink before going into the auditorium.*
 - *Food should not require assembly; agenda was clumsy to drop all food/drink to sit in auditorium for speaker.*
 - *Unfortunately our company name was spelled wrong on all our name tags (Tuttle, not Turtle)*
 - *Lisa suggested for next year having somebody arrange all nametags a day before. One of Duane's goals is to have a machine that can print the registration nametag on-site and connect it to the Constant Contact. In summary, Lou mentioned to have the Secretary/Treasurer printed all name tags a week or a few days before the event and walk-up registrants' nametags or any name tags spelled wrong can be printed on-site.*
 - *EC decided to waive the fee for Fox Tuttle Hernandez Company to attend the May ITE luncheon. Susi will reach out to the Fox Tuttle Hernandez.*
 - *Susi sent Lisa the Survey Results*
 - *CDOT would be a logical choice to be the agency for next year's Meet 'n Greet.*
 - *Lou mentioned that if at any point there's nothing specific going on leadership wise for agencies and municipalities, he would suggest that we look at other different companies such as Google or Amazon, to try to do something out of the normal once.*
- d. Past President's Report Ryan Germeroth
- i. Secretary/Treasurer Candidates
- *Ryan has one confirmed candidate which is Derek Schuler from Douglas County. He is agreed to run. He has already sent his bio. Ryan is trying to find the second candidate. He asked if anyone has any additional ideas for the second candidate, which would be helpful. Ryan contacted several folks already, most people have not been able to commit this time of the year.*
 - *Ryan asked whether EC needs to vote for the candidate list. Lou thought that was a past president committee decision.*
 - *Ryan needs assistance from chair of membership as well as the webmaster for the election.*

- *Lou asked who is eligible for voting. Ryan mentioned any member in good standing, meaning that includes section affiliate members. Ryan will get the newsletter article to Brian.*
 - *Lou asked about the timeline between the election and newsletter. Ryan mentioned that the way of bylaws regarding the election bio in the newsletter that it's supposed to be out within 15 days before candidate speeches, or after the past president presented the candidates list to the EC, all members should be notified within 15 days. According to bylaws, the voting should be opened at least 14 days. So, the voting will be opened on May 1th, after the luncheon and closed on May 29th, after the Memorial Day holiday.*
 - *Ryan needs two people (not officers) to volunteer to count the ballot. Rachel and Lisa have volunteered.*
- ii. CDOT Agency Membership
- *Ryan sent an email to the City and County of Denver this morning. Victoria said they are on board. Ryan looked at the agency list, actually there are already a couple agencies on the membership list: City of Boulder and City of Laramie*
 - *Ryan contacted the CDOT Professional Development folk. If this does not work, Ryan will approach CDOT for the individual membership.*
 - *John Hansen mentioned that he has been approached by WyDOT and City of Cheyenne for the agency membership. John will talk to Ryan later. Ryan's goals are to walk the agencies through to the process and assist them if necessary.*
- iii. Document Updates
- Student of the year
 - Officer attendance at events
 - Job ad policy clarification
- *Document updates are in progress.*

D. Committee Reports

- a. 2018 Western District Meeting **Not Present** Ben Waldman / Aaron Heumann
- i. Updates?
- *140 people registered the Western District Meeting. No indication of anything since most people signed up a couple weeks before the event.*
 - *The sponsorship is higher than they budgeted for, as well as the Vendors. Ryan said we still need more sponsors. While we have done really well in package, several events need more sponsors like different technical tracks, traffic bowls, award banquets, etc.*
- b. Activities Committee Lisa Truong Nguyen
- i. WTS/ITE Ski Train/Ski Bus
- *Lisa mentioned the Ski Trip went really well, probably the best activity that I have ever coordinated. She is still getting overwhelmingly good feedback from people, super fun event. Lesson learned that to buy more vegetarian breakfast burritos next year, considering doing it on Friday like golf tournaments depending on the survey results, maybe rename the trip to something like a mountain trip, and possibly would occur in January not February (see the survey outcomes).*
 - *Lou mentioned to estimate the activity committee budget specifically ski trip event for next year.*
- ii. Summer Activity
- *Lisa shared a flier of the ITE Hike 'n Happy Hour to EC. The activity will be held on May 22nd at the Bluffs Regional Park, close to Lincoln and I-25. Lisa mentioned to advertise this in the newsletter, via email blast, etc.*
 - *Lisa talked to WTS about Rockies game schedule: either in the week of Memorial Day or in July. WTS will lead this activity.*

