



Executive Committee Meeting Minutes
June 19, 2012 12:00 – 2:00 PM
Wynkoop Brewery (upstairs)
1634 18th St
Denver, CO 80202

- A. Attendance (9): Greg MacKinnon, Chris Sheffer, John La Sala, Nitin Deshpande, Bob Kochevar, Trishul Palekar, Steve Pouliot, Anna Bunce, and Aaron Heumann**
- B. Approval of minutes from last meeting – Chris moved and John seconded approval of the meeting minutes. Unanimous approval with the one change identified and listed below.**

C. Officers' Reports

- a. President's ReportChris Sheffer
- i. Welcome to Anna.
 - ii. End of the Year Report – Handout provided of Draft President's Report for comments and input from the Executive Committee.
 - Focus on three mission goals and incorporated survey results.
 - Survey shows highest scores related to presentation topics. Lower scores were related to incorporating members outside of the Denver Metro area. Email information is considered at an acceptable level. Majority of respondents felt we were meeting expectations, with a few at each extreme of exceeding expectations and falling short of expectations.
 - Achievements: getting mentoring program off the ground; success of Meet and Greet event – CDOT preferred next organization for event focus; increased outreach; training programs; solidification of activities and membership committees; information gathered from surveys.
 - Areas for improvement: more defined reporting by each committee member; better outreach to Wyoming members - need to involve those members in helping identify how to improve and involve these members, and also ask other sections at the District 6 Conference; increase outreach to students; engage younger members; outreach to CDOT – trying to reach Charles Meyer unsuccessfully.
 - Recommendations: identifying younger members to get involved in the EC; engage younger members through mentoring; luncheon attendance was down – need more creativity in luncheons and other events such as end of work day picnic in a park with box lunches, or donated space; membership – how to keep members and increase the numbers, possibly through more good networking opportunities.
 - iii. Discussion on how to better involve Wyoming members. Some ideas include: hosting a meeting in Cheyenne every other year; having a vendor show in Wyoming possibly overlapping with the Jackson Hole event; linking a meeting with a training session; possibly using a survey to appeal to Wyoming members to help us figure out how to involve them more and getting other traffic engineers in the state to join COMWY ITE; continue to attend WES conference for a presence; find an in-state champion to create a chapter of our section who we could support; utilize Rhonda Young as a resource.
 - iv. EC changes include: Joe Henderson stepping down as Continuing Education Chair with Freddie taking over that position and Mike Bowline taking over Freddie's position as UCD liaison; Steve Pouliot joining Trishul with Legislative Committee; Jeff Ream stepping down as Golf Committee Chair, which leaves an opening in this position; Kari McDowell Schroeder willing to stay on as Scribe but wants help with the Social Media portion of the position. Possibly consider a student to assist with social media.
- b. Vice President's & Program Committee ReportJohn La Sala
- i. Program budget discussion included whether to role over \$1,000 funds to next year. All agreed to leave this up to Aaron and Anna to determine in recommending next year's budget.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
- i. Summary of Golf Tournament – 73 attendees with 10 sponsors and the event made about \$950 profit for the scholarship fund.
 - ii. May Treasurer's Report – funds still look strong with only a couple of expenses and no expected income anticipated for over the summer.

- iii. Annual Status of Funds & Budget – Do we roll over Program Committee funds to next year in case we find a good national speaker? Do we transfer money to scholarship funds to benefit students? Issues that all agreed should be addressed by Aaron and Anna in developing next year’s budget.
- iv. September Meeting – Talk to Jeff Kullman about a contact as speaker. Look at Friday 14th or 21st for meeting date. John to communicate with Western District to conduct swearing in at meeting.
- v. John to arrange August EC meeting date.
- d. Past President’s and Website Committee Report Greg MacKinnon
 - i. Greg expressed thanks to Jeremy for volunteering to run for the Secretary/Treasurer position and welcomed Anna.

D. Committee Reports

- a. Activities CommitteeEmily Gloeckner
 - i. Discussing with Colin Haggerty at ASCE about a joint Happy Hour on Thursday, July 26 or August 2. Thinking of a location downtown with a patio and happy hour specials.
- b. Awards CommitteeDave Hattan
 - i. No report.
- c. Continuing Education CommitteeJoe Henderson
 - i. No report.
- d. Golf Committee Jeff Ream
 - i. Previously discussed.
- e. Vendor Show Will Johnson
 - i. No report.
- f. Membership CommitteeRich Follmer
 - i. Aaron should ask International Peter Frentz about another payment for membership.
- g. Scholarship & Career Guidance CommitteeMelissa / Bob K
 - i. Mike Bowline will be the new UCD representative. Mentoring program started and on its way at UCD. Need to get with Rhonda in Wyoming and spur up the mentoring program. Need more ideas for engaging more mentors and linking up to students.
 - ii. Looking for intern opportunities for students.
- h. Student Liaison Freddy He / Chris Vokurka
 - i. No report.
- i. Technical Committee Nitin Deshpande
 - i. Try to promote the paper competition for next year. No professional submittals.
- j. Activities Report Committee Dan Eybs
 - i. No report.
- k. Legislative Committee..... Trishul Palekar
 - i. Steve Pouliot will be the new co-chair. SAFETEA-LU will be primary talking point over the next year during the political climate. Like to include a one-page article every month in the newsletter of an interview of a political analyst or someone else who knows what is happening. Post on our social media website also.

E. Old Business

- a. Tax and 501c3 status.....John LaSala
 - i. John looking to submit information to Peter Frentz at International and indicate we are interested in response to his previous request. Greg to assist with information from our Charter.

F. New Business

- a. None

G. Announcements

- a. None

H. Adjournment - Meeting adjourned at 1:56 PM.