



Executive Committee Meeting Agenda
May 18, 2018 12:00 – 2:00 PM
Maroon Bells Conference Room, FHU
6300 S. Syracuse Way, Suite 600
Centennial, CO 80111

A. Call to Order *The meeting was called to order at 12:10 PM. Those in attendance included:*

Lou Davenport Duane Cleere Susi Marlina Ryan Germeroth
Rachel Ackermann Alvin Stamp Evan Brigham Victoria Edington
Brian Staley John La Sala Lisa Truong Nguyen Rich Follmer
Matt Ciarkowski

B. Approval of minutes from last meeting *A motion was made by Lisa to approve the minutes, with a second by Evan, the motion was unanimously approved.*

C. Officers' Reports

a. President's Report Lou Davenport

i. Logo Contest

▪ Results

- *For the logo contest, Lou received four entries and asked the whole EC to vote. The winner is from FHU. Lou showed the new logo. He is going to send the selected logo and request for final comments from the whole EC.*

ii. 2019 Symposium

- *ITE will be the lead for next year Spring Transportation Symposium. Evan is the replacement for Kari. On Monday, there will be debrief for the symposium and it's important for Evan to attend. Kari will put together a timeline for items to follow.*
- *Additionally, the incoming Secretary-Treasurer will be in charge of finances for the Symposium. We need to figure it out what support is needed for that.*

b. Vice President's & Program Committee Report Duane Cleere

i. May 11th (Denver) Luncheon Meeting

- *May 11th Luncheon Meeting went very well.*
- *The two presentations were backward from what was planned. Navin would be the primary and Chris is the secondary.*
- *The striping truck had several visitors.*
- *A change could have been made to have the buffet in the opposite direction.*
- *We have a slightly lower attendance compared to last year. It's about 85 people.*

c. Secretary/Treasurer & Editorial Committee Report Susi Marlina

i. April Treasurer's Reports

- *Susi gave the treasurer's budget overview for April to the group.*

ii. Ski Bus Survey Results

- *Comments received:*

- *An announced time/location for lunch would have been good.*
- *I know the bus vendor normally picks up from the Federal Center Park n Ride but it would be awesome to have something slightly more central for those who live east of town.*
- *Event was perfect through and through.*
- *Not enough veggie burritos.*
- *Very fun from beginning to end.*
- *Providing some form of coffee with the burritos could be a good addition.*

- Everything was great! My only comment is to possibly ask people if they have any dietary restrictions during registration when providing food.
- I've often felt a desire for something different when at ITE events in the past (i.e. when standing around in a small restaurant or hall). Being able to network while exercise and with freedom of mobility made the experience really great all around. As a transportation engineer I fully support future events where we are in the outside environment and even "transport" together.
- This was a great event, thank you for organizing everything and look forward to next year!
- Great trip and wonderful idea to take the bus and keep more cars off the highway!
- This was so well organized and so much fun! So glad I participated:.
- My favorite WTS event yet! So much fun! Thanks for organizing, the price was good too. Please make this an annual event.
- The Ski Bus was made up to 60% WTS member and the rest is ITE members, students, and retiree.
- The preferred day and month to have the ski trip is on Saturday and in February.

d. Past President's Report Ryan Germeroth

i. Secretary/Treasurer Candidates

- Ryan mentioned that there are two candidates: Derek Schuler from Douglas County and Brian Staley from Adam County.
- The election will open on Monday, May 21st and be open until May the 31st.
- So far two individuals contacted us and didn't get the ballot.
- Ryan will contact Lisa and Rachel to count the ballots, validate and certify the vote.
- Evan asked about the election announcement and reminder, Ryan mentioned the election should be sent automatically and the email blast reminder would be good.

ii. Public Agency Membership

- Ryan has followed up with the City and County of Denver. He has not received any response yet. Victoria said she will follow up with CCD.

