



Executive Committee Meeting Minutes
June 17, 2011 12:00 – 2:00 PM
Wynkoop Brewery
18th Street and Wynkoop Street

A. Attendance: Greg MacKinnon, John La Sala, Jeff Ream, Sarah Karjala, Scott Thomas, Aaron Heumann, Kari McDowell, Chris Vokurka, Duane Cleere

B. Approval of minutes from last meeting – Unanimous approval

C. Officers’ Reports

- a. President’s Report Greg MacKinnon
 - i. Annual report
 - 1. Greg prepared draft of 1st President’s annual report, which was initiated by the Strategic Plan developed last summer
 - 2. Provide comments to Greg
- b. Vice President’s & Program Committee Report Chris Sheffer
 - i. Proposed FY12 schedule
 - 1. Little comment
 - 2. Will discuss more at next EC
- c. Secretary/Treasurer & Communications Committee Report John La Sala
 - i. Comments provided for FY12 budget
 - ii. Scholarship policy needs to be determined by Treasurer & Scholarship Chair
- d. Past President’s Report Ben Waldman
 - i. No report

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Emily took over chair from Eric Boivin
 - ii. No report
- b. Awards Committee Dave Hattan
 - i. No report
- c. Continuing Education Committee Joe Henderson
 - i. No report
 - ii. HCM webinars continue until July
- d. Golf Committee Jeff Ream
 - i. Report on last week’s tournament
 - ii. Last minute effort doubled attendance
 - iii. If we become tax-exempt, then Amendment 41 does not apply, therefore it could be possible to solicit donations similar to ASCE
 - iv. Propose \$1,350 transfer to scholarship – unanimous approval
- e. Legislative Committee Scott Thomas
 - i. Will provide input for Officer’s manual
 - ii. Will ask committee members for plan on splitting work for next year
- f. Membership Committee Trung Vo
 - i. Commits to deadlines for tasks
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Considering scholarship for high school students
- h. Technical Committee Nitin Deshpande
 - i. Currently reviewing/judging six papers for the Western District Best Paper Award

- i. Website Committee..... Greg MacKinnon
 - i. Everything except ConstantContact switched to Greg from Duane
- j. Annual Report Update..... Sarah Karjala
 - i. Reviewed winning report (Arizona Chapter)
 - 1. Evening event for awards ceremony
 - 2. Active members group
 - 3. Short, concise report
- k. Vendor Show Update Will Johnson
 - i. No report
- l. Annual Symposium Update Karl Packer
 - i. No report
- m. Luncheon Attendance Task Force Scott Thomas
 - i. Effort should be grassroots, such as emails and calls used to solicit attendees for Golf Tournament
 - ii. Perhaps, invite key people to lunch

E. Old Business

- a. General funds application policy (attachment) Greg MacKinnon
 - i. Unanimous approval
- b. Funding for attendance by President at D6 annual meeting Scott Thomas
 - i. Proposal by Scott
 - ii. Would allow reimbursement, subject to a maximum amount, for travel and/or lodging costs
 - iii. Will firm language on conditions
 - 1. ITE would not pay beyond actual cost to officer
 - 2. Unanimous approval by non-officers
- c. Operational Issues Column John La Sala
 - i. Facebook – would have to switch from a “group” to a “page” in order to accommodate discussions
 - ii. Plan to switch to page in August, thus having Facebook Discussion capability by September
 - iii. Kari will perform switch and email Facebook group members of need to “like” page

F. New Business

- a. None

G. Announcements

- a. June 16th was deadline for contributions to the Executive Committee Handbook.

H. Adjournment