



**Executive Committee Meeting Agenda**  
**June 15, 2018 12:00 – 2:00 PM**  
**Ester’s Neighborhood Pub**  
**1950 S Holly Street**  
**Denver, CO 80222**

- A. Call to Order** *The meeting was called to order at 12:18 PM. Those in attendance included:*
- |                         |                      |                       |                     |
|-------------------------|----------------------|-----------------------|---------------------|
| <i>Lou Davenport</i>    | <i>Susi Marlina</i>  | <i>Ryan Germeroth</i> | <i>John Hansen</i>  |
| <i>Rachel Ackermann</i> | <i>Alvin Stamp</i>   | <i>Derek Schuler</i>  | <i>Devin Joslin</i> |
| <i>Brian Staley</i>     | <i>Karen Aspelin</i> |                       |                     |
- B. Approval of minutes from last meeting** *A motion was made by John to approve the minutes, with a second by Brian, the motion was unanimously approved.*
- C. Officers’ Reports**
- a. President’s Report ..... Lou Davenport
    - i. Logo – Discuss Updates and Implementation
      - *For the logo contest, Lou received feedback from Duane and Lisa: to have the logo that is a little more Colorado, one suggestion is to have “EST 1973” on the logo. Lisa’s comments were from her company Marketing folks about dropping some of details. Lou said he doesn’t want to necessarily do that since there are a lot of details and looking good.*
      - *Regarding the buffalo, Lou thought that should be changed. He asked EC ideas to change buffalo/bison. Brian mentioned to make it simpler, maybe mountain. EC agreed to remove the animal and replace it with “EST 1973”*
      - *Lou will talk to the FHU design graphic to revise the logo.*
  - b. Vice President’s & Program Committee Report ..... **Not Present** Duane Cleere
    - i. May 11<sup>th</sup> (Denver) Luncheon Meeting
      - *May 11<sup>th</sup> Luncheon Meeting went very well.*
  - c. Secretary/Treasurer & Editorial Committee Report ..... Susi Marlina
    - i. April Treasurer’s Reports
      - *Susi gave the treasurer’s budget overview for May to the group.*
      - *Ryan commented for planning budget next year, please consider the March Luncheon meeting since we usually have expenditures for that. This year, we didn’t have any expenditures, since ASCE was hosting the luncheon. Lou asked about March Meeting next year, whether ASCE will host the March Meeting and Karen said yes, they are going to cover the March Meeting.*
      - *Karen requested the Section the fund of \$300 to support for a Summer BBQ event (may be in August) for all engineering society such as ASCE, ITE, and WTS. Lou mentioned we need to figure out where it would fit under our criteria, Susi said it may be under ‘activities’. Although, the event will be in August, the Section may give the fund in September using the FY 2019.*
      - *Lou asked EC about the contribution for the Western District Scholarship Student Fund and so far, we’re over budget for the FY 2018 General Fund. We have enough or will break even to support the Student Scholarship for December 2018 from the Golf Tournament and Spring Transportation Symposium, meaning we won’t take from the scholarship fund for giving the Western District, should be from the Section general fund. A motion was made by John to give fund of \$500 for the Western District Scholarship Student Fund, EC agreed pending approval depending on Karen findings after looking into this matter by contacting previous ITE Sections Board.*
    - ii. May Luncheon Survey Results

- *Comments were received from the Survey, in general positive feedback:*
  - *Have you considered video conference luncheons for the diverse geographic area?*
  - *The food was amazing! I think that the buffet table should have been oriented 180 degrees from what was provided. The flow was awkward.*
  - *Kudos to your meeting committee. You always choose the best venues.*
  - *WOW-lots packed into the final meeting! The sheriff was very interesting, and the touch-a-truck with the striping truck was great! Good work, ITE team!*
  - *Another great luncheon.*
  - *Great meeting!*
  - *Good speaker from Douglas County Sheriff!*
  - *I've taken the traffic incident management course when I was in Michigan. While it's not completely relatable to my day to day, it's an increasingly interesting course. It was offered for free as part of regional ITE event, especially good for transportation professionals.*
  - *The fact that there was blue cheese on multiple dishes was disappointing – as someone who is allergic to blue cheese, it definitely limited what I could eat.*
  - *Maybe at some point the section could develop an emerging technology for consistent dialogues on this paradigm shift? EC discussed particularly for this comment, we may need to consider it as a part of continuing education or technical committee. Since John Hansen is already doing the emerging technology, this is fit to be part of technical committee subject. Lou wanted Susi to check the person gave this comment, he or she can be recruited to be part of John Hansen's committee. Susi said she will try to find out and let John know.*

