



Executive Committee Meeting Minutes
August 20, 2010 12:00 – 2:00 PM
DRCOG
1290 Broadway
Wolf Creek Pass Conference Room

A. Call to Order

- a. **Attendees:** Greg MacKinnon, Chris Sheffer, Ben Waldman, Nitin Deshpande, Dave Hattan, Jeff Ream, Melissa Rosas, Scott Thomas, Duane Cleere, Joe Henderson, John La Sala

B. Approval of minutes from last meeting

- a. **Approved with the following edits:** Add Dave Hattan to attendee list, correctly spell Nitin's first name, Greg added a comment that the venue for the May luncheon may also have lowered attendance.

C. Officers' Reports

- a. President's Report Greg MacKinnon
- i. Committee chair changes:
 - 1. Newsletter: Bart P.
 - 2. Social Media and Section Scribe: Kari M.
 - 3. Continuing Ed: Joe Henderson
 - 4. Scholarship/Career Guidance: Melissa R.
 - 5. Membership: OPEN
 - ii. Student chapters now invited to EC meetings
 - iii. Two new openings for Student Chapter Professional Liaisons (UCD & U-WY)
 - iv. Activities Report Coordinator has additional duties which encompass monitoring/coordinating with groups other than ITE, i.e, WTS, ASCE, Engineers Without Borders, etc.
 - v. Charter update – Charter and Bylaws approved at District level
- b. Vice President's & Program Committee Report Chris Sheffer
- i. Section dues – no change in cost
 - ii. PayPal – attempting to transfer duties to Treasurer
 - iii. Speaker gifts – Amazon.com gift cards
 - iv. Programs – Sept. lunch speakers & location arranged
- c. Secretary/Treasurer & Editorial Committee Report John La Sala
- i. Editorial Committee renamed to "Communications Committee"
 - 1. Will coordinate with Bart & Kari
 - ii. Sponsorship letters: will send next week
 - iii. Section schedule to ITE Journal – next week
- d. Past President's Report Ben Waldman
- i. Abstract deadline for Alaska D6 meeting is October 1st (earlier than usual)

D. Committee Reports

- a. Activities Committee Eric Boivin
- i. Not present
- b. Awards Committee Dave Hattan
- i. Seeking nominees for Lifetime Achievement Award
- c. Continuing Education Committee Joe Henderson
- i. Goal – increase # events
 - ii. Discussed location for venues – will research City of Centennial (max 25), FHU (30), and Fehr & Peers

- iii. Possible subjects – Synchro, VISSIM, webinars
- d. Golf Committee Jeff Ream
 - i. Event likely in early June; begin meeting in January
- e. Legislative CommitteeScott Thomas
 - i. Article prepared for upcoming Sept. newsletter
- f. Membership Committee Melissa Rosas
 - i. Finalizing Esteemed Colleague list
 - ii. Will provide summary for Sept. newsletter
 - iii. Will issue annual invoices to Local Affiliates
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Institute deadlines for Scholarship applications
 - ii. Request reports from Faculty chairs
- h. Technical Committee Nitin Deshpande
 - i. Coordinating with recent Chair, Scott Thomas, for advice and duties
- i. Website Committee.....Duane Cleere
 - i. Committee planning to start meeting again
 - ii. Received District award for Best Section Website

E. Old Business

- a. None

F. New Business

- a. FY11 Section Schedule.....Chris Sheffer/John La Sala
 - i. Move May meeting to 5/13 since conflict with Intermountain Section Annual Meeting
 - ii. Next EC moved to Th, 9/23 – happy hour
 - iii. Golf – no definite date, but likely sometime in 1st half of June
 - iv. April 30 – distribute candidates to membership
 - v. May 23 to June 6 – Section vote
- b. FY11 Section BudgetChris Sheffer/John La Sala
 - i. Extra expense this year for sending UCD students to D6
 - ii. Income – successful on business cards, could possibly increase further by contacting more firms
 - iii. Recommend transferring \$4,000 to Scholarship fund
 - iv. Recommend developing specific plan for spending scholarship money. Should we invest scholarship money to obtain higher return?
 - v. CD is not considered part of the Scholarship Fund
 - vi. FY11 budget unanimously approved with several recommended changes
 - 1. Biggest change – creating Program Committee (budget \$1,500)
 - a. Will evaluate speaker cost/benefit ratio on a case-by-case basis
 - b. Fund Programs by reducing Website Upgrade and Student Chapter expenses
- c. Section funds policy for sponsorship requests and special eventsGreg MacKinnon
 - i. Recommended that all funds (sponsorships, local affiliate fees, Golf Tourney income, etc.) will now go through Secretary/Treasurer. Unanimous approval.
 - ii. The Secretary-Treasurer will coordinate with Chairs.
- d. Section five-year strategic plan..... Greg MacKinnon
 - i. Discussion tabled for later
- e. Issue a Section membership survey Greg MacKinnon
 - i. Discussion tabled for later
- f. Confirm the table survey for September 17th Greg MacKinnon
 - i. Survey unanimously approved with the following changes:
 - 1. Add specific type of meal at each lunch
 - 2. Add gender
 - 3. Give choice of category for topics

- g. Section e-mail serviceDuane Cleere
 - i. Request to subscribe to “Constant Contact” for e-mail service. Monthly cost = \$10.50 to \$24.50 depending upon services desired. Recommended making a one-time annual payment for a greater discount. Unanimous approval.
 - ii. Constant Contact also offers event registration services and survey services. Jeff Ream interested in using this for Golf events. Request to register for trial version for each. Will try with next EC to determine if worthwhile. Unanimous approval.
- h. Section election service..... Greg MacKinnon
 - i. There will be two votes this year: Bylaws and regular election.
 - ii. Recommend Section utilize www.electionsonline.us – just as D6 & International use for voting. Unanimous approval.
 - iii. Pricing details.

Number of eligible voters	Price
20–200	76¢ per eligible voter
201–450	72¢ per eligible voter
451–700	68¢ per eligible voter
701–1000	64¢ per eligible voter
Elections per calendar year	Discount
2nd election	10%

- i. September 17th luncheon agenda..... Greg MacKinnon
 - i. Multiple items for luncheon agenda
 - ii. Speakers confirmed – Crissy Fanganello & Emily Kreisa on Denver’s Sustainable Transportation Initiatives
 - iii. Place on tables – survey, stapled financial statements (FY10 budget report, FY11 proposed budget), Lifetime Achievement Award Nomination forms

G. Announcements

- a. District 6 Section Activity Award and Website Award; and, Institute Newsletter Award
- b. 2011 ITE Annual Conferences Call for Abstracts (Due August 23rd)
- c. 3rd TRB International Conference on Roundabouts, May 18-20, 2011 in Carmel, IN.

H. Adjournment