

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE SEH Office, Colorado/1-25 August 24, 2007

Meeting Chair: Joe Henderson

Minutes By: Ben Waldman

Present: Joe Henderson, Craig Faessler, Ben Waldman, Bill Hange, Greg MacKinnon, John LaSala, Karl Packer, Will Johnson, Scot Lewis, Melissa Rosas, Chris Sheffer

I. Introduction. Joe Henderson opened the meeting at 12:40 p.m.

II. Meeting Minutes. Minutes for the last executive committee meeting were distributed to the EC and approved.

III. President's Report. Joe Henderson

- A. Julia Townsend to attend Section meeting:** Julia Townsend will attend our September section meeting where she will swear in officers and present the Activities award from ITE International.
- B. Presentation of Activities Award:** Bill Hange was presented the Activities Award from ITE International at the Pittsburgh International ITE Meeting. Julia Townsend will present the award at the September section meeting.
- C. Membership/Participation on Executive Committee:** Joe asked that all EC Members please be involved in the EC activities and meetings.
- D. New Executive Committee members and positions:** The following are the 2007 executive committee members:

President	– Joe Henderson – (jhenderson@sehinc.com)
Vice President	– Craig Faessler – (cfaessler@littletongov.org)
Secretary/Treasurer	– Ben Waldman (ben@lscdenver.com)
Past President	– Bill Hange (hangeb@ci.loveland.co.us)
Technical	– Scott Thomas (scott.thomas@apexdesignpc.com)
Activities	– Eric Boivin (ericboivin@alltrafficdata.net)
Membership	– Melissa Rosas (rosasm@pbworld.com)
Continuing Ed	– Karl Packer (kpp@lscdenver.com)
Scribe	– Curtis Rowe (curtis.rowe@kimley-horn.com)
Newsletter Editor	– Greg MacKinnon (gmackinnon@drcog.org)
Student Chapter/Scholarship	– Scot Lewis (slewis@co.weld.co.us)
Website	– Edward Stafford (estafford@ci.arvada.co.us)
Awards	– Dave Hattan (dave.hattan@fhueng.com)
Legislative	– Lyle DeVries (lyle.devries@fhueng.com)
Spring Golf	– Joe Hart (jaha@deainc.com)
Fall Golf	– John Seyer (john.seyer@hdrinc.com)
Vendor Show	– Will Johnson (wjohnson@sehinc.com)
Activity Report	– Chris Sheffer

Spring Symposium – Nate Larson?

The last three positions (Vendor Show, Activity Report and Spring Symposium) are new positions.

IV. Vice President's Report. Craig Faessler

- A. Revised Schedule:** A revised schedule was distributed to the EC. Changes include moving the September meeting from September 21st to September 28th due to the fact that the Ports to Plains meeting is scheduled for September 21st. Later in the meeting we discussed moving the November EC meeting to Wednesday, November 7th, 3:00pm at the Wynkoop with a happy hour following that meeting. Craig will revise the schedule to reflect this change and email it to the EC.
- B. 35th Anniversary Party, December 10th:** We will invite the past presidents of the Colorado/Wyoming ITE section to the December 14th Luncheon meeting and celebrate/acknowledge our 35th anniversary as a section. Craig will send out a special mailing inviting the past presidents to that meeting.
- C. Symposium:** Nate Larson will take the lead for the Symposium again. We are under the impression that WTS will handle registration and the venue as they did last year. All agreed that we would prefer WTS handle those issues. Craig will contact WTS to confirm that they will handle those aspects of the Symposium.

V. Secretary/Treasurer Report. Ben Waldman/Craig Faessler.

- A. Budget Status:** Craig handed out the Treasurers Report and the proposed 2007-2008 budget. The balance of each account is as follows:
 - 1. Checking Balance:** \$7,030.12
 - 2. Savings Balance:** \$4,934.73
 - 3. Scholarship Fund:** \$6,621.18
- B. Investment Income.** The \$10,000 fund will be mature and will be renewed automatically on September 21st.
- C. 2007 – 2008 Budget – \$1,000 added to dues – misc income.** Ben moved to approve with changes, Scott seconded, unanimous approval. Budget will be presented to members at next luncheon for vote of approval.

