



Executive Committee Meeting **Minutes**
May 15, 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, Greg Mackinnon, Alex Larson, Lisa Truong, Chris Hopkins, Greg Baker

A. Call to Order **12:31 PM**

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

C. Officers' Reports

- a. President's Report Anna Bunce
 - i. CDOT Executive Director Reception May 6
 - Attendance was about 250
 - WTS is tallying up final total to see what the funding gap is.
 - Best case \$200 will be our share of the cost, worst case about \$500
 - May look to have a reception in the fall for RTD director
 - ii. Annual Survey Questions
 - Anna handed out the proposed survey questions
 - Pretty much same questions as last year except for Meet n' Greet and dates
 - Send out survey to membership after next EC meeting in June
- b. Vice President's & Program Committee Report Freddy He
 - i. May Luncheon
 - 82 registered, ~80 attendees
 - a. Feedback on lunch was positive overall
 - b. Salad would have been nice
 - c. It would be nice to keep track of locations and venues to have feedback ready for future lunches
 - d. Door to buffet room was narrow
 - e. Vice President should keep track of feedback on venues to keep track of how venues and speakers are received.
- c. Secretary/Treasurer & Editorial Committee Report Ryan Germeroth
 - i. April Treasurer's Report
 - Ryan provided summary report
 - ii. Survey results—future south luncheon?
 - Coordinate with Karen Aspelin on questions and get out before next EC meeting
- d. Past President's ReportAaron Heumann
 - i. Teller Committee and Election Schedule
 - Ballots are out and will close on May 28 at 11:59PM
 - Chris Sheffer and John LaSala are on Teller Committee
 - Western District reimbursement for election fees?
 - There are several EC members whose membership is currently suspended due to late payment of dues. Greg will follow up with members who are behind on dues to make sure they are aware.
 - ii. EC Handbook/Bylaws Update status report
 - Working on it, will present to membership in September
 - Aaron will send both to EC for feedback and updating the description of EC positions

- iii. Section Policies posting on website—advertise to membership or not?
 - This will be posted under the about us area on website
 - Include blurb in newsletter to inform membership along with website update

D. Committee Reports

- a. Activities Committee Emily Gloeckner
- b. Awards Committee John La Sala
- c. Continuing Education Committee Chris Sheffer/Vivek Goswami
 - i. Chris is handing committee duties over to Vivek full time at the end of the fiscal year
 - ii. Two more webinar dates for the roundabout series are this summer
 - iii. Reminder, EC agenda needs to be updated at beginning of year to reflect new committee chairs
- d. Golf Committee Chris Hopkins
 - i. June 12 at Green Valley Ranch in Denver
 - Good on registrations, over 60 golfers currently. Aiming to get to 100 mark
 - Sponsorships are up compared to same time last year. At \$2,300 total. Still looking for breakfast sponsor.
 - Aaron will be there and can announce Treasurer winner if Freddy won't be there
 - Chris will start sending reimbursements and final invoices to Ryan for payment
- e. Vendor Show..... Will Johnson
- f. Website Committee Report..... Greg MacKinnon
 - i. Constant Contact/outreach update
 - Need to update President's Annual report to better coincide with current goals
 - Need to evaluate the goals to make sure they are valid and should be carried forward
 - Greg provided email and WordPress handout
 - Greg would like feedback on this from the EC
 - ii. New website formatting and info
 - Greg provided brief update and run through of the new website
 - Aaron has provided some comments to Greg for consideration.
 - Greg would like other feedback from other EC members and will distribute to EC for feedback
 - May need to set up separate meeting dedicated just to website review etc. but will aim for August EC meeting for next discussion
- g. Membership Committee Rich Follmer
- h. Scholarship & Career Guidance Committee Alex Larson / VACANT
 - i. New mentoring chair needed!
- i. Student Liaison Lisa Truong / Chris Vokurka
 - i. Email request from UWyo chapter for \$1050 funding gap to allow for 4 students and 1 faculty advisor to attend the Western District meeting—the student chapter has procured \$1898 of funding from other sources
 - ii. Request for UCD student Alejandro Henao for \$421.90 funding gap—he anticipates \$300 of funding from other sources. His presentation has been accepted for the Western District meeting.
 - Take funds from Technical Committee (\$350), Student Chapter (\$750) and remainder from Scholarship Fund in order to fund both requests
 - Ryan will send check to Rhonda and one to Alejandro.
- j. Technical Committee Nitin Deshpande/Jeet Desai
- k. Activities Report Committee..... Dan Eybs

- i. Consolidation with Section Scribe?
 - Carry forward to next month
- l. Legislative Committee.....Scott Thomas
- m. Social Media.....Greg Baker
- n. Section Scribe Lou Davenport
 - i. Consolidation with Activities Report?
 - Carry forward to next month
- o. Spring Transportation Symposium..... Kari McDowell Schroeder

E. Old Business

- a. Update on 2018 Western District Conference?
 - i. Joint meeting with Texas. They have approved doing a joint meeting via membership vote
 - ii. Meeting will likely be on a weekend June in late June
 - iii. Ben & Aaron will be updating to the Western District Board at the Las Vegas meeting
 - iv. Ben and Aaron will be taking their families to Keystone this summer to check things out

F. New Business

G. Announcements

- a. Next EC Meeting **June 19 (restaurant)** Anna Bunce
 - i. Meeting moved to June 24 Noon to 2PM
 - ii. Restaurant likely will be Helga's in Aurora
- b. Newsletter Articles Next Deadline **JUNE 22**.....Bart Przybyl

H. Adjournment 2:20PM

I. Action Items

- a. Anna will finalize the questions for the Annual Survey which will be sent out after the next EC meeting
- b. Ryan will coordinate with Karen Aspelin on questions for the South member survey and get them out before next EC meeting
- c. The election will be closed on May 28th at 11:59PM
- d. Aaron will send the Handbook and Bylaws to the EC for feedback and updating for EC position information
- e. Next roundabout webinar registration will be opened in late May by Greg
- f. Chris will provide receipts and invoices to Ryan for reimbursement and payment
- g. Greg will send membership outreach update and website formatting questions to EC members for feedback
- h. Ryan will send checks to organizations or individuals that requested funds for the Western District meeting through the student liaisons