



Executive Committee Meeting **Minutes**
April 17, 2015 12:00PM – 2:00 PM
Aurora City Hall - Aspen Room, 2nd Floor
15151 E Alameda Pkwy
Aurora, CO 80012

In Attendance: Aaron Heumann, Anna Bunce, Ryan Germeroth, Lou Davenport, Vivek Goswami, Freddy He, John LaSala, Greg Mackinnon, Jeet Desai, Chris Shefer, Kari McDowell

A. Call to Order **12:20 PM**

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

C. Officers' Reports

- a. President's Report Anna Bunce
 - i. Update re WTS coordination for reception for incoming CDOT Director
 - Confirmed: Wed May 6, 6-8pm, Museum of Nature & Science
 - Pledged up to \$500 if necessary to cover costs above those funded by attendees
 - \$45 per person; \$15 student rate
 - **Registration cap is 400 so register early**
- b. Vice President's & Program Committee Report Freddy He
 - i. May Luncheon
 - Present Life Member certificates? **Ryan will check if Bob Watts can make it.**
 - **Ryan will check mail box to see if other Life Member certificates have arrived**
 - **Officer elections will be held at May meeting**
 - **Chinook Tavern DTC. Buffet style lunch. We will need to let the restaurant know if we have any vegetarian registrants**
 - **Dan Hunt from CDOT R2 will be speaker. Topic, interchanges in Colorado Springs**
 - **Registration will be included in newsletter**
- c. Secretary/Treasurer & Editorial Committee Report Ryan Germeroth
 - i. March Treasurer's Report
 - **Ryan provided a brief summary of the March report**
 - ii. March survey results—future south luncheon
 - **Make sure to get this done prior to May EC meeting**
- d. Past President's ReportAaron Heumann
 - i. Nominations and Teller Committees
 - **John Lasala and Chris Sheffer will volunteer**
 - ii. Secretary/Treasurer Candidates
 - **Need to follow bylaws to make sure enough time is allowed between announcement of candidates and election**
 - **Lou Davenport and Mike with Merrick (maybe)**
 - iii. Section Policies Document status report
 - Requests for Obituary postings/announcements
 - **Scholarship funding and student membership funding were also added**
 - **Aaron will be distributing the three new policies for review.**
 - **Try to get the policies finalized and approved by EC via e-mail prior to next meeting**
 - iv. EC Handbook/Bylaws Update status report

- Aaron handed out a copy that included questions that need addressing. He will also send out position specific sections for officers to review.
- Purpose is to get this more up to date and consistent with current practice.

D. Committee Reports

- a. Activities CommitteeEmily Gloeckner
- b. Awards Committee John La Sala
 - i. Transportation Professional of the Year
 - Has one nominee and has not received alternates from the voting committee. Likely they will be approved. John believes the candidate is a good one and several on the voting panel have stated as such.
- c. Continuing Education Committee Chris Sheffer
 - i. Had a total of 22 attendees at the Lagging Left Turn webinar
 - ii. Next one is on BRT on April 23rd at Stantec. Chris and Freddy will coordinate the set-up of the meeting.
 - iii. Roundabout analysis tools (3 part series) - May 6th the other two will likely be in the summer
 - iv. Vivek has been helping with the set-up of these.
- d. Golf CommitteeChris Hopkins
 - i. June 12 at Green Valley Ranch in Denver
 - Registration and sponsorships are open
 - At 20 people right now and \$1,000 in sponsorships. No taker on the \$1,000 breakfast sponsorship yet
 - Entry fee is \$115 per person. Hoping for 100 registrants / players with 144 being the maximum number of players.
- e. Vendor Show.....Will Johnson
- f. Website Committee Report..... Greg MacKinnon
 - i. Constant Contact/outreach update
 - Greg passed out table and asked EC what we need to track on the members. Please provide feedback to Greg at the next meeting.
 - Greg will roll out new website at his discretion probably before May lunch? Roll out new website but use old registration format.
 - Carry further discussion to next EC meeting
- g. Membership CommitteeRich Follmer
- h. Scholarship & Career Guidance Committee Alex Larson / VACANT
 - i. New mentoring chair needed!
- i. Student Liaison Lisa Truong / Chris Vokurka
 - i. Per Lisa, re UCD Student Chapter:
 - Spring semester has been strong, with regular meetings about once per month. Recent meetings include guest speakers from Ride on Auraria, Auraria Women Bicyclists, and the Transit Alliance.
 - WTS Student Chapter is currently in the process of being ratified as a student organization. While separate in governance and funding than ITE, it's likely that the two groups will pair for some joint events/meetings. Nothing new or different will happen from the ITE Section standpoint, but I'll be working closely with both groups to ensure success for all.
- j. Technical Committee Nitin Deshpande
 - i. Jeet will be assisting Nitin with technical committee tasks going forward.
- k. Activities Report Committee..... Dan Eybs
 - i. Consolidation with Section Scribe?

- Carry discussion to future EC meeting.
- I. Legislative Committee..... Scott Thomas
- m. Social Media..... Lisa Truong
 - i. Per Lisa: "With upcoming ITE student chapter elections, I'm beginning to consider transitioning the social media role to an interested college student. My plan is to distribute an announcement to both UCD and Wyoming student chapters. Hoping we can find a student interested in being more involved with the CO/WY Section! If anyone has a recommendation, please let me know."
- n. Section Scribe..... Lou Davenport
 - i. Consolidation with Activities Report?
- o. Spring Transportation Symposium..... Kari McDowell Schroeder
 - i. April 10 Event Summary
 - APA did a good job. Many committee members were repeats which helped in putting on a good event. 360 attendees or registrants with 50 no shows.
 - First year with tiered registration. Overall thought it went well. Maybe set communications plan up front to make sure tiered registration goes smoother.
 - \$14,000 in sponsorships
 - Will be getting a little under \$2,000 for our scholarship fund. Proceeds are being split 6 ways.
 - Happy hour was pretty well attended. About 40 people came.
 - ii. Considerations for Next year
 - Look in to improving breakfast food. Maybe food truck out front?
 - Make sure the start time of opening event is clear. It wasn't this year.
 - Need 4 volunteers to do IT related tasks one for each session.
 - Have laptop in the room with the presentation pre-loaded on it?
 - Have a speaker prep room / IT room?
 - Have the presenter affirm up front that they are allowing the Symposium to have the presentation in order to be posted after the fact.
 - Make sure that Symposium does not send out attendee list to entire group that attended.
 - \$4,572 for venue room for next year
 - EC authorized either Kari or Lou to sign license agreement with the Convention Center for next year. Aaron moved and Freddy 2nd. Approved unanimously.
 - Lou was promoted to co-chair.
 - Goal to make bigger and better next year.

E. Old Business

- a. Update on 2018 Western District Conference?

F. New Business

G. Announcements

- a. Next EC Meeting **May 15 (food trucks?)** Anna Bunce
- b. Newsletter Articles Next Deadline **APRIL 17 TODAY** Bart Przybyl

H. Adjournment 2:48 PM

I. Action Items:

- a. Ryan will check if Bob Watts can make it to May lunch to receive Lifetime Member certificate
- b. Ryan will check mail box to see if other Life Member certificates have arrived
- c. Aaron will be finalizing candidates for Secretary – Treasurer
- d. Aaron will be sending out Policy document and EC Bylaws / Handbook for review and feedback.

- e. Transportation professional of the year will be finalized prior to newsletter release
- f. Chris, Vivek and Freddy will work to host next webinar at Stantec
- g. EC, please provide feedback to Greg on what membership metrics to keep track of