iii. Document Updates

- Student of the year
- Officer attendance at events
- Job ad policy clarification
- Ryan sent document updates to the whole EC and received some comments.
- He will incorporate comments received from Victoria about the Student Award in the Section Handbook.
- In the Policy document, there are a couple things he is updating: May section meeting and international candidacy election date, since the international candidacy election date changed (Policy 4).
- Ryan mentioned the job ad policy clarification. That will be based on each open position, not a number of ads (Policy 9. For clarity, the grouping of five open positions into a one page document constitutes the use of five job advertisements, not one.
- Ryan and every one clarified and agreed that the officers, except the Past President do not need to pay to attend the Vendor Show and Meet 'n Greet in addition to the luncheons, if they are working as volunteers during the events.
- Victoria commented Policy 13 about Student Membership Funding the trial: "Student Section Members will be eligible for reimbursement by the Section for their first year professional membership fee to the Institute of Transportation Engineers society (currently identified as \$30). Ryan mentioned the idea of maybe keeping this: "This trial will be conducted for the fiscal year 2018-2019 and

reviewed thereafter for a refinement or continuation of the policy as is.” Also, she brought up about the time when student graduates. If a student is graduated in May, the ITE membership is still valid through end of the year. So, EC decided, the section will pay the student membership in January in the following year. Rich asked about whether the section affiliate dues or national membership, Ryan clarified it is for the national membership. That being said, Rich suggested to Victoria and Chris to let the students knows about this.

- *Ryan mentioned that no prorated fees will be afforded for Section Affiliate applications that are received mid-year. No prorated fees will be offered for company sponsorship applications received throughout the year (Policy 15). The sponsorship is calendar based.*
- *Victoria suggested adding that the nominator or the Student Chapter Faculty Advisor of the recipient of the Student of the Year Award shall be allowed to attend the regular luncheon at which the award is presented at no cost. That will be added in the Policy document (Policy 11).*
- *After receiving and incorporating comments, Ryan will send the Final documents for approval by September 1st, 2018.*

D. Committee Reports

- a. Activities CommitteeLisa Truong Nguyen
 - i. Hike ‘n Happy Hour – May 22nd
 - *Lisa mentioned the Hike ‘n Happy Hour on May 22nd. It will be held at Bluffs Regional Park, close to Lincoln and I-25. She planned to limit the drink ticket for one ticket.*
 - ii. Summer Activity/Rockies Game with WTS Young Professionals
 - *Lisa mentioned that the Rockies game is scheduled. The structure is changed a little bit, we are going to sell the ticket and instead of giving the food voucher, we are going to buy the food for everyone. The cost should be essentially the same for both organizations (ITE and WTS).*
 - *According to Lisa, we bought 40 tickets and if we have more people interested, we can buy more.*
 - *Evan asked about the changes on the flier since he is going to send an email blast for Hike ‘n Happy Hour and Rockies Game. Evan and Lisa will coordinate.*
- b. Activities Report Committee..... **Not Present** Devin Joslin
 - **No updates**
- c. Award Committee..... John La Sala
 - *John mentioned that he will ask the Transportation Professional of the Year nomination in September and the award will be given in December.*
 - *Regarding the Student of the Year, John asked about the vote. Victoria mentioned this year she is going to ask the winners to vote. She is also going to update last year announcement for this year.*
- d. Continuing Education Committee**Not Present** Vivek Goswami
 - i. Looking for replacement?
 - *Lou asked if EC knows anybody that would be interested being the chair for this committee. Lisa mentioned she has a candidate from WSP. His name is Chris de Rosia. Lou said if Chris would like to be the Chair of Continuing Education Committee, please let the officers or Lou know. Lisa said she is going to talk to Chris and will let the officers know.*
- e. Golf Committee Chris Hopkins / Matt Ciarkowski
 - i. Raccoon Creek – Friday, June 8th
 - *Matt mentioned that the Golf Tournament is quickly approaching. 2018 Golf Tournament would be in Raccoon Creek on Friday, June 8th. The announcement*

has been out. As of right now, we have about 60 players registered. We are hoping to have between 100 – 120 players.

