



**Executive Committee Meeting Minutes**  
**September 23, 2010 3:00 – 5:00 PM**  
**DRCOG**  
**Wynkoop Brewery**

**A. Call to Order**

- a. **Attendees:** Greg MacKinnon, Chris Sheffer, Ben Waldman, Sarah Karjala, Jeff Ream, Scott Thomas, Nitin Deshpande, Trung Vo, Jim Root, Ryan Sisson, Eric Boivin, Bart Przybyl, John La Sala

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

- a. **Unanimous approval**

**C. Officers' Reports**

- a. President's Report ..... Greg MacKinnon
  - i. Student chapter liaisons – Freddy He expressed interest
  - ii. Engineers Without Borders event – announce in newsletter and possibly on Facebook.
- b. Vice President's & Program Committee Report ..... Chris Sheffer
  - i. Luncheon
    - 1. Positive feedback from survey
    - 2. Venue – good value but must bring A/V since costly
    - 3. Lunch revenues/expenses - slight profit
    - 4. Next meeting –
      - a. Budweiser Center, Loveland – contract unsigned yet
      - b. Topic – I-70 zipper lanes
    - 5. Dec. meeting – targeting non-transportation topic
      - a. Jim Anderson – professional business communicator
    - 6. Program committee meeting
      - a. Discussed possible topics
        - i. Panel of engineers
        - ii. Communications skills
          - 1. Jim Anderson of Tampa, FL sent a realistic proposal
      - b. Planning duration for Program Committee - 2 yr period?
- c. Secretary/Treasurer & Communications Committee Report ..... John La Sala
  - i. Presented monthly Treasurer's report
- d. Past President's Report ..... Ben Waldman
  - i. Nothing to report

**D. Committee Reports**

- a. Activities Committee ..... Eric Boivin
  - i. Produce ideas which haven't been tried yet
- b. Awards Committee ..... Dave Hattan
  - i. Not present
- c. Continuing Education Committee ..... Joe Henderson
  - i. Not present
- d. Golf Committee ..... Jeff Ream
  - i. Nothing to report
- e. Legislative Committee ..... Scott Thomas
  - i. Has article – focusing on election until November
- f. Membership Committee ..... Trung Vo

- i. Transitioning duties from Melissa
- ii. Follow up items
  - 1. Invoice to local affiliates
  - 2. Membership summary for newsletter
  - 3. Transfer of data access to Trung
- g. Scholarship & Career Guidance Committee ..... Melissa Rosas
  - i. Not present – but provided report for EC
    - 1. Gathering opinions from student chapters
    - 2. Contacted Mike Bowline for advice on how to connect with student chapter
- h. Technical Committee ..... Nitin Deshpande
  - i. Will investigate topics suggested by table survey
- i. Website Committee.....Duane Cleere
  - i. Not present

**E. Old Business**

- a. Section five-year strategic plan..... Greg MacKinnon
  - i. Written comments by Greg
    - 1. Adopted by motion with comments
- b. Issue a Section membership survey ..... Greg MacKinnon
  - i. Greg’s comments:
    - 1. Simple, i.e, multiple choice
    - 2. Include prize incentive
  - ii. The draft will be redistributed for input
- c. PayPal Transfer ..... John La Sala
  - i. Desire to cancel and re-open account in Section’s name
  - ii. Will coordinate with Ed Stafford
- d. Section e-mail service .....Duane Cleere
  - i. Not present
- e. Trial for Section event registration service .....Duane Cleere
  - i. Not present

**F. New Business**

- a. Table Survey Results ..... Greg MacKinnon
  - i. 52% response rate
  - ii. Topic suggestions
    - 1. Amendments on transportation funding
      - a. Could educate people on transportation-related items
  - iii. Next meeting – more encouragement for providing your name on survey
- b. Cooperation with local engineering groups ..... Sarah Karjala
  - i. Update on information summary
  - ii. Other groups – ACEC, TRB, ASCE, Engineers w/o Borders, RMITS, APWA, WTS
  - iii. Joint ASCE/ITE younger member group monthly happy hour
    - 1. Age 35 at ASCE
  - iv. Inform members of Professional Development activities sponsored by other groups
  - v. Open invitation to large events (i.e. Ski Train type event) to other organizations
- c. ASCE Transportation and Development Institute Chapter .....Jim Root & Ryan Sisson
  - i. Jim & Ryan co-chairs
  - ii. Seeking transportation speakers – could be ITE
  - iii. Want to plan joint activities
    - 1. Perhaps, partner with ASCE for the Symposium
  - iv. Upcoming: 1<sup>st</sup> Green Streets & Highways Conference on Nov 14-17 in Denver

1. Includes coordinated session w/ ITE
  2. Jim or Ryan could announce at our Oct. luncheon
  3. Grant of \$1,000 possibly available for joint technical study
- d. Set date for Section vote on Charter and Bylaws ..... Greg MacKinnon
    - i. Distribute 10/15, announce at Oct luncheon; voting open from November 29<sup>th</sup> to December 10<sup>th</sup>
  - e. Continuing Education Initiatives..... Joe Henderson
    - i. Not present
  - f. Student Chapter Professional Liaisons ..... Greg MacKinnon
    - i. All volunteers accepted – currently, Freddy. He is the only volunteer
  - g. Confirm the table survey for October 22<sup>nd</sup> ..... Greg MacKinnon
    - i. Greg refining survey
    - ii. Survey interest in types of Activities
      1. Categories
      2. When is the best time for activities?
    - iii. The Executive Committee (EC) agreed that committee members will be disallowed from winning the drawing. Additionally, the EC agreed that the winner had to be present, and we will continue to draw names until a winner is chosen or the bucket is empty.
  - h. October 22<sup>nd</sup> luncheon agenda ..... Greg MacKinnon
    - i. Add self-introductions
    - ii. Speaker – Tony DeVito
    - iii. Upcoming events
    - iv. November ballot initiatives
    - v. By-laws vote
    - vi. Table surveys
  - i. Wyoming – how can we reach out? ..... Greg MacKinnon
    - i. Rhonda’s email w/ several suggestions
    - ii. Discussion of pros/cons of suggestions
      1. Sports event might be successful
    - iii. Greg will follow up w/ Rhonda

**G. Announcements**

- a. Newsletter articles and contributions due September 24<sup>th</sup> ..... Bart Przybyl
  - i. Ron Hensen’s suggestion
    1. Ask questions for discussion – link to Facebook, answers in next newsletter
    2. Response would be more immediate on Facebook, but will utilize both mediums

**H. Adjournment (unanimous approval at 4:50 pm)**