



Executive Committee Meeting Agenda
October 10, 2014 12:00 – 2:00 PM
Aurora City Hall - Aspen Room, 2nd Floor
15151 E Alameda Pkwy
Aurora, CO 80012

In Attendance: Scott Thomas, Greg MacKinnon, Aaron Heumann, Rich Follmer, Anna Bunce, Alex Larson, Freddy He, Chris Sheffer, John LaSala, Lou Davenport, Ryan Germeroth

A. Call to Order: 12:22PM

B. Approval of minutes from last meeting: Minutes were approved unanimously

C. Officers' Reports

a. President's Report Anna Bunce

i. Interest in EC Position

- **Need a mentoring chair since Bob Kochevar is retiring from the EC.**

ii. Proposal by Greg M to coordinate with student chapters and faculty advisors to:

- "have graduating students: 1) complete the form to transfer to members with their valid contact information and 2) have the Section submit and pay for the student's transfer to Member. I believe that this is a commitment of \$30 per student (http://www.itee.org/membership/membership_fees.asp). This should be sufficient incentive for compliance. Perhaps this greater coordination will also allow improved tracking of students in the other situations"

- **Student Liaisons could go to student chapters and present idea.**
- **Freddy asked if we should cover members that leave the Section area? Anna thought it was still a good idea to "pay it forward" even if they leave the Section.**
- **Ask student Liaisons how many students typically graduate per year that our Section may have to pay for and what level of interest is in this.**
- **Several questions need to be answered.**
 - **Which fund would we pay it from? Scholarship fee, general fund or both?**
 - **If we pull from the Scholarship Fund should we only cover student members who stay within the Section after graduation?**
 - **What financial cap will we put on it? Will it be on a first come first serve basis?**
 - **Should we require the student be a member for at least one year before paying for them?**
- **Alex will follow up with the Student Liaisons to determine the level of interest from current members of the student chapters**

b. Vice President's & Program Committee Report Freddy He

i. November meeting

- **Date – Friday November 7th**
- **Program – Looking to get speakers from RTD to develop a panel on North Metro Rail Line**
- **Venue – The Ranch at Budweiser Event Center**
- **Price per person will be the same as last year**
- **They will provide AV equipment**
- **Menu – will have four choices; chicken, beef, shrimp and vegetarian. Price will be about \$17 to \$18 per person**
- **Freddy will need to check/confirm what the Event's Center's minimum cost / attendance number will be and negotiate as necessary.**

- Historically the average attendance has been about 62.
 - ii. Facilitating request for scholarship to attend Western District Student Leadership Summit
 - Freddy informed the EC that one of the UCD students is interested in attending the Student Leadership Summit. Should we provide scholarship or funding to encourage attendance this year?
 - Prior to funding a particular student this year, we should do the following:
 - a. Set a budget cap for how much we would contribute.
 - b. Make sure that both Student Chapters are aware we will contribute toward attending the WD Student Leadership Summit. Have the liaisons contact professors and students at both schools.
 - c. We need to make sure it's equitable. Wyoming needs to be involved.
 - d. Maybe we are more informal this year depending on the interest level and provide funds, up to a certain limit, to those interested.
 - For the Western District Meeting, money in the past has come from the Technical Committee budget (\$350ish) and the rest came from the Scholarship.
 - For next year should we:
 - a. Have an application/proposal process?
 - It was agreed that we should limit funding requests to the Western District and Student Leadership Conferences
- c. Secretary/Treasurer & Editorial Committee Report Ryan Germeroth
 - i. September Treasurer's Report
 - Ryan provided a summary of the September Treasurer's Report. There was more income than expenses in September due primarily to the 10 sponsorship payments received. As of the EC meeting date, there are a total of 24 committed sponsors of which 17 have paid.
 - Ryan will send Greg the new ads received to date.
- d. Past President's ReportAaron Heumann
 - i. Strategic Goals Discussion for 2014 – 2015
 - Tabled for now.
 - ii. Should we make Annual President's report accessible to the membership? Several suggestions were to:
 - Attach it to meeting minutes or post it to website.
 - Place it on the site with the Strategic Plan.
 - Maybe create a new tab for the report.
 - Greg will take a look at where it might fit the best on the website.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Happy Hour to follow Safety Symposium at The Viewhouse in Centennial on Oct 24
 - Will start around 5 or 5:30ish.
 - May need to set budget limit for drink purchases. Use Safety Symposium registration numbers to plan accordingly for projected attendance at Happy Hour.
 - Talk to Viewhouse to see how they might accommodate our group.
- b. Awards Committee John La Sala
 - Will be taking nominations through October 31 for the Lifetime Achievement Award. So far one eligible nomination has been received.
- c. Continuing Education Committee Chris Sheffer
 - i. Half Day Safety Symposium with Peter D'Oronzio and Jake Kononov/Bryan Allery – Oct 24, 2014
 - Registration is open and have received about 25 so far