d. Past President's Report ..... Ryan Germeroth

i. Secretary/Treasurer Election – Brian Staley

- *Ryan mentioned we had an election last month, Derek and Brian ran, and Brian was elected for the next Secretary/Treasurer. Congratulations to Brian. Derek is interested being involved in the Section. Susi mentioned that Derek could take on the role of Mentoring Chair, since we are currently looking for a Mentoring Chair replacement. Lou said if Derek will take this position, both Lou and Rachel will support him. Derek has not decided yet, and Lou will give another option and follow up with Derek.*
- *Duane and Susi received the same number of votes about 90% and the rest of the vote was no selection.*

ii. Document Updates

- Student of the year
- Officer attendance at events
- Job ad policy clarification
- *Ryan incorporated all comments received and sent the Final documents. Ryan mentioned for approval either EC can vote now or in the beginning of the year.*
- *Lou requested to send the track changes version out and Ryan EC can vote for approval in August then.*

## D. Committee Reports

a. Activities Committee ..... *Not Present* Lisa Truong Nguyen

i. Hike 'n Happy Hour – May 22<sup>nd</sup>

- *The Hike 'n Happy Hour on May 22<sup>nd</sup> was held at Bluffs Regional Park. There were about 20 people who participated.*

ii. Summer Activity/Rockies Game with WTS Young Professionals

- *The Rockies game is scheduled. As of today, there are 18 people registered.*

- b. Activities Report Committee.....Devin Joslin
- *Devin mentioned he will give the Fur Line Hat in the Western District Meeting and let Ben know.*
- c. Award Committee..... **Not Present** John La Sala
- *No updates*
- d. Continuing Education Committee ..... **Not Present** Chris DeRosia
- *We are not looking for the replacement anymore, Chris agreed to be the Continuing Education Committee chair.*
- e. Golf Committee ..... **Not Present** Chris Hopkins / Matt Ciarkowski
- Raccoon Creek – Friday, June 8<sup>th</sup>
    - *Matt is currently the full Golf Committee chair since Chris stepped back.*
    - *Susi gave updates that 2018 Golf Tournament held in Raccoon Creek on Friday, there were 104 players*
    - *We raised about \$5,750 from the Golf Tournament and additional \$2,000 from Section Sponsors. Total money that needs to transfer to the Scholarship Fund is about \$7,750 by September 1<sup>st</sup>.*
- f. Legislative Committee.....Rachel Ackermann
- *Rachel didn't have much to update.*
- g. Membership Committee ..... **Not Present** Rich Follmer
- *No updates.*
- h. Mentoring Program Committee ..... **Not Present** Jon Larson
- Looking for replacement
    - *Next year vision is to get the mentoring committee going. Derek is possibly the replacement for the Mentoring Program Committee Chair.*
- i. Newsletter Committee .....Brian Staley
- Timing of final newsletter
    - *July 9<sup>th</sup> will be the Final newsletter.*
  - Evan to present Constant Contact newsletter format options
  - Discuss how to migrate sponsorship advertisements into new format
    - *Brian mentioned the future format of the newsletter was planned to publish in the beginning 2019 to include the annual Sponsors. Brian talked about Evan's enthusiasm for the newsletter, as he wanted to take on the newsletter in addition to the Transportation Symposium. Evan may need support for the Symposium, since he may be overloaded.*
    - *Brian has talked to Elliot from Apex Design and asked for any suggestions EC if they have anybody interested in being Newsletter Committee chair.*
- j. Scholarship & Career Guidance Committee ..... Alvin Stamp
- *Lou mentioned to Alvin, that we have enough funding to support our scholarship program end of this year.*
- k. Section Scribe .....Devin Joslin
- *Devin mentioned that he is concerned about having electronic newsletter format. Lou suggested to the Newsletter committee to work together with the Section Scribe Committee chair when they are changing the newsletter format. Devin needs also to follow up with the Newsletter committee team.*
- l. Social Media..... **Not Present** Greg Baker
- *No updates.*
  - *Lou was asking for updates about the Twitter account. Lisa was to contact Greg, but Lisa is not attending this meeting.*
- m. Spring Transportation Symposium..... **Not Present** Kari McDowell Schroeder

