

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE SEH Office, Colorado and I-25 August 15, 2008

Meeting Chair: Craig Faessler

Minutes By: Ben Waldman/Greg MacKinnon

Present: Joe Henderson, Craig Faessler, Ben Waldman, Greg MacKinnon, Karl Packer, Dave Hattan, Eric Boivin, Scot Lewis, Scott Thomas, Kari McDowell, Bart Przbyl, Curtis Rowe

I. Introduction.

- A. Craig Faessler opened the meeting at 12:15 p.m.
- B. Bart Przbyl and Kari McDowell were introduced as the new Co-Editors of newsletter. Kari will also take on the duties of the Scribe. Curtis Rowe will provide Kari with file templates and other related information.
- C. Craig recognized the efforts of the Membership Chair to develop ITE Champions who will be members that will make a specific effort to promote ITE events at their place of work.

II. Meeting Minutes.

- A. Minutes from the last executive committee meeting were approved with no changes.

III. President's Report: Craig Faessler

- A. Four Life Member Certificates will be given out at the next Luncheon. Discussed creating a Section Life Member Status. Needs to be discussed further as the method by which the committee creates this category is uncertain.
- B. Ron Hensen will be given a plaque and or a gift certificate to acknowledge his Kurmudgeon's Korner articles.

IV. Vice President's Report: Ben Waldman

- A. **2008-2009 Calendar:** Ben handed out the proposed 2008-2009 Calendar. The calendar was modified slightly, moving the EC meetings from September 26th and December 12th to September 25th and December 11th, respectively. The changes were made to coordinate with dates selected for Happy Hours.
- B. **September 19th Luncheon Meeting:** Marriott in DTC is venue. Topic for May meeting will be *Elements of a Transit Oriented Development* by Jerry Jaramillo.
- C. **October 31st Luncheon Meeting:** Budweiser Event Center will be venue. The topic will likely be a Panel Discussion on Traffic Signal Detections Systems.
- D. **December 5th Luncheon Meeting:** Venue will be a downtown Denver hotel. Ben has had early discussions with Nate Larson about making a presentation about the US 36 EIS.

V. Secretary/Treasurer Report: Greg MacKinnon and Ben Waldman

- A. **Status of Accounts:** Ben handed out the Treasurer's Report. The balance of each account is as follows:

Checking Balance:	\$9,891.56
Savings Balance:	\$4,435.35
Scholarship Fund:	\$6,771.17
Certificate of Deposit:	\$10,498.56

B. Budget Status: Greg handed out a proposed budget for 2008 – 2009. Comments included:

- Reduce the technical committee line item from \$1,000 to \$750.
- Increase both the income and expense for the Continuing Education line item by \$10,000.
- Reduce the Scholarship line item to zero with the intent to draw down the Scholarship Fund account for this year at least.
- Add an offsetting \$1,000 expense to the Spring Symposium line item to account for the transfer of excess revenue to the Scholarship Fund account.
- It was noted that the website upgrade may require more funds this year. It was agreed to discuss this when there is a better understand to the costs of the upgrade.

A subsequent e-mail with the updated budget was distributed to the committee and received no dissenting votes. Therefore, the committee approves presenting the revised budget to the membership at the September 19th meeting.

C. Newsletter: Bart Przbyl and Kari McDowell

- Articles Due: Articles due by August 22.

VI. Website Update: Joe Henderson

- A.** Joe indicated that he will move forward with the Website Update this year and he is working with the Website Committee to develop an RFP.

VII. Committee Reports

A. Activities: Eric Boivin

- Happy hours were proposed for 12/11/08 and 9/25/08 (to be combined with EC meetings).
- January 31st and February 7th were discussed as dates for the Ski Train. February 7th was the date selected.

B. Awards: Dave Hattan

- Dave will give plaque and perhaps gift certificate to Ron Hensen at next Luncheon.

C. Continuing Education: Karl Packer

- **Upcoming Webinars:** Karl is looking into a September 24 Trip Generation Update Efforts webinar.
- Karl is looking into one large training event for this fiscal year. Perhaps Signal Design.

D. Scholarship/Students: Scot Lewis

- No update.

E. Technical: Scott Thomas

- Scott noted that the roundabout study is continuing.