



Executive Committee Meeting MINUTES
September 27, 2012 12:00 – 2:00 PM
Webb Municipal Office Building
201 W. Colfax Ave.
Denver, CO 80202

Present: John La Sala, Bill Hange, Greg MacKinnon, Steve Pouliot, Bob Kochevar, Bart Przybyl, Rich Follmer, Trishul Palekar, Melissa Rosas, Lisa Truong, Chris Sheffer, Anna Bunce, Nitin Deshpande, Aaron Heumann

A. Call to Order 12:00pm

B. Approval of minutes from last meeting

a. Approved unanimously

C. Officers' Reports

- a. President's Report John La Sala
 - i. September luncheon
 - 1. Higher than average attendance, record number of Local Affiliate enrollments
 - ii. Charitable contributions
 - 1. Possibility of contribution to Western District Student Endowment fund, Engineers Without Borders, see Action Items
 - iii. Table Survey
 - 1. Discussion of email follow-up survey vs paper table survey; discussion of survey content and format; agreement to test single question response as part of registration for Nov meeting with table surveys post-meeting
 - iv. November EC – either move to 11am or different day
 - 1. Agreed to move to Thurs Nov 8
- b. Vice President's & Program Committee Report Aaron Heumann
 - i. September luncheon
 - ii. Program for November luncheon
 - 1. Roundabouts/HAWKs; Nate Beauheim, Martina Wilkinson, Joe Olson as presenters; most likely Budweiser Events Center
- c. Secretary/Treasurer & Editorial Committee Report Anna Bunce / Aaron Heumann
 - i. September Treasurer's Report
 - 1. Not end of month yet—Activity through Sept 4 covered in previous correspondence; September and October activity will be covered at Nov EC Meeting
- d. Past President's Report Chris Sheffer
 - i. S/w Dave Sprague re Symposium committee interest; long range planning discussion for surplus funds; maybe a subcommittee to develop recommendations for a 5 year period; Aaron suggested priorities to determine both what we want to do with extra funds and also how much \$\$ the Section should keep on hand; subcommittee to involve officers as well as other interested members

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Autumn Happy Hour – propose Thu, 11/15 at Great Divide, 2201 Arapahoe
 - 1. ITE only
 - ii. Need assistance with Meet'n'Greet
 - 1. Chris S volunteer to help
 - iii. Request \$1,000 to hire event planner

1. John MOTION to fund; Chris S SECONDED; APPROVED unanimously
- b. Awards Committee Bill Hange
 - i. Seeking nominations for Lifetime Achievement Award
 1. Reminder of this need; review of minimum qualifications and process
 - ii. 40th anniversary of the Section coming up next year (2013)
 1. Possibility of giveaway items similarly to 35th anniversary
 - iii. Possibility of multi-year membership
 1. Inquiries re incentives but luncheon discount and Local Affiliate drive a good incentive
 - iv. Need for presentation of AC service plaque to DH so need for him to attend a luncheon for presentation
- c. Continuing Education Committee Freddy He
 - i. Potential training topics
- d. Golf Committee Jeff Ream
 - i. Seeking new chair!
- e. Vendor Show Will Johnson
 - i. Proposed ideas for 2013
 1. Will not in attendance but Aaron had discussed some items with him at Friday's luncheon; discussion of potentially reduced registration rates to encourage increased attendance from multiple populations (engineers, techs, etc.); potential increase of vendor booth rates
- f. Website Committee Report Greg MacKinnon
 - i. Update to meeting section; updating membership database; potential access to ITE Community information; Western District seeking email address updates (?); presentation info uploaded
- g. Membership Committee Rich Follmer
 - i. Preparing for next member profile
- h. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. Autumn Scholarship Plan
 1. Expecting applications shortly
 - ii. Mentoring Program – need more mentors
 1. Have three mentors so far; need at least 10
 2. Next student event in more of a meeting format middle-ish of Nov
- i. Student Liaison Mike Bowline / Chris Vokurka
- j. Technical Committee Nitin Deshpande
 - i. 2013 Western District ITE Annual Meeting abstracts due October 12
 - ii. 2013 Western District Data Collection RFP call will come out next month (October)
 - iii. CO/WY Section graduate student call for abstracts emailed to UCD and UWy – due date 10/12
 - iv. CO/WY Section professional call for abstracts advertised in the newsletter – due 10/12
 - v. Several section members interested in setting up a roundabout subcommittee—tentative plan to meet 15 minutes before Nov luncheon to discuss committee objectives and interests
- k. Activities Report Committee Dan Eybs
- l. Legislative Committee Trishul Palekar / Steve Pouliot
 - i. Plan to integrate social media into legislative updates for a more dynamic process; plan to post summary of MAP-21; linking to blogs for commentary; maybe 4x year interviews completed and posted on website re legislative items; Q from Bart re how to represent in newsletter or potential legislative-related content for newsletter
- m. Social Media Lisa Truong
 - i. Discussion of presentation re various social media options – PRESENTATION will be forwarded with minutes as a separate attachment, thanks to Lisa
 - ii. Facebook update and migration from group to page; possibility of embedding Like for page on website; Q from Chris S re what Liking the page does to one's personal page
 - iii. LinkedIn discussion as a possible future item
 - iv. Possible QR code creation

E. Old Business

- a. Section Debit CardsJohn LaSala
 - i. The officers each have one for Section business
- b. 2013 Spring Symposium update.....John La Sala / Chris Sheffer
 - i. Other groups confirmed for participation and some representation for volunteering; still ongoing discussion over which group takes the lead in organizing and/or registration

F. New Business

- a. Outreach to Wyoming members Steve Pouliot / Emily Gloeckner
 - i. WY member to present next meeting
- b. GoToMeetingJohn La Sala / Emily Gloeckner
 - i. Free availability of service has been terminated

G. Announcements

- a. Seeking replacement for Golf Committee ChairJohn LaSala
- b. Seeking Mentors for Mentoring ProgramJohn LaSala
- c. Newsletter Articles & Deadline Bart Przybyl

H. Action Items

- a. **For ALL: consider possible charitable contribution suggestions for discussion at November EC meeting**
- b. **John will send subcommittee invitation for funding discussions**
- c. **John will remind people of the existence of the Facebook page at luncheons to encourage Likes of the page**

I. Adjournment 2:33pm