- *Evan took over the Spring Transportation Symposium. He came to the lesson learned meeting, Sheila supposed to be running it and she didn't have agenda or anything and Evan was on it.*
  - *Lou mentioned one thing about next year, how to provide Brian the right support being the Section Treasurer and possibly the Symposium Treasurer. If there's a way to break up the responsibilities. That will be the action item for Duane to figure it out. The Symposium uses Event Brite with a 6% fee. The Section uses Paypal with a 3% fee.*
- n. Student Liaison .....**Not Present** Victoria Edington / Chris Vokurka
- *No updates*
- o. Technical Committee ..... John Hansen
- *John mentioned when he sent an email this week to get feedback to the technical committee about the connected vehicle along with smart communities, connectivity and automated vehicles.*
- p. Vendor Show..... Alex Larson / Brian Staley
- i. Alex & Brian to meet in June to discuss registration dates/event timeline
  - ii. New venue options will be presented to the leadership team for selection late summer/early fall
- *Not much to update. Alex and Brian will explore different venues during the summer.*
  - *Brian is going to talk to Alex about if he is going to take on Vendor Show by himself or he can still assist.*
- q. Website Committee Report.....**Not Present** Andrew McFadden / Evan Brigham
- *No updates*
- r. Western District Updates .....Karen Aspelin
- i. Potential changes for western district sections
- *Karen described that ITE international has a new initiative "One ITE". The idea of it is to have everybody in ITE has consistence experience. Right now, if you look at the map, to realize that there are a lot of equity, size of the districts, we have sections that have more members than some of the districts. This has just happened organically over time. We signed ourselves the way we are right now. We have had the same executive director for over 40 years, Jeff Paniati came on Board about 3 years ago and all of the sudden there is fresh perspective that people are wanting to look at restructuring geography and such, so that we look more like consistent Districts and Sections geography around country. There are Chapters as well. For instance, the State of Nevada is a Chapter by itself, so Nevada and 3 other States make an Inter Mountain Section, but the Section what really it does a meeting in Jackson Hole. You can see there are a lot of inconsistencies. For the Western District you can run a selection every other year. The effort of this is to make sure everybody operating the same. The Board has updated the mission statement for Districts, Sections, and Chapters. Now is more in line with everything.*
  - *As part of this, Karen mentioned about restructuring the Institute Affiliate. International has developed a transition plan. As you know with ITE constitutional amendment last year, the membership got rid of the Institute Affiliate. The Institute Affiliate membership grade was eliminated at the International level. The intent of the Institute Affiliate membership grade was at one time to allow that non-engineers to become ITE members, unless you are engineer. If you don't have an engineering degree you can't be an ITE member, you can be an Institute Affiliate. Over time, that was used more if you don't want to pay international dues, you can pay the Institute Affiliate. That was never the intent to be a membership grade. Now, if you are in the transportation industry you can become full ITE member like planners and other such professionals. However, some of the Chapters put the*

*Institute Affiliate member into their bylaws. It also was in bylaws international. Those would have to be changed and reissue charters to all of the Sections, then every Section bylaw would have to change to get rid of the Institute Affiliate, that will not be happened all at once. The timeline:*

*- In 2019, no changes. Additionally, anybody who is a section affiliate and pays the section affiliate dues will also get the International membership.*

*- In 2020, the same people if they pay the Section Affiliate dues, they will get half-price dues of the international membership.*

*- Starting in 2021, there will be no Institute Affiliate membership grade, you will either be a full ITE member or not. Sections are welcome to have a friend of ITE list. If you want to invite people to the ITE meeting, you can have a friend of ITE list, there will be no dues for those professionals because when you charge people in dues is sort of price their member or something, but you can charge more for luncheon.*

*Ryan mentioned that some public agencies neither pay the International nor Section Affiliate dues.*

*Karen noted that they did this because a lot of people said they are a member of ITE just by paying the Section Affiliates dues, which is unfair or not right to the people who pay full International memberships. Since the Constitutional Amendment approved last year, the Section can charge a friend of ITE more during luncheon, but they can't call it pay the dues. Brian said may be a friend of ITE donation. For instance, on the Section Website there is an application for Section Affiliate Application dues, that needs to go away. The other example is TRB, they have similar program about a friend of TRB. Karen suggested just to follow the process and wait and see.*

- *Looking at the sizes and population, Western District is being evaluated, possibly being broken into multiple districts. There are desires to have possibly Rocky Mountain District, as there are people in New Mexico, Arizona and Inter-Mountain who are really interested. Karen is really in favor of that, since there are people in our geography. This is a preliminary right now. Michael Sanderson is looking people from each section to work on this effort. Karen wanted to have a couple of EC member who will be willing to take part of this effort. Lou and Rachel agreed to be part of this.*

s. Western Slope Luncheon Meeting ..... **Not Present** Evan Brigham

- **No Updates.**

t. 2018 Western District Meeting ..... **Not Present** Ben Waldman / Aaron Heumann

#### **E. Old Business**

a. Section Taxes

- **Duane is going to work on the Section Tax**

#### **F. New Business**

#### **G. Announcements**

a. Newsletter Articles Next Deadline **June 29<sup>th</sup>** ..... Brian Staley

b. Next EC Meeting **August 2018** ..... Duane Cleere

#### **H. Adjournment** *The meeting was adjourned at 1:43 PM*