



Executive Committee Meeting Minutes
October 29, 2010 12:00 – 2:00 PM
DRCOG
1290 Broadway
Wolf Creek Pass Conference Room

A. Call to Order

- a. **Attendees:** **Greg MacKinnon, Chris Sheffer, Scott Thomas, Melissa Rosas, Sarah Karjala, Duane Cleere, Dave Hattan, Chris Vokurka, Kari McDowell, Joe Henderson, Freddy He, John La Sala**

B. Approval of minutes from last meeting

- a. **Unanimous with change from Greg concerning table survey**

C. Officers' Reports

- a. President's Report Greg MacKinnon
- i. Strategic – will ask every time for comments
 - ii. File management – D6 doesn't have storage yet, Google phasing out some features on Groups
 - iii. Award ownership
- b. Vice President's & Program Committee Report Chris Sheffer
- i. Oct luncheon
 - 1. Finances near break-even
 - 2. Favorable feedback from table survey
 - 3. Dec luncheon at The Oxford – Jim Anderson on communications, which will include training with him from 9 to 11 am (Fee = \$200+expense, i.e., up to \$1,000)
 - a. Charge nominal fee for training
 - b. Chris needs to identify facility, preferably at Oxford
 - c. Open training registration to WTS? (favorable response from EC)
 - ii. Program Committee
 - 1. At next meeting, will discuss next FY in addition to current year
- c. Secretary/Treasurer & Communications Committee Report John La Sala
- i. Reviewed Oct. treasurer's report
 - ii. Update Quicken since official financial records saved there
- d. Past President's Report Ben Waldman
- i. None

D. Committee Reports

- a. Activities Committee Eric Boivin
- i. None
- b. Awards Committee Dave Hattan
- i. Lifetime achievement award – Bill Hange – unanimously approved
- c. Continuing Education Committee Joe Henderson
- i. Possibilities:
 - 1. Context Sensitive Solutions – Edward Patton provides seminars
 - 2. "Dynasty" software for mesoscopic modeling (FHWA supporting this model)
 - 3. VISSIM – haven't sponsored training in awhile
 - 4. Webinars:
 - a. Predicting Crash Frequency
 - b. HAWK signals
 - c. Client-Community relationships
 - d. Bicycle facilities

- e. Access Management
- f. Traffic Calming
 - ii. Joe will investigate possibilities further, possibly setting up a webinar before end of year
- d. Golf Committee Jeff Ream
 - i. None
- e. Legislative CommitteeScott Thomas
 - i. Planning article for upcoming newsletter
 - 1. Update on FASTER
 - ii. Highway User Trust Fund – seeking information
 - iii. Could post updates on website
- f. Membership CommitteeTrung Vo
 - i. None
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Obtaining feedback from students
 - ii. Ask why no attendees on Oct luncheon from UW?
- h. Technical Committee Nitin Deshpande
 - i. None
- i. Website Committee.....Duane Cleere
 - i. Updated calendar
 - ii. Need updated membership list
 - iii. Wants to personalize greetings in Constant Contact
 - iv. \$10/month additional for
 - v. Google Sites – could setup with our name, and tie to Section website

E. Old Business

- a. Section membership survey Greg MacKinnon
 - i. Greg passed out table survey, and wants feedback in order that it can be utilized
- b. PayPal account transferJohn La Sala
 - i. Follow up with Ed concerning cancellation of Paypal
 - ii. Targeting re-activation by Nov. 18
- c. Section e-mail service summaryDuane Cleere
 - i. Stats – about 33% of email notices opened
- d. Summary of trial for Section event registration service.....Duane Cleere
 - i. Will wait until after Paypal up again, possibly at next EC
- e. Continuing Education initiatives..... Joe Henderson
 - i. Covered under committee report

F. New Business

- a. Table Survey Results Greg MacKinnon
 - i. Participation greatly increased at Oct luncheon, since \$25 given
- b. Lifetime Achievement Award Recommendation.....Dave Hattan
 - i. