



**Executive Committee Meeting Notes**  
**August 26, 2011 12:00 – 2:30 PM**  
**Fehr and Peers**  
**621 17<sup>th</sup> Street**  
**Suite 2301**

**A. Attendance (14): Chris Sheffer, Greg MacKinnon, John La Sala, Melissa Rosas, Nitin Deshpande, Bart Pryzbyl, Scott Thomas, Emily Gloeckner, Bob Kochevar, Dave Hattan, Chris Vokurka, Rich Follmer, Aaron Heumann, Joe Henderson (via phone)**

**B. Approval of minutes from last meeting – Unanimous approval**

**C. Officers' Reports**

- a. President's Report ..... Chris Sheffer
  - i. Annual Report & Strategic Plan Goals
    - 1. Bring people together
    - 2. Share knowledge
    - 3. Attendance by students and younger members
  - ii. Membership Committee
    - 1. Greg as webmaster utilize Constant Contact
    - 2. 2011-12 dues in progress to being sent out
    - 3. Trung no longer, Greg M. and Rich F. taking over
  - iii. Symposium
    - 1. WTS lead but their national conference will be in Denver also
    - 2. Others may need to step up and help more
  - iv. Legislative Committee
    - 1. Scott stepping down
  - v. Dues Confirmation Form
    - 1. Maintain \$12 section dues
    - 2. Chris moved to maintain and John seconded. Unanimous approval.
    - 3. Discussion regarding raising rates for 2012-2013 and beyond.
    - 4. Table topic until next EC meeting
- b. Vice President's & Program Committee Report ..... John La Sala
  - i. Section Meetings
    - 1. Committed speakers now to end of year
    - 2. Fri. Sept. 23<sup>rd</sup> at Embassy Suites next meeting – RTD presentation
    - 3. Fri. Nov 4<sup>th</sup> up in Loveland at Budweiser Event Center – Bill Hange CFI
    - 4. Dec. 2<sup>nd</sup> – Don Hunt
- c. Secretary/Treasurer & Editorial Committee Report ..... John La Sala / Aaron Heumann
  - i. Scholarship Fund
    - 1. Symposium and golf event and newsletter winner donations
    - 2. Net loss still usually covered by discretionary transfer

- 3. John moved and Dave seconded to transfer profit from section to end up with \$1300+ net gain for scholarship
- ii. Annual Budget
  - 1. No membership dues sent out so no funds. Do not expect to bill in arrears.
  - 2. Also big drop in what came from International (\$2,736 instead of budgeted \$4,000)
- iii. 2011-2012
  - 1. Purchase of a Netbook and software (Microsoft office student version)—Microsoft or open office
  - 2. Increase admin to \$1,600 for Netbook and software and backup system.
  - 3. Need to test Netbook for video use.
  - 4. Consideration for backup. Junk drive, district, company, or on-line.
  - 5. Remove \$1,000 scholarship expense and put \$200 to Admin and double president's D6 registration to \$1,600.
  - 6. Continuing Education goal to break even, but some subsidy assumed.
  - 7. Scholarship and incurred items may need funds for pizza party, etc. Do not want to deplete scholarship funds only add to them. Melissa to propose something.
  - 8. For section meeting include 2010-11 actual along with 2011-12 proposed budgets
  - 9. John will revise budget and e-mail for vote.
- d. Past President's Report .....Greg MacKinnon
  - i. No report.

**D. Committee Reports**

- a. Activities Committee ..... Emily Gloeckner
  - i. Emily Gloeckner has taken over responsibility from Eric Boivin
  - ii. Emily is looking to replace the ski train. She has many ideas and looking to possibly tie in with WY members. Looking to January time frame for an event right now.
  - iii. Contact Emily if like a specific idea or have other ideas.
  - iv. One idea thrown out was to bring a companion to an event.
- b. Awards Committee ..... Dave Hattan
  - i. Looking for nominations.
- c. Continuing Education Committee ..... Joe Henderson
  - i. TruTraffic 2-day training – Greg Bullock – post processor to Synchro that DRCOG uses. Week of 10/10 or 10/17. CCD has a training room. Joe and Bob K. to coordinate. Cost is \$2,200 for one day or \$3,200 for two days. Need to include notice in newsletter coming out in Sept. Want to break even, need 20 people per day.
  - ii. Fall webinar for Synchro training. Combine with section meeting on Fri. morning with meeting at lunch. Looking at Dec. or Mar. meeting (to draw people to Colorado Springs)
  - iii. WES Conference in Sheridan February 2-3 looking to have some training that is complimentary to the program.
- d. Golf Committee .....Jeff Ream
  - i. No report.
- e. Legislative Committee ..... Scott Thomas
  - i. Scott questioned whether the committee is needed.
  - ii. Instead of articles that are outdated before they are published, maybe references and web addresses instead. Possibly a section on the website to refer members to more detailed accounts.

- f. Vendor Show ..... Will Johnson
  - i. Will is still interested in leading the vendor show if he ends up at a job in the state.
  - ii. Scott Thomas is willing to help with raising money.
- g. Membership Committee ..... Rich Follmer
  - i. Use Constant Contact to reach out to membership, so use as data base instead of maintaining two separate lists. Check in with International regularly and update roster by hand with any changes provided.
  - ii. Identify membership by location to be able to contact certain groups.
  - iii. Dues request could come from Constant Contacts, but would require updating records on everyone.
  - iv. Greg to ask International to wipe out Esteemed Colleagues group.
  - v. Greg to remove delinquent members from list. First send notice warning people will be removed if they do not pay.
  - vi. Greg to have International wipe out local affiliates and start over.
  - vii. Greg to distribute lists of CDOT and non-members for opinions on whether the lists are worth keeping.
- h. Scholarship & Career Guidance Committee ..... Melissa Rosas / Bob Kochevar
  - i. Bob Kochevar assisting as needed on committee.
  - ii. Looking to maintain continuous contact with University of Colorado Denver students. Ideas:
    - 1. Maybe a pizza party to tell students about our section.
    - 2. Job shadowing for students to see what we do and how we do it.
    - 3. Look into possible mentoring to students.
    - 4. Student access to ITE website for reference.
    - 5. Attract students to meetings and maybe recognize them.
    - 6. Chris Vokurka to find out from Freddy He when the next student meeting will be.
  - iii. Pre-college student interest
    - 1. Collaborate with RTD or others for tours, etc.
- i. Student Liaison ..... Freddy He / Chris Vokurka
  - i. No report
- j. Technical Committee ..... Nitin Deshpande
  - i. Three initiatives – November 15 deadline
    - 1. Data collection
    - 2. Paper competition
    - 3. ITE Traffic Bowl team formation based on selected abstracts
- k. Website Committee ..... Greg MacKinnon
  - i. New website format being designed and implemented, with some focused goals.
    - 1. Sponsorships more recognizable
    - 2. More accessible calendar
    - 3. Notices front and center
  - ii. Ability to add more information to website
  - iii. Greg ready to take the revamped website live.

## E. Old Business

- a. Scholarship Process ..... Melissa Rosas
  - i. Award in Fall rather than Spring for more usefulness to college students.

- ii. Award at November luncheon up north to draw WY students.

**F. New Business**

- a. FY12 Section Schedule ..... John La Sala
  - i. Discussed earlier in meeting under Vice President's Report.
- b. FY12 Section Budget ..... John La Sala / Aaron Heumann
  - i. Discussed earlier in meeting under Secretary/Treasurer Report.
- c. Section Annual Fee ..... Chris Sheffer
  - i. Discussed earlier in meeting under President's Report.
- d. Meeting GoTo Logistics ..... Chris Sheffer / John LaSala
  - i. Discussed offering to WY and western slope members only in lieu of attending section meeting.
- e. Constant Contact as Luncheon Registration ..... Greg MacKinnon
  - i. Discussed earlier in meeting under Membership Committee.
- f. Membership List Management ..... Greg MacKinnon
  - i. Discussed earlier in meeting under Membership Committee.
- g. September 23<sup>rd</sup> Luncheon Agenda ..... Chris Sheffer
  - i. Add notice for announcement of awards.

**G. Announcements**

- a. Newsletter Articles and Deadline ..... Bart Pryzbyl
  - i. Deadline today and going out next Friday
- b. Activities Report ..... Sarah Karjala
  - i. No report
- c. Spring Symposium ..... Karl Packer
  - i. Karl stepping down and a replacement is needed.

**H. Adjournment - Meeting adjourned at 2:30 PM.**