- May need to set cap if we get close to 70/80 attendees the room can hold.
 - Proceeds will be going to scholarship fund.
 - Speakers will be providing time for free.
 - Chris has created an agenda that follows the bullets posted on the Section's website
- d. Golf CommitteeChris Hopkins
- e. Vendor Show.....Will Johnson
 - i. Location for 2015
- f. Website Committee Report..... Greg MacKinnon
 - Continuing with Word Press development. Greg has purchased plug in and is reviewing code to better format to meet our needs. Then he'll move to next phase of building the database. Word Press database will be ours as opposed to Constant Contact which is maintained by the developer. We will probably keep the minimum amount of personal information possible in the event the website gets hacked. Greg is determining what information he thinks we will need to have in the database. He will provide a proposal as to what he thinks and send it out to EC.
 - Greg took a look at the Western District website RFP to get a sense of what they are doing. Their budget is \$10,000.
- g. Membership CommitteeRich Follmer
 - Rich will be starting to work on member profiles again
 - Rich asked the question as to whether or not we should make a commitment to having a meeting on the Western Slope or in Wyoming? Anna proposed and the group agreed that we should encourage those interested to make a commitment by having a Champion to do the leg work of getting a meeting set up as well as getting local members to attend.
 - Greg will send Rich information on members in Wyoming and Western Slope in hopes of identifying a potential ITE Champion.
 - Time of year and location would be important factors to when and where to have the meeting either on the Western Slope or in Wyoming with the goal of drawing as many members from the Front Range as possible.
 - Maybe tag team with another organization to have a joint meeting.
- h. Scholarship & Career Guidance Committee Alex Larson / VACANT
 - i. Bob K departing—new mentoring chair needed!
 - Alex asked Greg to post scholarship application on the website. The application will be due November 7.
 - Alex will be contacting Student Liaisons to help advertise the call for applications.
- i. Student Liaison Lisa Truong / Chris Vokurka
 - The CU-Denver student chapter is currently finalizing their semester meeting schedule which includes a tour of the RTD Command Center as well as a speaker on car / ride sharing.
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
- l. Legislative Committee.....Scott Thomas
 - i. New chair!
 - Scott will start writing legislative articles. First will be on the gubernatorial candidate's views on transportation. He has several other ideas lined up too.
- m. Social Media..... Lisa Truong
 - The ITE Facebook page has gained noticeable more traction because of folks "liking" and commenting on photos and posts.

- Lisa has also been keeping events and news posted on LinkedIn which seems to be going well.
- n. Section Scribe Lou Davenport
 - Spring Symposium. APA is in charge and Lou and Kari will be representing our Section. The committee will likely be starting up soon but nothing formal has been scheduled yet.
- o. Spring Transportation Symposium..... Kari McDowell Schroeder

E. Old Business

- a. Section Policies DocumentAaron Heumann
 - Aaron will circulate an updated version for EC review. We will discuss it at the next EC meeting

F. New Business

G. Announcements

- a. Next EC Meeting **November 14** Anna Bunce
- b. Newsletter Articles Next Deadline **October 13**.....Bart Przybyl

H. Adjournment 2:00PM

I. Action Items:

- a. Alex will follow up with the Student Liaisons to determine the level of interest from current members of the student chapters to having their membership transfer fee paid by the Section upon graduation
- b. Freddy will need to check/confirm what the Event's Center's minimum cost / attendance number will be and negotiate as necessary.
- c. Ryan will send Greg the new sponsor ads received to date.
- d. Greg will take a look at where the annual President's Report might fit the best on the website.
- e. Emily may need to set budget limit for drink purchases at the Happy Hour. Use Safety Symposium registration numbers to plan accordingly for projected attendance at Happy Hour.
- f. Chris / Emily may want to talk to the Viewhouse to see how they might best accommodate our group once we have an idea of the number of attendees at the Safety Symposium.
- g. Greg will send Rich information on members in Wyoming and Western Slope in hopes of identifying a potential ITE Champion.
- h. Alex and Greg will work to post the current scholarship application on the website.
- i. Alex will be contacting Student Liaisons to help advertise the call for scholarship applications.
- j. Aaron will circulate an updated version of the Section's Policy document for EC review. We will discuss it at the next EC meeting.