



Executive Committee Meeting Minutes
August 15, 2014 12:00 – 2:00 PM
Aurora City Hall - Aspen Room, 2nd Floor
15151 E Alameda Pkwy
Aurora, CO 80012

In Attendance: Aaron Heumann, Anna Bunce, Freddy He, Ryan Germeroth, Emily Gloeckner, John La Sala, Chris Sheffer, Greg MacKinnon, Alex Larson

A. Call to Order: 12:20PM

B. Approval of minutes from last meeting

Aaron Heumann moved to approve the June 26, 2014 EC meeting minutes, and Ryan Germeroth seconded. The minutes were approved unanimously

C. Officers' Reports

- a. President's Report Anna Bunce
 - i. Strategic Goals Discussion for 2014 – 2015
 - These will be discussed in more detail at a future EC meeting
 - ii. Interest in EC Positions
 - Looking for a chair for the Legislative committee. The chair should be someone that has interest in political side of the industry.
 - Bart is looking for help with newsletter and hopes to transition the duties to this person at some point in the future.
- b. Vice President's & Program Committee Report Freddy He
 - i. 2014 – 2015 Schedule
 - 2015 Vendor Show date needs to be verified with Will Johnson
 - ii. September 26 Meeting – Acknowledgement of Fires and Floods, Program?, Section Business including swearing-in of Officers
 - Freddy presented the schedule for the year. The first meeting is currently set for 9/26 and will most likely be at Maggiano's in the Denver Tech Center. Freddy will confirm location's availability. Last year \$25 was the all-inclusive price for the meeting. We brought the projector they provided AV. Consider alternate table set up to what we did last year so audience can hear speaker a little better. Western District President Carlos Ortiz will be swearing in officers. Potential topic: I-70 east and/or US 36 public involvement lessons learned. Emily White is contact for I-70 east project.
 - Emily will be checking to make sure that the WTS Gala will not be the same day as the currently scheduled February 19th Meet and Greet.
 - EC members can park in the visitor parking or other non-reserved spaces in the parking garage adjacent to City Hall--the 4th floor of the parking garage elevators connect to the 2nd floor of City Hall.
 - iii. Final FY 2014 Budget
 - Freddy presented the 2014 budget through July 31—final budget is forthcoming as the year end is August 31. Freddy walked through the cash flow sheet and the Treasurer's report as well. After review, John mentioned that a transfer from savings to checking should probably occur since balance is down to \$3,000. Typically we aim to keep about \$5,000 in checking. We don't want to have too much in the checking account to protect funds in case account is compromised. Budget is looking good for the year.
 - Should we continue to subsidize lunches? Over 2014, there was a big difference between costs and income in the lunch meeting line items. This was discussed further during the FY 2015 budget below. Some of this was due to the 40th Anniversary Celebration, which should probably be accounted for in the budget in a line item separate from the lunches since this was a separate "bucket" of money.

- Section has yet to receive money from ASCE for the Spring Symposium. Payment likely won't be made until September. After discussion, it was decided we will show Symposium money yet to come in the budget as a receivable
- c. Secretary/Treasurer & Editorial Committee Report Ryan Germeroth
 - i. Proposed FY 2015 Budget
 - Freddy presented proposed budget for 2015. Not many changes proposed from 2014. Freddy will clean up the columns and send updated budget out via e-mail for EC to review. One comment was to adjust lunch meeting budget to account for not having an anniversary celebration this year.
 - Lunch rates for 2015 were also discussed. After discussion the following rates were unanimously approved: \$25 for members/affiliates, \$5 for students / retirees and \$35 for non-members.
 - Dues differences between affiliates and full members were also discussed. The following was proposed for section dues - \$15 for Section members and \$25 for local affiliates. The Section will need to put in a form to national and have vote of Section to approve fee increase.
 - ii. ITE Annual Meeting – Seattle Leadership Forum
 - Ryan provided a brief summary of the discussions at the Leadership Forum in Seattle.
 - The applications for the Leadership ITE program are due on September 15th. Greg MacKinnon will put an announcement out to the Section providing a web link to the Program's site when he returns from vacation on August 25th.
 - National ITE is rolling out three new dues programs for the following three areas in hopes of increasing membership in these areas. More information to follow.
 - a. Public Agency
 - b. Young Members
 - c. University Faculty and Staff
- d. Past President's ReportAaron Heumann
 - i. Western District Annual Meeting report, including 2018 District Conference Status Update
 - We won the opportunity to host the District Conference for 2018. The meeting will be in Breckenridge. Ben Waldman has visited the site. Overall it is looking good but not impressed with Ghost Tour.
 - ii. Annual Member Survey
 - The survey results will be summarized in the Annual President's Report
 - CDOT was the top interest for the meet & greet