- *According to Chris, folks are usually registered in the last 2-3 weeks prior to the event.*
- ii. Sponsorship and registration update
 - *We have 5 sponsors right now. Potentially, we are going to extend the sponsorship deadlines.*
 - *Matt mentioned the committee wanted to send another email blast for reminding everyone about the deadlines.*
 - *Evan planned to put subject matter in the announcement like Golf and other upcoming events, since we have a lot of going in the email blast. We potentially are going to send another announcement in the following week.*
 - *Duane asked about the officers attending the Golf Tournament during lunch. EC said that should be fine.*
- f. Legislative Committee.....Rachel Ackermann
 - *Rachel didn't have much to update.*
 - *Rachel asked about the ITE status of non-profit organization and the answer is eventually, we will be the non-profit organization.*
- g. Membership Committee Rich Follmer
 - *Rich didn't have anything to update, but he is going to interview the new section President, Duane.*
- h. Mentoring Program Committee **Not Present** Jon Larson
 - i. Looking for replacement
 - *Mentoring committee is very significant role, so it's difficult to find the replacement.*
 - *If you know anyone interested, please let Lou know.*
- i. Newsletter CommitteeBrian Staley
 - i. Timing of final newsletter
 - ii. Evan to present Constant Contact newsletter format options
 - iii. Discuss how to migrate sponsorship advertisements into new format
 - *Evan and Brian talked about the future format of the newsletter might look like. They are going to put together a sample for EC. Evan said he thinks he can do it through the Constant Contact, which would be awesome. Basically, right now we have a newsletter, which links to a pdf. We would like to have everything in one page, we might need to cut out several things like puzzle, etc., divide into several tiers like events and need to figure out the sponsor logos.*
 - *The e-newsletter is planned to roll out by January next year. Because of the Western District, pushing it a week for the final newsletter would be the option.*
 - *Starting next year, the newsletter will be standard in the beginning of the month, since it will be in the email format.*
 - *In the long run, hope to incorporate events from other organization into our calendar and to put a place on the website to fill out if anyone interested in the distribution list.*
- j. Scholarship & Career Guidance Committee Alvin Stamp
 - *Alvin mentioned as soon as EC decided a new logo and we need to update the big check.*
 - *Rich mentioned along with the new logo and elected Secretary-Treasurer, he needs the info so he will be able to update the Section Affiliate membership application.*
- k. Section Scribe..... **Not Present** Devin Joslin
 - *No updates.*

- I. Social Media..... *Not Present* Greg Baker
 - *No updates.*
 - *Duane asked about Twitter. Lou mentioned to reach out to Greg, so he can add the section Twitter account, maybe to create an Instagram account.*
- m. Spring Transportation Symposium..... *Not Present* Kari McDowell Schroeder
 - *Evan will take over the Spring Transportation Symposium with Kari and Lou' supports, at least for the first year.*
- n. Student Liaison Victoria Edington / Chris Vokurka
 - i. Student of the Year Award
 - *Victoria mentioned that Sheriff will go to the Western District Conference at Keystone. Sheriff didn't win the Western District award, so the registration will not be covered by that. Sheriff has been told to register and we are responsible to give him \$200 to cover the registration and a part of the accommodation. Susi will write a check for reimbursement.*
- o. Technical Committee *Not Present* John Hansen
 - *John is still working on updates for international since he's been involved in the international level for ITE.*
- p. Vendor Show..... Alex Larson / Brian Staley
 - i. 2019 Vendor Show
 - *Alex and Brian will explore different venues during the summer.*
- q. Website Committee Report..... Andrew McFadden / Evan Brigham
 - i. Gmail and Calendar
 - ii. Other Updates?
 - *Discussed above.*
- r. Western Slope Luncheon Meeting..... *Not Present* Kari McDowell Schroeder
 - *It was decided to have Western Slope meeting on December 14th.*
- s. 2018 Western District Meeting *Not Present* Ben Waldman / Aaron Heumann
 - i. Updates?
 - *Lou mentioned that the committee has low, medium and high registration target. Up to now, they surpassed the low and it's in the medium target. Budget wise everything is okay.*

E. Old Business

- a. Update Past Meeting Section of Website
 - *Andrew is updated the past meeting as the info comes to him.*
- b. Section Taxes
 - *EC will be decided during the June Meeting regarding the significant contribution for the Western District Scholarship Student Fund, after Golf Tournament and May budget.*

F. New Business

- a.

G. Announcements

- a. Newsletter Articles Next Deadline **June 29th** and Post **July 16th** Brian Staley
- b. Next EC Meeting **June 15th** Lou Davenport

H. Adjournment *The meeting was adjourned at 1:51 PM*