

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE

Wynkoop Brewery

June 16, 2009

Meeting Chair: Craig Faessler

Minutes By: Greg MacKinnon

Present: Eric Boivin, Duane Cleere, Craig Faessler, Scot Lewis, Greg MacKinnon, Karl Packer, Melissa Rosas, Chris Sheffer, Scott Thomas, Ben Waldman

I. Introduction.

A. Craig Faessler opened the meeting at 3:00 p.m.

II. Meeting Minutes.

A. April 10th minutes were approved with one correction: “Jack Tone” instead of “Jack Cone”.
(Motion: Ben Waldman; Second: Chris Sheffer; unanimous)

III. President’s Report: Craig Faessler

A. The Legislative Chair appointment is passed to Ben Waldman. Ken Conyers is not interested in the position. Ben will contact Dave Krauth of Colorado Springs.

B. Craig did not Carla Perez regarding some automated system of reporting legislative updates; this could be something taken up by the Legislative Chair.

C. Jack Tone is the last member to receive a lifetime award. Craig will try to get him to come to the next luncheon. If he is not able to come, the award will be delivered and an announcement will be made at the luncheon.

D. The election results for the FY 2010 executive officers are as follows: President – Ben Waldman; Vice-President – Greg MacKinnon; and, Secretary/Treasurer – Chris Sheffer. The official announcement will be made at the golf tournament and in the newsletter to be posted June 26th.

E. A member contacted Craig regarding the possibility of providing for company registration for luncheons and webinars. It was agreed that the capability of registering multiple people at one time is already provided. The possibility of registering a number of spots without identifying who they were. It is important to the EC that registration identifies the registrant and their lunch choice, so the preference is to not let that happen. It was agreed that it may be possible to clarify the instructions on the registration page.

F. Craig confirmed that he will seek reimbursement for his registration at the District 6 annual meeting.

G. Craig will forward his notes for an executive officers handbook to Greg. Greg will complete the handbook.

IV. Vice President’s Report: Ben Waldman

A. The EC briefly discussed ideas to condense the luncheon:

- Overlap speakers and lunch
- Cut out introductions – may get complaints
- Videos of meetings will be online for people who could not attend whole meeting.

- B. The FY 2010 schedule and luncheon topics were distributed for review. Ben asked that any comments or further luncheon topics be forwarded to Greg. The August 14th meeting date was confirmed by the group. The rest of the schedule will be confirmed at that meeting.
- C. Ben asked if there were any ideas for a steady meeting location for next year's EC meetings. Everyone was agreeable with the SEH offices at I-25 and Colorado. Ben will follow up with Joe.
- D. Ben will forward Greg a list of meeting locations and contact information.
- E. Based on his own experience, Ben recommended that Greg get a jump on the September meeting location.
- F. Ben will consider appointments for Legislative Chair and Activities report Coordinator. Craig will ask Joe to prepare a description for the latter to be placed in the newsletter.

V. **Secretary/Treasurer Report: Greg MacKinnon**

- A. **Status of Accounts:** The balance of each account is as follows:

Checking Balance:	\$21,980.19
Savings Balance:	\$4,457.87
Scholarship Fund:	\$6,402.80
Certificate of Deposit:	\$10,823.00
Cash:	\$135.00
Accounts Receivable:	\$155.00

- B. **Budget Status:** FY09 budget is on track. With the expectation that golf will break even, there is a surplus of roughly \$11,000.
- C. **Sponsor Request Motion:** Greg reviewed revisions to his motion that was tabled at the last meeting (attached).

The following comments were made:

- Suggest replacing the level names with the first executive officers of the Section (which are possibly: Glenn Fritts, Harry Skinner, and George Allen.) Greg will check with other members to see if we can positively identify these names.
- We may consider replacing the missing Ski Train with a Ski Bus, which would require that we change the top level of sponsorship back to a focus on that event. The motion was tabled to allow Eric to look into bus charters.

- D. **District 6 Endowment:** Greg noted that the EC had discussed arriving at an amount to contribute at the District 6 meeting. His recommended that the EC consider only the excess funds from this fiscal year and suggested an amount of \$5,000.

Ben commented that he did not want to see the Section checking account fall below \$10,000.

Greg had checked with Will Johnson to see if he checked with Portland to see what they had done. The contribution mentioned was the significant excess revenue from the last District 6 meeting over which the local Section had no authority – it was a District decision to contribute the funds to the endowment.

