



Executive Committee Meeting Minutes
October 3, 2011 12:00 – 2:00 PM
City of Centennial
12503 East Euclid Dr, Suite 280
Centennial, CO 80111

A. Attendance (9): Chris Sheffer, Greg MacKinnon, John La Sala, Scott Thomas, Emily Gloeckner, Dave Hattan, Chris Vokurka, Rich Follmer, Aaron Heumann

B. Approval of minutes from last meeting – Unanimous approval with changes discussed below

- a. Need to clarify Bob K. position with the Scholarship & Career Guidance Committee.
- b. Strike specific names identified under awards.
- c. New business – clarify discussed under other topics earlier on in meeting.

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. Table Survey Results
 - 1. Low rankings of venue and food from last meeting event.
 - ii. Outreach / Activities / Technical focus
 - 1. Year 2011/2012 Focus
 - 2. Two goals: increasing participation of current members and increasing membership.
 - 3. Three things: Outreach – mentoring program to bring in younger members, Technical – technical program focusing on a blend of topics, and Activities – engaging current members in activities.
 - iii. Mentoring / UCD Meeting
 - 1. UCD staff meeting: Wes Marshall in attendance; excited about mentoring program; arranging pizza party with group at next regularly scheduling meeting; spring fair involvement
 - 2. Need to follow up on list of student members.
 - iv. Luncheon GoTo Meeting for Wyoming
 - 1. Only one attendee from WY.
 - 2. Topic relevance a major factor in attendance, such as fatality rates.
 - 3. Continue to be provided by Fehr & Peers as needed.
 - 4. Limit of 25 attendees.
 - 5. Need to ensure instructions for signing up by WY and non-front range members is clear.
- b. Vice President's & Program Committee Report John La Sala
 - i. Last section meeting – 65 registered in advance; however, only 50 paid attendees with no walk-ups and several no shows.
 - ii. Should bill members and non-members who registered to pay at the door and did not show up. Send e-mail with invoice attached.
 - iii. Maybe consider alternate site next year for the Tech Center meeting given feedback on Embassy Suites.
 - iv. Next meeting Nov. 4 at Budweiser Event Center with Bill Hange and Tom Knostman for CFI presentation. Site visit prior to luncheon, including starting at TOC and driving through roundabouts. Need to factor in time for registering and signing in after tour and before lunch.
 - v. Still looking into Netbook purchase for Secretary/Treasurer.

- c. Secretary/Treasurer & Editorial Committee ReportAaron Heumann
 - i. September Treasurer's Report presented. Primary influx of cash over the month from sponsorships/business card ads. The September section lunch meeting was financially basically a break even based on the number of attendees, no shows and cost of the venue. Some refunds required for the March webinar that was cancelled.
 - ii. John L. indicated some adjustments to the Scholarship Fund Accounting are necessary in the September Report to be consistent with the end of year reassigning of funds for consistency.
- d. Past President's Report Greg MacKinnon
 - i. Re-nominated Alex A for International Director.
 - ii. Kari M. interested in someone else taking over coordinator position to someone more Facebook savvy but continue as Scribe.

D. Committee Reports

- a. Activities CommitteeEmily Gloeckner
 - i. Potential events: smaller – wine tasting; larger – high profile personnel
 - ii. Friday, Nov. 18th 3-6 pm wine tasting. Contacting potential venues. Panzano downtown potentially. Look into inviting friends in the industry.
 - iii. First quarter next year, Colorado History Center for bigger event, Thursday 4-7 or 5-8 pm suggested rather than a Friday 2-6 pm.
- b. Awards Committee Dave Hattan
 - i. Currently have two nominations for lifetime achievement identified.
 - ii. Encouraging other nominations by this Friday.
- c. Continuing Education CommitteeJoe Henderson
 - i. No report.
- d. Golf CommitteeJeff Ream
 - i. No report.
- e. Legislative CommitteeScott Thomas
 - i. No longer list Scott as point person.
- f. Vendor Show.....Will Johnson
 - i. Will still handling at this point. Need to verify that we are confirmed with location and date.
 - ii. Scott to assist with Sponsorship.
- g. Membership CommitteeRich Follmer / Greg MacKinnon
 - i. Meeting with Scott McDaniel of CDOT to discuss membership to professional meetings. Looking for topics more general than traffic specific. Staff uncertain what needs to be done if desire to attend meeting. Could place an announcement on internal posting site where training and job announcements are posted. Need to follow up on how to go about doing this. Alison Wilson, in charge of CDOT training program, may be a contact to coordinate with.
- h. Scholarship & Career Guidance CommitteeMelissa Rosas / Bob Kochevar
 - i. No report.
- i. Student LiaisonFreddy He / Chris Vokurka
 - i. No report.
- j. Technical Committee Nitin Deshpande
 - i. No report.
- k. Website Committee..... Greg MacKinnon
 - i. Thank Bart P. for website banner.
 - ii. Announcements in calendar blocks out dates and overlapping events are not visible without selecting.
 - iii. Changes for reservations to make gaining information easier and work for Secretary/Treasurer easier.