- c. Activities Report Committee.....Devin Joslin
- *No updates*
 - *Devin checked the Googledrive that Evan set up for us and he transferred pictures to that to anyone who needs pictures, ITE accessible.*
- d. Award Committee.....*Not Present* John La Sala
- i. Outstanding Achievement Award (Symposium)
 - *We had an award of Outstanding Achievement Award during the Transportation Symposium. Kari received the award for 10-year working on the Symposium. We presented the plaque.*
 - *Lou received some feedback through the Symposium. They also gave a gift certificate to the chair, so maybe this a reminder for ITE to do a better job for recognizing volunteers, like Will Johnson after serving ITE for a while. If anyone has something, please bring it up to John.*
 - *Brian said there is an opportunity to give an appreciation during the Vendor Show next year. Lou mentioned probably it will be good to have some kind of criteria of people dedication to serve the organization, such as 1-5 years, 5-10 years, etc. Anyone who has thoughts on that, please let Lou knows. Lou thoughts that he is going to talk to John Lasala and put together some criteria.*
 - ii. Transportation Professional of the Year (May Meeting)
 - *This year Transportation Professional of Year is Emily Gloeckner. Rich has interviewed her for the newsletter.*
- e. Continuing Education Committee*Not Present* Vivek Goswami
- i. Any other suggestions?
 - *No updates from Vivek.*
 - *If you have any suggestions, please let EC knows.*
- f. Golf Committee Chris Hopkins / Matt Ciarkowski
- i. Raccoon Creek – Friday, June 9th
 - *Chris asked the golf budget from the section annual sponsorship.*
 - *Chris mentioned about serving the Golf Committee for a number of years and introduced Matt to help him this year.*
 - *2018 Golf Tournament would be in Raccoon Creek on Friday, June 8th. The announcement has been out.*
 - *Matt Ciarkowski introduced himself to the EC. He updated that the registration is available in the website, including the sponsorship. He planned to send three emails reminder between now and the event day. He coordinated with Evan. Matt needs to contact Andrew to get the WordPress account for checking the registration number.*
 - ii. Registration is open
 - *Chris mentioned that the sponsorship is different this year. We increased the price for sponsorship, but the sponsor includes the foursome.*
 - *Raccoon Creek just opened their brand new club house or a party lounge, which the committee planned to have a yard game such as corn hole, so people can play different games while they are waiting.*
 - *Brian asked about the Golf Tournament material for the section newsletter. Matt will send the info to Brian.*
- g. Legislative Committee.....Rachel Ackermann
- *Rachel didn't have much updated, but she felt that by the time the newsletter got sent out, it will be out of date.*
 - *Rachel participated in the ACEC committee meeting yesterday. There are a lot things going on about various funding, proposals, elections, ballot, etc.*

- *Any suggestions to get the member educated up to date? Lou mentioned that would help when the newsletter will be out in real time in the future as discussed.*
- h. Membership Committee **Not Present** Rich Follmer
- *Rich sent an email to renew the membership, there were less than 10 people that have not responded or renewed their affiliates.*
- i. Mentoring Program Committee **Not Present** Jon Larson
- i. WTS has declined the suggestion for combining efforts this next year
- j. Newsletter Committee Brian Staley
- *Brian intended to have a sample for EC, but he hasn't finished it yet this month. He will present to the EC next month what his envisioning for the newsletter.*
- k. Scholarship & Career Guidance Committee **Not Present** Alvin Stamp
- *No updates.*
- l. Section Scribe Devin Joslin
- *No updates.*
- m. Social Media **Not Present** Greg Baker
- *No updates.*
- n. Spring Transportation Symposium Kari McDowell Schroeder
- i. Looking for new committee chair
- *Per the previous meeting, Evan mentioned his interest to chair this committee. Lou is still supporting the committee.*
- ii. Updates
- *Kari mentioned that we had 456 registrants and about 20 people no-show, in total about \$10,000 profit yet to be determined. It will be split by 5 organizations. It could be less than \$2,000 for scholarship. There's an email to ask comments and feedback. This year, APA is the lead and maybe ASCE southern Colorado for the next year.*
 - *John gave feedback that the luncheon was good and the sessions were well attended. From the Vendor's perspective, maybe to differentiate the national and local vendors, the venue is much better.*
 - *Kari asked the reasons coming to the Symposium. Devin mentioned is tremendous value from PDH standpoint. Lisa said his colleague is very impressed to see the breadth of public and private sectors.*
 - *Duane asked why the national ITE logo on the Transportation Symposium not the Section ones. Lou said maybe it's always there. We need to put the new logo later.*
- o. Student Liaison Victoria Edington / Chris Vokurka
- i. Student of the Year Award
- *We received three nominations, two of them from University of Wyoming. Sheriff is the Student of the Year recipients. Victoria contacted the professor, it seems the will be unable to attend our May Luncheon. May 12th is University of Wyoming graduation day, that's why Victoria will go to Wyoming on Monday to give Sheriff the award. John La Sala has mentioned to Victoria that the plaque will be ready by Friday (tomorrow).*
 - *Lou mentioned we should capture for the university school calendar when we set up the calendar next year.*
 - *Victoria would like to bring checks with her to Wyoming: one check for Student of the Year and one Student Chapter. Susi will write checks today.*
 - *Victoria said she is forwarding the Sheriff's nomination to the Western District.*

- p. Technical CommitteeJohn Hansen
 - i. Potential Project – Updates?
 - *We will get the guidance from the ITE about the subject matter of the topic in general.*
 - *Josh Richardson (City of Gillette) helped ITE presenting during the Engineering Conference. Kudos to him.*
- q. Vendor Show..... Alex Larson / Brian Staley
 - i. 2019 Vendor Show
 - *Alex and Brian will explore different venues during the summer.*
- r. Website Committee Report.....**Not Present** Andrew McFadden / Evan Brigham
 - i. Gmail and Calendar
 - ii. Other Updates?
 - *No updates.*
- s. Western Slope Luncheon Meeting..... Kari McDowell Schroeder
 - *One of the feedbacks from Public Agency about having a Western Slope Luncheon in November is that it is a hunting season and most people take days off, they wanted to move it to December.*
 - *It was decided to have Holiday Luncheon on December 7th and Western Slope meeting on December 14th.*

E. Old Business

- *EC will be decided during the May Meeting regarding the significant contribution for the Western District Scholarship Student Fund.*

F. New Business

a.

G. Announcements

- a. Newsletter Articles Next Deadline **April 13th**Brian Staley
- b. Next EC Meeting **May 18th** Lou Davenport

H. Adjournment *The meeting was adjourned at 1:51 PM*