D. Committee Reports

- a. Activities CommitteeEmily Gloeckner
- b. Awards Committee John La Sala
 - i. New chair!
- c. Continuing Education Committee Chris Sheffer
 - i. Half Day Safety Symposium with Peter D'Oronzio and Jake Kononov – Sept/Oct 2014
 - Chris handed out outline of Jake and Brian's presentation for half day seminar and provided information on possible presentation. Keep within a 4 hour session either morning or afternoon. Would host at City of Centennial in room that can accommodate about 100 people. 7272 South Jordan at Community Center. Aiming for mid-October. Trying to avoid PE exam and most school fall breaks. Maybe October 24th as first choice and 17th as second choice. Freddy asked about registration fee? Anna thought 15 dollars might be reasonable with 20 at the door. Provide snacks and drinks. Fee would encourage people to RSVP and actually attend. Anna - maybe an afternoon session (1PM to 5PM) and then roll

into a Section Happy Hour? Send out save the date in advance to get it on people's calendars.

- d. Golf CommitteeChris Hopkins
- e. Vendor Show.....Will Johnson
 - i. Location for 2015 **TBD**
- f. Website Committee Report Greg MacKinnon
 - **Our hosting is changing and merging. Greg has been looking into Word Press and Constant Contact. Look into hiring outside company to maintain web page or at least help with. Hire firm to update website too.**
 - **Make sure to send both business card and logo with letters for web ads.**
- g. Membership CommitteeRich Follmer
- h. Scholarship & Career Guidance Committee Alex Larson / Bob Kochevar
 - i. New chair! **Alex is taking over for Melissa Rosas**
- i. Student Liaison Lisa Truong / Chris Vokurka
 - i. New chair for UCD! **Lisa is taking over for Mike Bowline**
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
- l. Legislative Committee..... VACANT
 - i. Chair needed!
- m. Social Media..... Lisa Truong
 - **Lisa is looking for a student to pass along the Social Media responsibilities to.**
- n. Section Scribe Lou Davenport
- o. Spring Transportation Symposium..... Kari McDowell Schroeder

E. Old Business

- a. Section Policies DocumentAaron Heumann
 - **Tabled these for future meeting**

F. New Business

G. Announcements

- a. Next EC Meeting **October 3** Anna Bunce
- b. Newsletter Articles Next Deadline **August 29**Bart Przybyl

H. Adjournment 2:14PM

I. Action Items

- a. **Freddy will confirm Maggiano's availability for September lunch meeting.**
- b. **Emily will be checking to make sure that the WTS Gala is not the same day as the currently scheduled February 19th Meet and Greet.**
- c. **Freddy / Ryan will be shifting some funds into the checking account from the savings account.**
- d. **Freddy will clean up the columns and send the updated 2015 budget out via e-mail for EC to review.**
- e. **Greg MacKinnon will put an announcement out to the Section providing a web link to the Leadership ITE program's site when he returns from vacation on August 25. Applications are due September 15.**
- f. **Chris Sheffer will continue working out the details of the October half day safety symposium.**