

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE LSC Offices, Denver August 13, 2009

Meeting Chair: Ben Waldman

Minutes By: Chris Sheffer

Present: Craig Faessler, Ben Waldman, Greg MacKinnon, Karl Packer, Chris Sheffer, Dave Hattan, John Seyer, Scott Thomas, Scot Lewis, Bart Pryzbl, Kari McDowell

- I. **Introduction.** Ben Waldman opened the meeting at 12:00 p.m.
- II. **Meeting Minutes.** Minutes from the last executive committee meeting were approved with minor changes.
- III. **President's Report. Ben Waldman**
 - A. **Lifetime Certificates:** to be awarded to Bob Kenny, Larry Corcoran, James Bragdon. We will try to present Jack Tone with the Lifetime award at the next meeting.
 - B. **New Committee Members:** Paul Brown, Legislative Committee Chair and Sarah Karjala, Activities Report Coordinator will be added to the EC. Paul will confirm in the next few days.
 - C. **District 6 Conference:** Colorado Wyoming Section contributed \$5,000 to the Student Endowment Fund, received thank you letter from District 6.
 - D. **Luncheon Attendance:** Attendance has been down for luncheons especially for public agency members. Dave H. made a motion to reduce lunch cost by \$15 for Public Employees as a Public Employee Appreciation day for the next luncheon. Greg M second, motion was approved. Announcements will go out in next newsletter.
- IV. **Vice President's Report. Greg MacKinnon**
 - A. **Meetings for Next Year:** Chris will send next years schedule to District 6. We should start business items early during the meeting, during desert, so that we can make the luncheons shorter. Greg will start looking into the Broomfield Events Center or Budweiser Center for a northern meeting.
 - B. **Google Groups:** Google Groups could be a good way to post EC information for the group. Greg will look into this as well as a means of backing up information. This could also be a good place to include the Bylaws. Greg is looking into adding information on the quorum threshold for amending the bylaws.
- V. **Secretary/Treasurer Report. Chris Sheffer / Greg MacKinnon.**
 - A. **Budget Status:** Greg handed out the Treasurers Report for last year. The balance of each account is as follows:
 - a. **Checking Balance:** \$18,585.55
 - b. **Savings Balance:** \$4,460.54
 - c. **Scholarship Fund:** \$6,791.01

d. Certificate of Deposit: \$10,823.00

- B. 2010 Budget:** Chris Sheffer handed out and discussed the upcoming budget. It was proposed that last years surplus of \$3,500 be moved from the checking account to the Scholarship Fund. Chris seconded the motion and it passed unanimously.
- a. Next Years ITE / WTS Symposium** - expense will be covered by WTS.
 - b. Golf Tourney Proceeds** A total of \$382 will be added to the Scholarship Fund
 - c. Ski Train / Ski Bus** - \$2000 expense was plugged in for now Eric will get a refined expense estimate to Chris
 - d. Luncheon Cash Flow** – Adjusted to reflect Public Employee discount
- C. Sponsorship Initiative** - Greg discussed the combined sponsorship initiative that was brought up last year. Chris along with the EC will evaluate this option for next year. This year’s sponsorship approach will be similar to last years. Chris will send Sponsorship letter out
- D. Membership** – Data base is being updated, the Local Affiliates letter is being sent out.

VI. Awards: Dave Hattan

- A. Transportation Professional of the Year:** Starting to look for candidates for Decembers award.

VII. Newsletter – Bart Pryzbl

- A. Articles Due:** Articles due by Friday, Sept 4.
- B. Newsletter Layout:** Bart circulated a new two column layout which keeps the same business card size in the layout.

IX. Continuing Education. Karl Packer

- A. Upcoming Webinars:** The next webinar will be Aug 25 on “effective meetings” email announcement to go out.
- B. Spring Symposium:** CDOT and ACEC have expressed interest in joining the Symposium. Karl is working on a Letter of Understanding between participants outlining responsibilities.

X. Website – Bart Pryzbl

- A. Website RFP** – Minor modifications being made and is almost ready for release.
- B. Video for Next Luncheon** – We need a volunteer to take video for the next luncheon
- C. Section History** – Still need information, any info to go to Duane

XI. Technical Committee – Scott Thomas

- A. Activities:** A tour of the CDOT Operations Center could be possible
- B. UWy Student Chapter:** Someone from the section should present to the UWy students in an effort to increase outreach.

XII. Scholarship – Scot Lewis

- A. Student Paper Competition:** A competition may be a good way to increase interest in scholarships and ITE participation. This could increase interest at CU.
- B. Awards:** A proposed motion to increase scholarship awards to 4 - \$1000 scholarships for undergrad and grad students passed unanimously.
- C. Scholarship Budget:** A separate budget will be maintained for the Scholarship fund.

XIII. Golf Committee – John Seyer

- A. Golf Tournament:** 82 players participated which was down from last year's 120 players. Sponsorship was about the same.
- B. Next Years Tourney:** Vista Ridge will be the site for next years tournament

XIV. Other Business

- A. Legislative Committee:** Paul Brown is a candidate for the committee and will confirm availability.
- B. Activities Report:** San Francisco section won the award. Sarah / Chris will take a look at the report for reference.

Meeting was adjourned at 2:30