Greg will follow up with District to see what the highest single contribution from a Section has been to see if it is something that the EC is comfortable with matching or topping. Greg will circulate a recommendation to the EC by e-mail for a vote prior to the meeting.

- E. **Symposium Close-out:** The Symposium generated excess revenue - \$257.53 per organization. Greg and Karl noted some lessons-learned and ideas to adopt for next year's event, including the concept of establishing a Symposium account and establishing

agreements with the other organizations. Karl will consult the other organizations and present a proposal to the EC in August.

F. Newsletter:

- **Articles Due:** Articles due June 16th.
- The newsletter posting is June 26th.

VI. Website Update: Duane Cleere

- A.** RFP is in progress.
- B.** Smaller website upgrades on-going.
- C.** Duane will have a recommendation in August.
- D.** Mark Schaefer asked about including a Section History to the website. Duane is working on adding that information to the website.

VII. Committee Reports

A. Membership Committee: Melissa Rosas

- Melissa noted that she is the Section contact for the new International membership database. She accessed the database several times and noted that it was still considered under construction.
- Her membership level changed to Local Affiliate and she has lost access to the database. International is looking to the possibility of allowing Local Affiliates access to the database. Greg will contact international and seek to make himself the contact in the interim.
- She received some member feedback on the last luncheon stating that it was too long.
- The most recent profile lunch was with Karl Buchholz whose comment was that ITE should help the membership to improve their “soft” skills. Bob Kochevar, at the same lunch, noted that a previous ITE seminar on “soft” skills was not well received.

B. Continuing Education Committee: Karl Packer

- There were about 15 people in attendance for the signal timing webinar.
- The Centennial location was a good location.
- Karl will send Scott a copy of the meeting materials.
- There was significant discussion as to whether to support members access to the cheap webinar scheduled for June 30th. It was decided that it would be more trouble than it would be worth to fund the \$15 site fees.

C. Technical Committee: Scott Thomas

- Scott has access to the CITE course materials.
- The old Elitches site may have been sufficiently built out to take on the “after” part of that study. Scott will contact Dave Hattan.
- Chris Sheffer mentioned an interesting parking study conducted for Arapahoe County. He will be talking to the author – Christopher Topp.

D. Activities Committee: Eric Boivin

- Eric suggested a poker tournament. He will look at getting an announcement in the September newsletter.

E. Golf: Craig Faessler

- Registration is about ½ full.

- About ½ dozen sponsors.

F. Scholarship: Scot Lewis

- \$500 scholarship for Emily Layton. (Motion: Eric; Second: Chris – unanimous)
- The EC discussed the possibility of increasing the scholarship to \$1000 in the future. No decision was made. It will be reviewed at the August EC meeting with the annual budget.
- UW student chapter request for \$767.88 for D6 registration. (Motion: Greg; Second: Karl – unanimous). Greg will send a check to Rhonda.
- Scot will send Rhonda the latest form to be used by the students.

VIII. Adjournment

- A. Meeting adjourned at 5:00 PM.

Action Item Summary

1. Eric to look into joint Happy Hour with ITE, WTS, ASCE. [**No interest in other organizations**]
2. Scott will contact CDOT Research to determine the status of the Research Applications Program. [**No change; no opportunity.**]
3. Legislative Chair to call Carla Perez re: automated legislative reporting.
4. Duane to work with website committee to prepare and circulate a RFP for review by EC.
5. Duane to issue RFP for bid and present a recommendation at the next EC meeting.
6. Craig will forward his notes for an executive officers handbook to Greg.
7. Greg will complete the handbook.
8. Ben will follow up with Joe regarding the meeting location at SEH.
9. Ben will forward a list of meeting locations and contacts to Greg.
10. Ben will consider appointments for Legislative Chair and Activities Report Coordinator.
11. Greg will check with Mark Schaefer regarding the first executive officers of the Section.
12. Eric will look into bus charters to replace the ski train.
13. Greg will make a new recommendation for the Student Endowment Fund.
14. Karl will prepare a proposal for changes to the symposium organization for the EC meeting in August.
15. Greg will set himself as the contact for the international membership database.
16. Karl will send Scott a copy of the signal timing webinar materials.
17. Eric will prepare for a poker tournament.
18. Scot will invite Emily Layton to the September luncheon.
19. Greg will send a check to Rhonda for student registration and subsistence at District 6.