

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE

Fehr & Peers, Denver

April 15, 2010

Meeting Chair: Ben Waldman

Minutes By: Chris Sheffer

Present: Greg MacKinnon, Karl Packer, John LaSala, Scot Lewis, Scott Thomas, Craig Faessler, Melissa Rosas, Kari McDowell, Jeff Ream, Dave Hattan

I. Introduction. Ben Waldman opened the meeting at 12:00 p.m.

II. Meeting Minutes. Minutes from the last executive committee meeting were approved.

III. President's Report. Ben Waldman

- A. UCD Student Chapter:** Greg and Chris conducted the first informational meeting for the University of Colorado, Denver on March 31. Eight students attended and 14 signed up for the student chapter. The District will issue a new charter since the old one is not available. The student chapter will hold elections this school year.
- B. District and International Elections:** Local candidates will be speaking only, however, pamphlets for national candidates can be distributed and someone can speak on behalf of the candidate. Ben will email national candidates to see if they wish to do this.
- C. Schedule Change for EC Meeting:** The next EC meeting will be held Thursday, June 10 at the Wynkoop. Chris will bring any left over drink coupons.
- D. Legislative Chair Open:** Dave Krauth will need to resign as Legislative Committee chair. John LaSala will take his place for the rest of the year. Scott Thomas may fill in if he can find a replacement for the Technical Committee.

IV. Vice President's Report. Greg MacKinnon

- A. May Luncheon:** The contract has been signed for the luncheon at the Madcap Theater. The terms include an attendance cap of 160. Although unlikely that this will be exceeded, Chris will need to monitor the attendance from the website. One drink ticket per person will be included.
- B. Bylaws subcommittee update:** The committee has reviewed and commented on the charter and bylaws. A draft charter was approved by the committee to be passed on to the Executive Committee.
- C. Web Based Email:** Greg has looked into email services which provide better looking and more email capabilities for section business. Companies such as Mail Chimp cost \$30 per month for unlimited email. Eye Contact includes more discounted fees which may be a better place to start. The Website budget could be used for email services.
- D. Online Voting:** The District can provide more cost effective and less confusing means of voting but will take time to set up. The Bylaws and Charter could be done this way, but for the Officers vote, we may want to have Edward set the election up again this year.
- E. Data Archiving:** The Board is willing to help provide archiving of section documents. Greg is requesting lists of items to archive.
- F. Big Check:** The cost is between \$80 and \$130 for a dry erase board about 3 ft wide. This will be purchased out of the scholarship fund.

- V. Secretary/Treasurer Report. Chris Sheffer**
- A. Account balances:** The treasurer's report was distributed. Balances include:
Checking - \$15,671
Savings - \$4467
Scholarship Fund - \$10,545
Certificate of Deposit - \$10,974
A late payment of \$630 came in from two vendors at the Vendors Show. We are still waiting on the invoice from the Arvada Center. Will Johnson may have already paid this. Chris will verify
- B. Scholarship Funds Remain:** We still have a budgeted \$1500 to distribute in scholarships.
- VI. Spring Symposium and Continuing Education: Karl Packer**
- A. Symposium:** Kevin Flynn was the keynote speaker. Survey information was mixed on Kevin's presentation. A total of 170 were in attendance with ITE taking in a split of \$750. ACEC participation may have been a factor in this record attendance. Approximately 30 walk up participants came to the Symposium.
- B. Continuing Ed** Karl is looking into a three day Synchro 8 class. This would be given by John Albeck and cost \$895 per person. It could include separate Level 1 and 2 classes within those three days. Karl will also check into TSPP Draft training for July or August.
- VII. Section Candidates: Craig Faessler** John LaSala and Alex Larson will be running for Secretary Treasurer. Bios will be sent to Kari for insertion into the newsletter. Voting will be opened on April 30 with the candidates making a short speech at the May 14 luncheon. A motion passed unanimously to accept the two candidates.
- VIII. Awards: Dave Hattan**
- A. Professional of the Year:** Dave recommended that the entire District 6 LAC Committee be awarded the Professional of Year. The motion was made and passed unanimously. It will be presented at the May luncheon.
- IX. Membership Committee – Melissa Rosas**
- A. Database:** Melissa separated the local database into 2: one for section affiliates and one for national. The one from national will be fed by updates from national at Melissa's request. Melissa circulated the contact list for the committee to comment on. She will also email it out.
- B. Committee List and Description:** Melissa will develop this for the ITE Section Handbook.
- C. Esteemed Colleagues:** The Esteemed Colleague is an influential individual to the Transportation profession who would not qualify or be a member of ITE. So far, we have 13. A list will be distributed for review and update.
- X. Web Committee – No report**
- XI. Technical Committee – No report.**
- XII. Golf Committee – Jeff Ream**
- A. Sponsorship:** Jeff will send out the sponsorship letter and send the sponsor list to Melissa for updating the data base. New levels of sponsor ship are included in the letters.

XIV. Scholarship Committee – Scot Lewis

- A. New Applicant:** Roxanne Hayes submitted an application. She was previously given a scholarship for WTS and ITE. Scot will respond that she will be under consideration.

XV. Legislative Committee – No report

XVI. Activities Report

- A. Report Competition:** Col Wyoming Section won as best Section in District 6

The meeting was adjourned at 2:00.