- iv. Potential conflicts on calendar are April 6 with Good Friday, which has already been changed to April 13, and May 11 with WTS event. Need to coordinate with WTS. Need to avoid conflict with Intermountain meeting in Jackson on third Friday of May.

E. Old Business

- a. Membership Committee RolesGreg MacKinnon / Rich Follmer
 - i. Membership Committee Chair: member profile, on the move column and point of contact for committee.
 - ii. Webmaster: maintain membership database and assist with distribution of annual dues letters to LAFs.
 - iii. Secretary/Treasurer: bring LAF applications before the EC, notify chairs of committee interest indicated on applications and coordinate with Webmaster to issue annual dues letters to LAFs.
- b. Local Affiliate Application StatusAaron Heumann
 - i. From e-mail renewal notice sent out to all section affiliates in September, thus far 5 applications and payments have been received.
 - ii. Approval of all 5 section affiliates who applied as none are eligible to be members, but Aaron H. to follow up requesting more information on applications including reason for applying as an LAF.
 - iii. Suggested that CO/WY section potentially discuss with International a means of discounting an upgrade from Section Affiliate to Member to encourage more people to commit to a higher level of involvement.
- c. Mentoring Call Chris Sheffer
 - i. Coordinating.

F. New Business

- a. Status of SponsorsAaron Heumann
 - i. Heard back from 18 companies, 16 previous sponsors and 2 new sponsors. Three notices have been sent out to previous sponsors and two notices for potential sponsors.
- b. Posting Speaker Presentations Chris Sheffer
 - i. Discussion as to whether we should place presentations on website for member reference.
- c. Software and Contractor Presentations Chris / Joe
 - i. Need to determine where the line should be drawn regarding vendors presenting software based on benefit to members and organization. Presentation/Marketing oriented versus training oriented may be the distinction.
- d. WES Attendance and ITE Participation Chris Sheffer / Joe Henderson
 - i. Discussed earlier in meeting.
- e. SymposiumScott Thomas
 - i. No report.
- f. Membership Management Actions Greg MacKinnon
 - i. List of 9 items sent around via e-mail to EC for a vote subsequent to the meeting and approved unanimously.
 - 1. The Executive Committee authorizes funding \$300 annually for the Website Committee to pay for Constant Contact. This allows a roster of up to 2500 members.
 - 2. A member whose e-mail consistently bounces (more than three consecutive times) is a waste of Section resources. The Executive Committee will attempt to contact such a member by some other means one time. If unable to contact the member and correct e-mail address, the member will be removed from the database.
 - 3. At or around the first of each year, the Executive Committee will notify delinquent members, as determined by ITE International, that they are delinquent and that they are being moved to

the non-member list. The Executive Committee will then move those members to the non-member list.

4. The Executive Committee will move those currently delinquent members that have valid addresses to the non-member list immediately.
5. The Executive Committee will publish the membership list to the website twice per year: at or around September 1st and at or around January 1st. This establishes a fresh list for the fiscal year, which is updated when the annual subscription deadline passes.
6. The Executive Committee will request ITE International to remove the Esteemed Colleagues currently listed for the Section from their membership list.
7. The Executive Committee will add the Local Affiliates currently listed for the Section on the ITE International membership list to the Section's non-member list.
8. The Executive Committee will request ITE International to remove the Local Affiliates currently listed for the Section from their membership list. This list will be updated by the Executive Committee in February 2012 with the current list of Local Affiliates.
9. The Executive Committee will request ITE International to remove the Students currently listed for the Section from their membership list that can be confirmed to no longer be identified as students.

- g. November 4th Luncheon Agenda John La Sala
 - i. Discussed earlier in meeting.
- h. GoDaddy Renewal Chris Sheffer
 - i. Current account up for renewal by early November.
 - ii. Decided to renew for 9 years to receive best rate.
 - iii. John L. trying to renew using PayPal account, otherwise Aaron H. will send check.

G. Announcements

- a. Newsletter Articles and Deadline (Oct 7) Bart Pryzbyl
 - i. No report.

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