



**Executive Committee Meeting Agenda**  
**October 3, 2013 12:00 – 2:00 PM**  
**Greenwood Village City Hall**  
**North Conference Room**  
**6060 S Quebec Street**  
**Greenwood Village, CO 80111**

**A. Call to Order: 12:05pm.**

**In Attendance:** Aaron Heumann, Anna Bunce, John La Sala (phone), Emily Gloeckner, Chris Sheffer, Chris Hopkins, Greg MacKinnon, Rich Follmer, Steve Pouliot, April Wire, Karen Aspelin (Western District President), Freddy He.

**B. Approval of minutes from last meeting:** Steve motioned, Emily seconded, approved unanimously.

**C. Officers' Reports**

- a. President's Report .....Aaron Heumann
  - i. Section Meeting Host Western District Annual Meeting in 2018 or Beyond
    - 1. The Section received a nice thank you note from Rachel Johnson on Rockies game tickets
    - 2. The Section is considering applying for hosting Western District annual meeting in 2018. Current schedule has all hosts set up to 2017. Karen added that all letters of interest must be submitted before January 2014.
    - 3. Karen was the chair for the 2001 annual meeting in Albuquerque, and indicated she could be available as an advisor.
    - 4. Overall cost to the host is relatively low up front.
    - 5. Oregon and Utah could potentially apply for 2018.
    - 6. The Section will consider enlisting a business group to help host the meeting if the application is successful. A potential consideration for hosting the event would be to select a town in the mountains and involve their Chamber of Commerce to assist in the bid for the conference.
- b. Vice President's & Program Committee Report ..... Anna Bunce
  - i. September Luncheon Recap:
    - 1. 90 attended including presenters, 1 no show (registered online),
    - 2. The base price charged by Maggiano's is approximately \$25 per person inclusive.
  - ii. November Luncheon Plans
    - 1. Possible pre-lunch activities such as a tour of the flood-damaged areas
    - 2. Anna is in the process of lining up the presenters
    - 3. The luncheon will be located in Loveland at the Budweiser Event Center complex
    - 4. The EC is to consider donation for flood victims
  - iii. 40<sup>th</sup> Anniversary Party Update
    - 1. Gift ideas: Electronic photo frame is a possibility. Need to decide on the price range.
    - 2. Venue: looking at several places. Setting needs to fit the event, encouraging social interactions (bowling, pool tables, etc.), such Dave & Busters, Lucky Strike, or Belmar.
- c. Secretary/Treasurer & Editorial Committee Report ..... Freddy He
  - i. September Budget Report
    - 1. It's been less than one week since the September Luncheon. Cash and checks received at the luncheon and new year sponsorship checks are not reflected in this budget report.
    - 2. The total amount as of August 31, 2013 was \$37,844.99; the total amount as of September 30, 2013 was \$36,711.12; resulting in a difference of \$1,133.87 between the two last two months.

- 3. Greg suggested deleting the CD line item in the Cash Flow report, since this item does not exist anymore in the budget.
- d. Past President's Report .....John La Sala
  - i. President's Annual Report
  - ii. District 6 Annual Meeting report
    - 1. Richard T. Romer Student Endowment Fund
    - 2. Student Conference February 15-16, 2014 – Student Scholarships?
    - 3. Administration Position
  - iii. Membership Survey Results:
    - 1. No survey for the Sep. lunch.