VI. Newsletter. Greg McKinnon:

- A. Proposed Changes to Newsletter Format:** Greg presented the EC with a revised newsletter mockup, which includes revisions to improve the newsletter format. Proposed changes include a larger font size, the new 35th anniversary logo, a change in location of page numbers, changes to the banner, and larger size for business cards.
- B. Proposed New Articles:** Greg discussed continuing the “Section History” article and the possibility of adding the following new articles or changes to existing articles for the news letter this year:
 - (1) Scott Thomas has proposed expanding the Technical Committee Article by adding a discussion on a different technical issue each newsletter.
 - (2) Melissa and Bob Kochevar proposed adding an article featuring an interview with a random section member each newsletter.
 - (3) Greg proposed adding an events/announcements section to announce non-ITE transportation related upcoming events.
 - (4) Greg proposed adding a student chapter update column? Greg and Scott Lewis agreed to contact Rhonda from the Wyoming Student Chapter to look further into this.
- C. Upcoming Newsletter**

1. **Articles Due.** August 31
2. **Posted to Web.** September 14
3. **Articles.** The following articles are anticipated for the newsletter.
 - a) Joe Henderson - President's Message (include discussion on 35th Anniversary)
 - b) Craig Faessler - Meeting announcement and registration information
 - c) Ben Waldman - Treasurer's report (acct. balances, cash flow summary)
 - d) Bill Hange – Article on Annual Meeting and History article (Copy of National Article on Al Pepper)
 - e) Greg MacKinnon - Newsletter contest
 - f) Curtis Rowe - Summary of the May, 2007 meeting
 - g) Melissa Rosas - On the Move and ITE Section Member Interview
 - h) Scott Thomas - Technical Committee update and Technical Article
 - i) Lyle Devries - Legislative update
 - j) Karl Packer - Upcoming Training
 - k) Ron Hensen - Kurmudgeon's Corner??

VII. Past President – Bill Hange

Bill gave a report on his attendance at the Pittsburgh ITE International meeting's awards dinner and reception of the Activities Award. He also discussed the District 6 Portland Conference. The District 6 conference had a large turnout (over 500 registered attendees and the largest District 6 conference ever) and was well attended by Colorado/Wyoming section members. There was a debriefing by the Portland LAC which will be helpful for the Denver 2009 Conference. Will stated that most of the work for the Denver 2009 conference will be in 2008, but we already have made arrangements for the Hotel.

VIII. Technical – Scott Thomas/John Lasala

A. Roundabout Research. Ben discussed a recent meeting related to a new research effort to quantify the roundabouts in Colorado and attempt to determine a SPF (Safety Performance Factor) for roundabouts which would predict accidents per million vehicles. There will likely be a need for some funds for this project to pay for an intern or graduate student's assistance.

B. Mixed Use Residential. John L. mentioned that we should finish this study and Ben W. agreed to help out. Ben W. suggested that it would be helpful for Dave Hattan to help since FHU did the master traffic study for the development and likely has contacts with the developer. Ben will contact Dave to discuss this further.

VIII. Activities. Eric Boivin

A. Charitable Giving. Joe would like to have some recommendations by the next EC meeting for which charities to give to. Joe will work with Eric on this.

B. Happy Hour We will have a happy hour at the Wynkoop on Wednesday, November 7, 2007. We also agreed to move the EC meeting to 3pm at the Wynkoop on that date prior to the Happy Hour. Craig will update the calendar.

IX. Membership. Melissa Rosas

A. On the Move Column Melisa and Bob Kochevar will be interviewing random ITE members for an article featuring a different ITE member each newsletter.

B. Other Issues. Melissa has received information on membership status from Jenifer.

X. Continuing Education. Karl Packer

A. Vissim Training. Intro. training will be October 2 and 3 and Advance training will be October 4 with 16 spots available to ITE members for each. Karl is working out the final details

of the registration for the training with PTV and will work with Ed to send out an email soon along with a discussion in the upcoming newsletter article.

B. PTOE The PTOE will be held in October.

XI. Student Chapter/Scholarship. Scott Lewis

A. Name Scholarship. There was some discussion regarding naming the scholarship fund the "Al Pepper Scholarship Fund"

B. Marketing Colleges.

C. Interaction with UW Student Chapter

XII. Website. Edward Stafford

A. Update Committee Descriptions. A printout of the committee descriptions was circulated to the EC members. All committee chairs are asked to send Ed and Greg updates of their committee descriptions by the next EC meeting.

B. Website Assistance. All agreed that the website is in need of updating. Joe will coordinate a meeting with himself, Edward, Karl and Greg to discuss changing the website format. \$2,500 will be placed in the website budget for hiring someone to update the website.

C. Other Issues.

XIII. Golf.

A. Report on latest tournament. The golf tournament summary was handed out to the EC members. \$1,100 will be transferred from golf tournament funds to scholarship funds.

B. 2008 Tournaments

XIV. Adjourn. The meeting adjourned at approximately 3:00 p.m.