



Executive Committee Meeting Agenda
May 20, 2011 12:00 – 2:00 PM
DRCOG
1290 Broadway
Wolf Creek Pass Conference Room

A. Attendees: Greg MacKinnon, John La Sala, Scott Thomas, Bart Przybyl, Nitin Deshpande, Freddy He, Ben Waldman, Kari McDowell, Joe Henderson, Dave Hattan, Jeff Ream; via Remote connection (Rhonda Young, Vijay Sabawat)

B. Approval of minutes from last meeting: Unanimous approval

C. Officers' Reports

- a. President's Report Greg MacKinnon
 - i. Will prepare the annual report on Strategic Plan for the next meeting
 - ii. Emily Gloeckner will replace Eric Boivin as Activities Chair
 - iii. June 16 deadline for Committee Activities Report to Greg
 - iv. Greg taking tasks for Website Committee – send correspondence to him
 - v. Next EC on June 17 at Wynkoop
- b. Vice President's & Program Committee Report Chris Sheffer
 - i. Committee meeting scheduled for June 2
- c. Secretary/Treasurer & Communications Committee Report John La Sala
 - i. Contact Peter Frenz for update on tax-exempt status
 - ii. Prepare draft FY '12 budget for next EC
 - iii. June treasurer's report due on June 10; August report will coincide with Year End Report where transfers to scholarship fund will be made
- d. Past President's Report Ben Waldman
 - i. Secretary-Treasurer Election underway
 - ii. Greg MacKinnon will announce winner at Golf Tournament on June 10

D. Committee Reports

- a. Activities Committee Eric Boivin
 - i. Not present
- b. Awards Committee Dave Hattan
 - i. No report
- c. Continuing Education Committee Joe Henderson
 - i. After 6 webinars, average attendance about 8; FHU's hosting was the most successful one
 - ii. Hosting at UCD – only 1 student has attended through 6 webinars
 - iii. Continuing Ed. for WES annual meeting – Joe will contact a possible speaker
 - iv. Waiting for response from TrafficWare concerning possible seminar on Synchro
 - v. How can we have luncheon presentations certified for PDH's?
- d. Golf Committee Jeff Ream
 - i. June 10 tournament
 - ii. Currently, expected attendance is about ½ of previous years
 - iii. Scholarship contributions also about ½ of typical
- e. Legislative Committee Scott Thomas
 - i. Will have article for newsletter
 - ii. Will try to focus more on national issues in addition to local
- f. Membership Committee Trung Vo
 - i. Not present
 - ii. 2011 invoices still not mailed

- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Not present
- h. Technical Committee Nitin Deshpande
 - i. Nothing to report
- i. Website Committee.....Duane Cleere
 - i. Greg has been performing this task for the past month
 - ii. Instead of full re-design of website; discussed simply refreshing the home page rather than pursuing a redesign
- j. Annual Report Update..... Sarah Karjala
 - i. Not present
- k. Vendor Show Update Will Johnson
 - i. Not present
- l. Annual Symposium Update Karl Packer
 - i. Not present
 - ii. Jessica Juriga’s transaction still not completely resolved – waiting for Paypal’s response
- m. Luncheon Attendance Task Force.....Scott Thomas
 - i. Can we identify an advocate within each agency?
 - ii. John presented public sector subsidy analysis (attached)
 - iii. Scott will organize more public agency meetings over the summer
 - iv. Decisions on subsidies will wait until task force has made recommendations

E. Old Business

- a. Web cam proposal Chris Sheffer
 - i. Tested at this Excomm
 - ii. Need feedback from Rhonda and Vijay

F. New Business

- a. General funds application policy..... Greg MacKinnon
 - i. See attachment for policy which covers requests for General Funds > \$500
 - ii. Vote tabled until next EC
- b. Funding for attendance by President at D6 annual meetingScott Thomas
 - i. Do we want to fund more than registration?
 - ii. Scott will prepare agenda item for June EC
- c. Coordination with ITE Community Kari McDowell
 - i. We’ve uploaded our newsletter, by-laws, etc.
 - ii. Good tool for staying in contact with members, which is especially useful for contacting people who live outside this area, i.e., Western District & International members
- d. Social Media Posting Policy Kari McDowell
 - i. Promotional items and other inappropriate material will not be allowed and can be removed at the discretion of the site administrator
 - ii. Policy will be posted on our Facebook page and included with the stated purpose of our page
 - iii. Recent Facebook format upgrade requires all of us to Add Group again
 - 1. Kari will email all friends of Section to notify them of this need
 - iv. Kari recently setup our Section on LinkedIn, but has not received much activity
 - 1. She will not allow posts, and refer people to our Facebook page
- e. Operational Issues Column John La Sala
 - i. Because each response could further the discussion, probably more suitable for blog format than newsletter
 - ii. Could setup a Discussion tab on Facebook page
 - iii. Further discussion tabled for next EC
- f. Observations from Membership Survey All Chairs
 - i. Technical

1. Nitin has contacted people interested in Technical Committee
 2. Twelve members attending Alaska D6 meeting
 3. Also, more articles submitted to ITE Journal than in past years
 4. In general, technical feedback was positive
- ii. President
1. Luncheon attendance – most people want more compelling programs
 - a. Order of interest: Traffic operations, projects, technical instruction, innovation or current research.
 - b. Concern about attending based upon location, especially for those located far from Front Range – remote access should help
 2. Reimbursement – public 58% vs. private 87% of attendees reimbursed
 3. Should we try luncheon on a day other than Friday? Friday most popular in survey.
 4. On website, display list of registered attendees for events. This would help with decisions based upon networking, and also allow opportunities for ride sharing.
 5. Activities – Professional networking (WTS has been successful with this), sporting events
 6. 75% of members have not updated contact information in over a year
 7. 42% know non-members at their organization – Opportunity to seek more members
 8. Purpose of the Section – professional networking, technical resource, continuing education (although the public sector sees technical resource as number 1)
 9. Excess funds – subsidize training instead of luncheons; scholarships
 10. Training duration – full day is most popular
 11. Notice of luncheon – prefer one month ahead with reminder one week ahead
 12. Section website is being utilized – most access it once/month or several times/year
 - 13.** Facebook – 60% unaware of our page
 - a. Kari may announce at a luncheon
 14. Receive legislative information from newsletter – 37%
 - a. Since legislative news changes quickly, post some links on Facebook page
 - b. Newsletter article could recommend viewing Facebook for legislative updates
- iii. Overall
1. Greg will provide raw data to Bart, who will setup data analysis in Excel
 2. Survey was very successful, providing much valuable information. This will be a useful resource for at least the next couple of years.

G. Announcements

- a. Newsletter articles and contributions due June 10th Bart Przybyl

H. Adjournment