**D. Committee Reports**

- a. Activities Committee .....Emily Gloeckner
  - i. October 4 Bike Ride and Happy Hour
    - 1. Bike Rid is postponed to October 18 due to inclement weather. Happy Hour will occur as announced.
  - ii. 2014 Meet and Greet
    - 1. Emily is evaluating location and venue. Possibly Space Gallery again, somewhere else more RTD-centric (DUS) is also possible.
    - 2. Will move forward with RTD for the 2014 Meet & Greet.
    - 3. Feedbacks: some hope more of this type of events.
- b. Awards Committee ..... Bill Hange
  - i. Lifetime Achievement Award Nominations
    - 1. Jim Richey is a candidate (retiring this year)
- c. Continuing Education Committee .....Chris Sheffer
  - i. Two upcoming ITE webinars coming up on 10/22 (Complete Streets Implementation Case Studies) and 10/29 (Optimizing Lane Widths: Does One Size Fit All?). Each is priced at \$125 per site.
  - ii. EC is leaning toward host one of the two, likely the Complete Street webinar on 10/22 since it appears to be more appealing to members. April will possibly host this webinar in the Douglas County building in Castle Rock.
  - iii. Chris will look into a CDOT Safety Assessment seminar by Brian and Jacobs
  - iv. Chris will explore software training opportunities such as VISSIM and Rodel.
- d. Golf Committee ..... Chris Hopkins
  - i. \$100 usually is the break point for prizes
  - ii. Considering move from weekend to a week day to get a lower venue fees
  - iii. Possibly move to south, since the last one was in the north
  - iv. Emily suggested to stick with Friday
- e. Vendor Show ..... Will Johnson
- f. Website Committee Report ..... Greg MacKinnon
  - i. Website Revisions
    - 1. Looking to simplify and modernize the website, particularly the main page. Nice look and functionality, not necessarily flashy.
    - 2. Use Word Press to edit the website, clear look, easier to maintain
    - 3. Worth starting look for some younger members to join Greg's Website Committee.
    - 4. Greg suggested setting up a calendar to schedule messages.
    - 5. Hire someone to help with upgrading and maintaining website is another possibility.

- g. Membership Committee .....Rich Follmer
  - i. New candidate for member profile/highlight
  - ii. Target for every other newsletter
- h. Scholarship & Career Guidance Committee .....Melissa Rosas / Bob Kochevar
  - i. Webpage Updates
- i. Student Liaison ..... Mike Bowline / Chris Vokurka
- j. Technical Committee ..... Nitin Deshpande
- k. Activities Report Committee ..... Dan Eybs
- l. Legislative Committee.....Steve Pouliot
  - i. Impact 64 is a group of four coalitions, covering all 64 counties in Colorado. The group's goal is to advance transportation funding in Colorado, particularly multimodal type of projects. Steve will introduce this group in the next newsletter.
- m. Social Media ..... Lisa Truong / Fritz Clauson
  - i. The EC looks to enlist a student to assist Lisa.
- n. Section Scribe..... April Wire
- o. Symposium..... Kari McDowell Schroeder
  - i. Greg suggested there might be an opportunity to get FHWA grant for the symposium. Aaron will pass this information onto Kari.
- p. Ben Waldman was selected ITE Leadership and awarded \$3,000 Western District scholarship.
- q. Karen encourages participation from Section members in the Western District logo contest. Deadline is January 2014

**E. Old Business**

- a. Section mailbox..... Greg MacKinnon
- b. Goals for Section funds..... Officers
- c. Continued Strategic Goals Discussion for 2013 – 2014 .....Aaron Heumann

**F. New Business**

**G. Announcements**

- a. Next EC on Thursday, November 7, 2013
- b. Newsletter Articles & Deadline Friday, October 4, 2013..... Bart Przybyl
  - i. Announcement of Ben Waldman Selection to LeadershipITE
  - ii. District 6 Announcements from Karen Aspelin

**H. Action Items**

- a. Aaron and Anna will continue working out details of the 40<sup>th</sup> Anniversary Party.
- b. Karen to provide examples of District Meeting application letters.
- c. Freddy will email Greg collected LAF applications.
- d. Freddy will continue to work out a permanent mailing address at a central UPS location.
- e. Freddy will work with PayPal on accepting credit card payment at the door at Section events.
- f. Freddy will remove CD in the “Assets and Cash Flow” tab from future budget reports.
- g. Greg will look into post-meeting survey using an online survey tool, such as Survey Monkey.

**I. Adjournment: 2:00pm.**