



Executive Committee Meeting Minutes
April 15, 2011 12:00 – 2:00 PM
DRCOG
1290 Broadway
Monarch Pass Conference Room

A. Attendees: Greg MacKinnon, Chris Sheffer, John La Sala, Joe Henderson, Dave Hattan, Melissa Rosas, Kari McDowell, Chris Vokurka, Nitin Deshpande, Karl Packer

B. Approval of minutes from last meeting – follow up on action items, unanimous approval

C. Officers' Reports

- a. President's Report Greg MacKinnon
 - i. Candidates at May luncheon – Ray Davies and Pat Gibson
 - ii. We need to remember to ask them to register
 - iii. Cancel Survey Monkey account since it continues to charge monthly
 - iv. Non-profit status – expect clarification from International in May
 - v. Website Committee – Greg has volunteered to take this duty while also Past President
 - 1. Could use Constant Contact to manage meeting notices to higher degree than currently, which would reduce work tasks for this position
 - a. Greg will research this while committee chair
- b. Vice President's & Program Committee Report Chris Sheffer
 - i. Nothing to report
- c. Secretary/Treasurer & Communications Committee Report John La Sala
 - i. Submit treasurer's report to EC next week prior to newsletter
 - ii. Impact of subsidizing public sector attendees at events
 - 1. John will perform more analysis
 - 2. Sustainability of subsidy?
 - 3. Subsidize Vendor Show since vendors provide significant receipts
 - a. No charge for public sector?
 - b. Impact to scholarship fund?
 - 4. Increase/formalize transfer to scholarship?
 - 5. Increase local dues next September?
- d. Past President's Report Ben Waldman
 - i. Not present

D. Committee Reports

- a. Activities Committee Eric Boivin
 - i. Not present
- b. Awards Committee Dave Hattan
 - i. See Transportation Professional of the Year under New Business
- c. Continuing Education Committee Joe Henderson
 - i. HCM webinars – registered for all 10 in series
 - 1. 1st two occurred last week, 8 more remain
 - 2. First two operated at loss
 - 3. Joe will research lower cost options for lunch
 - 4. Gary Johnson's wife owns catering business
 - ii. Researching continuing education for next WES meeting
- d. Golf Committee Jeff Ream
 - i. Not present
- e. Legislative Committee Scott Thomas

- i. Not present
- f. Membership Committee Trung Vo
 - i. Not present
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. See Scholarship Recipients under New Business
- h. Technical Committee Nitin Deshpande
 - i. Proposes allowing people to submit technical articles to newsletter with maximum of 350 words
 - 1. This was allowed in 2008.
 - 2. Alternately, could allow student paper submission for scholarship money; don't allow in all newsletters
- i. Website Committee.....Duane Cleere
 - i. Covered by Greg under President's Report
- j. Annual Report Update..... Sarah Karjala
 - i. Arizona won 2010 award from District
- k. Vendor Show Update Will Johnson
 - i. Not present
- l. Annual Symposium Update Karl Packer
 - i. 221 registered with 201 actual attendees (new record), including 87 public sector
 - ii. Next year, considering providing more breakout rooms; door in back of room preferable to allow ease of switching sessions
 - iii. Attendee survey – large response rate
 - 1. Initial results very positive on breakout sessions, keynote speaker
 - 2. Suggestions – more technical sessions, full day event, more opportunities for students, need something fun and festive to spark event
 - 3. Several complaints on venue, especially noise
 - 4. Most attendees learned about event through email announcements
 - iv. Estimated net profit = \$4,888.29, or \$814.88 split between 6 organizations
 - 1. (\$9,320 est Paypal income including Jessica)
 - v. Karl will propose requirements for minimum level of participation by partner organizations
 - vi. Karl has notebook which documents event, beginning with the 6th year – seeking input on previous years

E. Old Business

- a. Web cam proposal Chris Sheffer
 - i. Test GoTo Webinar w/ Rhonda at next EC with goal of full implementation at Sept. EC - approved
 - ii. Pay for service for each individual luncheon
 - iii. Prior to lunch, announce to out-of-area members, requiring them to register
 - iv. Technical details will be studied this summer
- b. Decision regarding CSS webinar Joe Henderson
 - i. This idea is dead for now.

F. New Business

- a. Policy regarding International and Western District candidates Greg MacKinnon
 - i. Unanimous approval of policy
- b. Scholarship recipients Melissa Rosas
 - i. 8 applications
 - ii. Recommend 4 awards totaling \$4,000
 - 1. All recipients are ITE members or have recently submitted applications for membership
 - 2. Unanimous approval
 - 3. Will revise application to request member #
 - 4. Winners will also receive complimentary attendance next luncheon, when awards issued
- c. University of Wyoming request for funds Melissa Rosas

- i. \$865.87 requested for 4 students
 - ii. Unanimous approval of \$865.00
 - iii. Greg states that he appreciates the well-organized proposal from UW, and also appreciates all that they do.
 - iv. John will contact Rhonda to have check mailed to her
- d. Transportation Professional of the Year.....Dave Hattan
 - i. Unanimous approval for Melissa Rosas
- e. Membership Survey Drawing Greg MacKinnon
 - i. Selected using random number generator
 - ii. Winner = Leslie Doss, FHWA
- f. Member contact information on website Greg MacKinnon
 - i. Will leave list on website
 - ii. List needs to be updated since from 2009

G. Announcements

- a. Newsletter articles and contributions due April 15th (today) Bart Przybyl
- b. ITE Community website Greg MacKinnon
 - i. Greg provided a tour of our newly minted site (became active April 1)

H. Adjournment