



**Executive Committee Meeting MINUTES**  
**August 17, 2012 12:00 – 2:00 PM**  
**Webb Municipal Office Building**  
**201 W. Colfax Ave.**  
**Denver, CO 80202**

Present: Steve Pouliot, Greg MacKinnon, John La Sala, Anna Bunce, Aaron Heumann, Emily Gloeckner, Freddy He, Lisa Truong, Bart Przybyl, Mike Bowline, Chris Sheffer

**A. Call to Order**

**B. Approval of minutes from last meeting**

a. **Approved unanimously**

**C. Officers' Reports**

a. President's Report .....John La Sala

i. Strategic Goals

1. Bring people together

a. Meet and Greet in April of past year; plans for another one this coming year

2. Share knowledge

a. Continuing Education, luncheon programs

3. Encourage attendance by students and younger members

a. Students coming to EC meetings and interacting with working professionals; improve facebook and social media presence; trying to kick off mentoring program

b. Vice President's & Program Committee Report .....Aaron Heumann

i. Program for September Luncheon

1. 9/21 Move Colorado Jeffrey Kullman speak re MAP 21; contacted Embassy Suites DTC re location; Chris S will check on possible improved rate through City of Centennial connection

ii. Program Calendar for upcoming year

1. Possible trips for Northern Colorado luncheon; December possibilities of meet and greet vs soft skills; March plan for panel discussion possibly on photo red light enforcement; May perhaps Lakewood/RTD ride on light rail?

a. Emily suggested Jan rather than Dec for meet and greet; general discussion of various possibilities for months; consensus possibly Feb ~2 weeks after Vendor Show date

b. John suggested consideration of a speaker from the recent ITE District 6 convention as possibility for Dec program

c. Greg inquired re posting calendar—it was agreed to wait a week to allow for possible additions and changes relative to discussion items before posting

d. Chris reopened discussion of the possibility of a Cheyenne meeting; Aaron suggested consideration of a bigger event for the following year that would really draw people to Cheyenne; consideration of soliciting input from Bill Hange; possibility of forming Wyoming chapter; discussion of Steve and Emily obtaining feedback from WY clients

iii. Final FY 2012 Budget

1. General discussion

2. Spring Symposium expense was from previous budget year

iv. Transfer to Scholarship Fund

1. Purpose to maintain existing balance in account and cancel out expenses

2. Question regarding college and pre-college activities budget—check meeting minutes from possibly early last year for history but otherwise okay to hold

- 3. Motion to transfer sums identified in budget by Aaron, seconded by Chris, note by Greg that not always necessary to zero out; approved unanimously
- c. Secretary/Treasurer & Editorial Committee Report ..... Anna Bunce / Aaron Heumann
  - i. Proposed FY 2013 Budget
    - 1. Discussion of budget surplus; possible modifications and potential uses for the existing surplus to determine what is a practical and appropriate surplus level; general debate that is anticipated to continue through next several meetings before specific Action Items are produced
    - ii. MOTION by John to reduce luncheon fees to \$15 for all members and affiliates; \$30 for all non-members; and FREE for students through the end of calendar year 2012; seconded by Greg; approved unanimously
- d. Past President's Report ..... Chris Sheffer
  - i. President's Annual Report
    - 1. Further discussion of Wyoming concerns; vendor show either separate or in conjunction with Intermountain event; possibility of in-state champion such as Rhonda Young; survey of WY members
    - 2. Revisions to report—Chris will circulate revised version via email
  - ii. District 6 Annual Meeting report
    - 1. Will send out notes via email but highlights included Leadership Breakfast; more to come via email

#### **D. Committee Reports**

- a. Activities Committee ..... Emily Gloeckner
  - i. Report on Joint ASCE Happy Hour
    - 1. Approximately 50 people present at peak of event; very successful; mixed feedback re mixing of two groups; perhaps best to try for mixed group 1x/year
- b. Awards Committee ..... Bill Hange
  - i. New chair!
  - ii. Seeking nominations for Lifetime Achievement Award
- c. Continuing Education Committee ..... Freddy He
  - i. New chair!
  - ii. No concrete plans yet; ideas including SIDRA training offer, Dynasty (?) training; possibility of sending out email to membership to gauge interest levels for different items
- d. Golf Committee ..... Jeff Ream
  - i. Seeking new chair!
  - ii. Emily indicated potential interest from Dave Millar but that he had concerns about sufficient help to support endeavor
- e. Vendor Show ..... Will Johnson
  - i. Proposed ideas for 2013
    - 1. Possible slight increase in vendor fees; more to come when Will is present
- f. Website Committee Report ..... Greg MacKinnon
  - i. Discuss possible website enhancements
    - 1. EC page has to change for new members—will phase in as photos become available
    - 2. Database has 720 people but only ~300+ members; discrepancies between national list and local
    - 3. No changes to sponsor ad format at this time
- g. Membership Committee ..... Rich Follmer
  - i. MEMBERSHIP DRIVE STARTS WITH SEPTEMBER MEETING
- h. Scholarship & Career Guidance Committee ..... Melissa / Bob K
  - i. Autumn Scholarship Plan
  - ii. Mentoring Program
- i. Student Liaison ..... Mike Bowline / Chris Vokurka
  - i. New liaison to UCD!

- ii. No report at this time
- j. Technical Committee ..... Nitin Deshpande
- k. Activities Report Committee ..... Dan Eybs
- l. Legislative Committee.....Trishul Palekar / Steve Pouliot
  - i. Steve indicated that he and Trishul had not yet had an opportunity to coordinate on tasks but anticipated advancements in real-time connection to information as well as other items; 2x/year interview a policymaker for newsletter publication possibility; links to facebook

**E. Old Business**

- a. Tax and 501c3 status.....John LaSala

**F. New Business**

- a. Social Media .....Lisa Truong / Fritz Clauson/Alejandro Henao
  - i. Discussion of various options including facebook, Twitter, and LinkedIn; blog possibilities
  - ii. Need to develop social media plan
- b. Section Debit Card.....John La Sala / Aaron Heumann
  - i. Will get more info at bank
- c. GoToMeeting .....John La Sala / Emily Gloeckner
  - i. Minimal usage; some desire to keep; some members who might use unaware of?; pros and cons of other possible programs
  - ii. Okay to keep if free; will eliminate if not due to low usage
- d. 2013 Spring Symposium (call for volunteers and potential date) .....John La Sala / Chris Sheffer
  - i. Potential date in calendar
  - ii. Chris and John scheduled for another conference call with Chrissy at WTS next week, will have more info after that; WTS is lead this year but possible permanent roles under discussion
  - iii. Volunteer call in newsletter and Sept meeting announcement
- e. Goals for Section funds ..... Current officers
  - i. Covered in other sections

**G. Announcements**

- a. Seeking replacement for Golf Committee Chair .....John LaSala
- b. Seeking assistants for Mentoring Program .....John LaSala
- c. Newsletter Articles & Deadline ..... Bart Przybyl
  - i. Due next Friday

**H. Adjournment**

**I. Action Items**

- a. **Aaron/Anna to look at budget impacts of lowering lunch cost to \$15 for all members and affiliates and free for students**
- b. **Anna to contact Rich re membership drive in conjunction with getting non-members enrolled as section affiliates at luncheons**
- c. **Greg will send out current membership list to Anna and Aaron**
- d. **John will send Kari’s contact information to Lisa for social media coordination**
- e. **John will contact Kari re outreach for GoTo Meeting possible users**