



**Executive Committee Meeting Minutes**  
**June 24, 2015 12:00PM – 2:00 PM**  
**Helga's German Restaurant**  
**14197 E Exposition Ave**  
**Aurora, CO 80012**

**In Attendance: Aaron Heumann, Anna Bunce, Ryan Germeroth, Rich Follmer, Ben Waldman, John LaSala, Vivek Goswami, Emily Gloeckner, Chris Sheffer, Freddy He**

**A. Call to Order 12:30 PM**

**B. Approval of minutes from last meeting Aaron moved for approval and Freddy 2<sup>nd</sup>. Unanimous approval.**

**C. Officers' Reports**

- a. President's Report ..... Anna Bunce
  - i. Final cost for CDOT Executive Director Reception: \$219.00
    - Ryan will send check to WTS for Executive Director Meet & Greet
  - ii. Annual Survey Questions
    - No comments on survey questions. Send out after July 6<sup>th</sup> and leave open for 2 weeks, then send reminder and leave open for one more week.
    - Ryan will upgrade Survey Monkey membership from Basic to allow for analysis of Annual Survey feedback
  - iii. Annual Report Goals Update
    - Anna has some questions on the goals related to increasing student and young member participation. Are we setting ourselves up to not meet these goals given the difficult metrics?
    - Do we want to update the goals now or wait until the end of the next 5-year cycle?
    - Some of the metrics may be unattainable due to factors that are out of our control.
    - Group agreed it was good to have lofty goals but that in 2016 we should determine which ones might be too hard to attain
    - Maybe EC should use more qualitative metrics instead of quantitative metrics on certain goals
    - Anna will be updating a draft of the annual report by the August EC meeting.
- b. Vice President's & Program Committee Report ..... Freddy He
  - i. Program Committee Planning
    - Program for 2015 is done. Ryan, Freddy and Lou will set the schedule for 2016
  - ii. ITE TSM&O Council
    - Freddy sat in on phone call with Council. The Council is looking to do a better job of advertising webinars
    - Should we have an ITE Champion for TSMO council? Perhaps Continuing Ed Chair
    - Freddy will forward invite for future meetings of TSMO Council to Chris and Vivek
    - Freddy will check with CDOT to see if TSMO staff interested
- c. Secretary/Treasurer & Editorial Committee Report ..... Ryan Germeroth
  - i. May Treasurer's Report
    - Provided report and discussed balances. Scholarship fund will be back to balance at the beginning of 2015.
    - EC discussed how to increase scholarship applications
      - a. Reach out to other local schools?
      - b. Start student chapter at other schools?

- c. Wouldn't need chapter to give money to student at school that does not have a chapter
    - d. Reach out to high schools? Maybe have a book award contest?
    - e. Reach out to firms / agencies with interns to inform them of the scholarship?
  - ii. Survey results—future south luncheon?
    - Ryan will send written summary to EC
- d. Past President's Report .....Aaron Heumann
  - i. Election Results
    - Lou won Sec. Treasurer and accepted
    - Jon Larson interested in Section Scribe. Devin with FHU may be interested in the position too
    - Need mentoring chair too. Aaron and Rich will check with Jon and Devin to gauge their interest.
    - May need help with website too. Emily will gauge interest
  - ii. EC Handbook/Bylaws Update status report
    - Aaron will bring bylaws draft to August EC meeting. Need membership vote in September.
    - Committee chairs need to provide Handbook updates to Aaron
    - Policy document is on Section website

#### D. Committee Reports

- a. Activities Committee .....Emily Gloeckner
  - i. Summer Event?
    - Send out email blast & web posting mid to July
    - Punch Bowl on a Friday afternoon?
- b. Awards Committee ..... John La Sala
  - i. Not much going on. Past President award in September
  - ii. Nominations for Lifetime Achievement Award in Fall
- c. Continuing Education Committee ..... Chris Sheffer/Vivek Goswami
  - i. Need photo of Vivek for Bart (newsletter) and Greg (website)
    - Vivek will send photo to Greg, then follow up with Bart for formal picture
  - ii. 2<sup>nd</sup> week of July is next roundabout webinar
- d. Golf Committee .....Chris Hopkins
  - i. Event Summary:
    - 98 player registrations, of which only 2 foursomes did not show up
    - 18 companies sponsored: CH2M, FHU, SEH, Sturgeon Electric, HDR, Ross & Baruzzini, Apex Design, Skyline Products, AM Signal, AECOM, TSH, Muller Engineering, AMEC, W.L. Contractors, SAM Surveying and Mapping, Michael Baker, JR Engineering, and Stantec
    - Net \$2,890 for scholarship fund
- e. Vendor Show.....Will Johnson
- f. Website Committee Report..... Greg MacKinnon
  - i. Potential help from Fehr & Peers on website committee
  - ii. Constant Contact/outreach update
  - iii. New website formatting and info—to be discussed in detail at separate meeting and follow up at August EC
- g. Membership Committee .....Rich Follmer
  - i. Next member profile will be new president (Freddy)

- h. Scholarship & Career Guidance Committee ..... Alex Larson / VACANT
  - i. New mentoring chair needed!
- i. Student Liaison ..... Lisa Truong / Chris Vokurka
  - i. Rich could be liaison to CSU should a student chapter be set up
- j. Technical Committee ..... Nitin Deshpande/Jeet Desai
  - i. Preferred primary contact for newsletter and website?
- k. Activities Report Committee..... Dan Eybs
  - i. Consolidation with Section Scribe?
- l. Legislative Committee.....Scott Thomas
- m. Social Media.....Greg Baker
  - i. Need photo for Bart (newsletter) and Greg (website)
- n. Section Scribe ..... Lou Davenport
  - i. Consolidation with Activities Report?
  - ii. NEED NEW SECTION SCRIBE WITH NEW SECTION YEAR
- o. Spring Transportation Symposium..... Kari McDowell Schroeder
  - i. 2016 Symposium—April 1<sup>st</sup> at Colorado Convention Center CONFIRMED
  - ii. Next deposit due 10/1/15 \$1,829.00
  - iii. ITE funds estimate needed prior to 2016 event ~\$10,000 (paid back to ITE after event)
  - iv. Total projected event budget ~\$45k

**E. Old Business**

- a. Update on 2018 Western/Texas Combined District Conference.....Ben Waldman
  - i. SCOAT the week before. Ben spoke with Charles Meyer re: coordinating events
  - ii. Ben provided MOU to EC
  - iii. Goal is to have MOU finalized by end of the year after West District and Texas District have reviewed
  - iv. Family event is TBD
  - v. Transportation from Denver to Keystone is being considered. Maybe scheduled shuttle from Union Station

**F. New Business**

**G. Announcements**

- a. Next EC Meeting TBD..... Anna Bunce
- b. Newsletter Articles Next Deadline TBD .....Bart Przybyl

**H. Adjournment 2:25 PM**

**I. Action Items:**

- a. Freddy/Ryan to get together mid-end July to set calendar for 2015-2016 including August EC meeting date (Anna and Lou optional attendees)
- b. Greg to set date for website meeting—attendance to include Officers and interested parties from the EC