



**Executive Committee Meeting Minutes**  
**August 23, 2013 12:00 – 2:00 PM**  
**Greenwood Village City Hall**  
**Community Room**  
**6060 S Quebec Street**  
**Greenwood Village, CO 80111**

**In Attendance:** Aaron Heumann, Anna Bunce, John La Sala, Emily Gloeckner, Chris Sheffer, Chris Hopkins, Greg MacKinnon, Rich Follmer, Melissa Rosas, Mike Bowline, Steve Pouliot, Alejandro Henao, Karen Aspelin (Western District President), Freddy He.

**A. Call to Order: 12:10 PM.**

Roundtable introduction followed by Aaron welcoming new EC members and members with new roles of FY 2014: John La Sala – Past President, Aaron Heumann – President, Anna Bunce – Vice President, Freddy He – Secretary-Treasurer, Chris Sheffer – Continuing Education Committee Chair, April Wire – Section Scribe, Steve Pouliot – Legislative Committee Chair, Kari McDowell – Symposium Coordinator)

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

Melissa motioned, John seconded. The minutes was unanimously approved

**C. Officers' Reports**

- a. President's Report .....Aaron Heumann
  - i. Strategic Goals Discussion for 2013 – 2014  
Performance measures of engaging younger members. Better ways are needed to attract young professionals (generally 35 years old or younger) and integrate them into the ITE community. Long-standing members, particularly EC members, should always try to get more young professionals to come to ITE meetings and other events. Consider organizing group activities for young professionals, such as a group bike ride visiting infrastructure facilities of interests. Ongoing discussions on this topic will continue.
  - ii. 40<sup>th</sup> Anniversary Party
    - 1. Date for this party is preliminarily set on Friday, December 6, 2013. Planning for an afternoon/late lunch event on a Friday to celebrate what happened in transportation in the last 40 years.
    - 2. Presentations will include stories and examples and be 5 minutes or shorter each. The idea is to get more people involved. The format will be more interactive and moving people around instead of just sitting and listening.
    - 3. Save the date notice will be sent out early, possibly in September.
    - 4. All EC members are asked to provide input on specific ideas of organizing and promote this event.
  - iii. Executive Officer Section Meeting Fees  
Rich motioned to have the Section pay for the executive officers to attend the Section luncheons; this is to recognize that the officers work at the meeting, not just attending as members. Mike seconded. Executive officers (Aaron, Anna, and Freddy) recused themselves. Greg opposed. All others in attendance voted yes. Motion was approved.
- b. Vice President's & Program Committee Report ..... Anna Bunce
  - i. 2013 – 2014 Schedule
    - 1. Most EC meetings will be on Thursdays.
    - 2. The draft schedule actively avoids fall/spring breaks, holidays, symposium, etc.
    - 3. Needs to Change 5/16 luncheon to 5/30 to avoid conflict with Intermountain ITE Conference.

- 4. The Meet N Greet date is scheduled for 2/6/13.
- ii. Program for September Luncheon
- iii. Final FY 2013 Budget
- iv. Transfer to Scholarship Fund  
In FY 2013, a total amount of \$4,500 was transferred to the Scholarship Fund.
- c. Secretary/Treasurer & Editorial Committee Report ..... Anna Bunce (for Freddy He)
  - i. Proposed FY 2014 Budget  
John motioned to set luncheon registration fees for the fiscal year 2013-2014 as following: non-member – \$30 (no change), member – from \$15 to \$20, student – \$5 (no change), retiree – \$5 (no change). Chris Sheffer seconded. Motion was approved unanimously.
- d. Past President's Report..... John La Sala
  - i. President's Annual Report
  - ii. District 6 Annual Meeting report
    - 1. Richard T. Romer Student Endowment Fund
    - 2. Student Conference February 15-16, 2014
    - 3. Administration Position
  - iii. Membership Survey Results:
    - 1. The combination of jurisdictions is the most popular selection for the upcoming Meet and Greet event.
    - 2. John will send results to entire EC.
    - 3. Danny Montoya won \$50 award via a drawing among participants of the survey.

**D. Committee Reports**

- a. Activities Committee ..... Emily Gloeckner
  - i. Rockies Game: remaining tickets are valid for future games and will be donated to the CU-Denver and Univ. of Wyoming student chapters.
  - ii. Survey Results for 2014 Meet and Greet (Question 14)
- b. Awards Committee ..... Bill Hange
- c. Continuing Education Committee ..... Chris Sheffer
  - i. New chair!
  - ii. Summer Events
  - iii. Design of Accessible Pedestrian Signals Free NCHRP Workshop
- d. Golf Committee ..... Chris Hopkins
  - i. Summary of June Tournament
- e. Vendor Show ..... Will Johnson
- f. Website Committee Report ..... Greg MacKinnon
- g. Membership Committee ..... Rich Follmer

- h. Scholarship & Career Guidance Committee ..... Melissa Rosas / Bob Kochever
- i. Student Liaison ..... Mike Bowline / Chris Vokurka
- j. Technical Committee ..... Nitin Deshpande
- k. Activities Report Committee ..... Dan Eybs
- l. Legislative Committee ..... Steve Pouliot
- m. Social Media ..... Lisa Truong / Fritz Clauson
- n. Section Scribe..... April Wire
  - i. New chair!
- o. Symposium ..... Kari McDowell Schroeder

**E. Old Business**

- a. 2015 Membership Fee ..... Aaron Heumann
- b. Section mailbox..... Greg MacKinnon
- c. Retiree luncheon rate..... Officers
- d. ITE non-profit status – still waiting ..... John La Sala
- e. Goals for Section funds..... Officers

**F. New Business**

- a. Included under Committee reports.....

**G. Announcements**

- a. Next EC on Thursday, October 3, 2013
- b. Newsletter Articles & Deadline ..... Bart Pryzbyl

**H. Adjournment**

**I. Action Items**

- a. Aaron and Anna will lead the efforts of planning and organizing the 40th Anniversary Party. They will report back to the EC with more details in the next EC meeting.
- b. Anna will revise the proposed FY 2014 Budget and 2013-2014 schedule and distribute to the EC for review by the next EC meeting.
- c. Freddy will issue a check of \$50 to Danny Montoya for winning the annual survey raffle.

**J. Meeting Adjourned: 2:25 PM**