



Executive Committee Meeting Minutes
April 23, 2012 12:00 – 2:00 PM
City of Centennial
12503 East Euclid Dr
Suite 280
Centennial, CO 80111

- A. Attendance (11): Chris Sheffer, Greg MacKinnon, John La Sala, Emily Gloeckner, Rich Follmer, Joe Henderson, Dave Hattan, Melissa Rosas, Chris Vokurka, Trishul Palekar, Aaron Heumann**
- B. Approval of minutes from last meeting – Chris moved and Dave seconded approval of the meeting minutes. Unanimous approval with the one change identified and listed below.**

- a. Joe indicated 24 people were at the TruTraffic Training instead of 23.

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. Denver Event—Great location and event. Thanks to Emily! Perhaps we should consider highlighting a different agency at a similar event every year. Possible agencies could be DRCOG or CDOT next. A key will be developing a checklist of the potential draw and interest of the agency to the ITE membership. Need a champion from the agency to assist in making the event a success. A survey of those attending could give insight as to why people attended and who they would like to see featured at the next event.
 - ii. CDOT—Trying to arrange a meeting with Charles Meyer to discuss getting CDOT staff more involved in ITE once again. Greg will pass along notes from meeting with Scott McDaniel at the beginning of the year as a starting point.
- b. Vice President's & Program Committee Report John La Sala
 - i. Denver Event—69 registered and 63 attended. Need to discuss timing of such an event in future years given the April Symposium.
 - ii. May 18 Section Meeting—Judge Federico Alvarez, Ron Henson and Gene Putman will be presenting. Secretary-Treasurer candidates will be presented at the meeting and potentially any District 6 candidates may attend.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
 - i. Treasurer's Report—Current income just over \$30,000 and expenses almost \$22,000 for the year. However, there is some lag with past events such as payment for the Vendor Show venue, deposit of the TruTraffic Training registration fees and March and April meeting registrations.
 - ii. Meeting Non-attendants—Look for repeat offenders.
- d. Past President's and Website Committee Report Greg MacKinnon
 - i. Nominees and Election—Candidates are Anna Bunce and Jeremy Hanak. Dave moved and Melissa seconded a motion to accept the candidates, which was approved unanimously. No petitions for additional candidates were received. Newsletter can stay as planned for May 5th based on the required election process schedule outlined in the bylaws.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Denver Event—Total bill was \$4,111. We received a non-profit rate from the DPAC but no other discounts for being a Denver event. \$1,100 in sponsorship was received.
 - ii. ASCE would like to do a joint Happy Hour in June.
- b. Awards Committee Dave Hattan
 - i. Transportation Professional of the Year will be Greg MacKinnon based on a unanimous nomination by the TPY Awards Committee. Dave moved and Chris seconded the nomination which was unanimously approved.
- c. Continuing Education Committee Joe Henderson
 - i. Joe stepping down as the chair at the end of FY 2012. His efforts have been greatly appreciated. He would be willing to take on another position that can be done in the evenings.

- ii. Joe talked to Aaron with MSI, Inc. about presenting a technical webinar “IT for ITS.” The content would include discussing communication with ITS devices. Joe will circulate the presentation for the EC to review before further consideration will be given to moving forward with the event.
- d. Golf Committee Jeff Ream
 - i. Greg requested the current list of sponsors from Jeff to update the webpage.
- e. Vendor Show..... Will Johnson
 - i. Aaron has requested the status on the bill from the Arvada Event Center for the Vendor Show from Will.
- f. Membership Committee Rich Follmer
 - i. A suggestion was received from Zeke Lynch of CH2M Hill for sponsoring attendance for public agency ITE member for section events. There are concerns with Amendment 41 issues, opening the concept up to other consultants, who should be allowed to utilize the funding, and whether this opportunity should be provided to professionals who can afford to pay for attending a meeting if they so choose. No resolution was achieved and the discussion was tabled for further consideration at a later date.
 - ii. Greg will provide Rich with an updated membership list according to International ITE.
- g. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. Greg will update the language on the scholarship fund based on the information drafted up for the Denver Event.
- h. Student Liaison Freddy He / Chris Vokurka
 - i. Rhonda has submitted a request for 4 UW students to attend the District 6 conference.
 - ii. UCD has either 1 or 2 students who have requested funds to attend the District 6 conference.
 - iii. After a discussion of how to divide the \$1,000 available budget, Dave moved and Chris seconded a motion to commit \$752 to UW and \$187 per student for a maximum of two students for UCD. Motion approved with a vote of 7-1, with Greg as the nay vote.
 - iv. Chris will express to Mike Bowline and Freddy He to encourage more fund raising by the UCD students.
- i. Technical Committee Nitin Deshpande
 - i. No report.
- j. Activities Report Committee..... Dan Eybs
 - i. Chris presented that the final report was submitted. An electronic copy will be added to the website by Greg.
- k. Legislative Committee..... Trishul Palekar
 - i. There has been Washington activity regarding extending transportation funds. Trishul will provide updates to Greg to add to the website. There was a discussion about identifying new content on the website to members over the summer and including a comment section after news reports to encourage dialogue from members.

E. Old Business

- a. Local Affiliate Update Chris Sheffer
 - i. International no longer going to track Local Affiliates.
- b. International Suspended Members Greg MacKinnon
 - i. Greg proposing to send a message to members with memberships currently suspended. Members will need to become reinstated by May 14th in order to be able to vote in the upcoming election.
- c. Tax Status Chris Sheffer
 - i. The 1099-K received from PayPal has International ITE’s tax exempt number on it.
 - ii. Peter Frentz at International ITE has told our section not to worry about filing taxes and that they will be obtaining a new Tax ID number for our section. International has indicated that they are going to pull all of the districts and sections under them as non-profits. There is a question as to why we would need a Tax ID number if the section will be under International ITE’s non-profit status.
 - iii. We could consult with Tax Attorney Peter Nagel at a cost of \$325 per hour to try and get questions answered about our responsibility for paying taxes. This may be worthwhile to

determine what our section needs to do for registration with the State at a minimum. Dave moved and Chris seconded a motion to allocate funds for up to two hours of consulting with the tax attorney.

- iv. District 6 files taxes as a 501c3 but the other sections that have been contacted indicated they do not file taxes currently.
 - v. Chris will start with a call to Peter Frentz to verify International's position and to Peter Nagel to arrange a sit down with the officers.
 - vi. We need to keep meticulous records on all events regarding discussions and decisions regarding our approach to taxes as reference for future officers.
- d. Paper Competition Nitin Deshpande
 - i. Currently under review.
 - e. Dist 6 Traffic Bowl team Chris Sheffer
 - i. Chris and John are planning to attend the District 6 conference. Chris is looking to create a section representative team to participate in the Traffic Bowl.

F. New Business

- a. May Luncheon Dates John La Sala
 - i. Previously discussed.

G. Announcements

- a. Newsletter Articles and Deadline Bart Pryzbyl
 - i. No report.

H. Adjournment - Meeting adjourned at 2:10 PM.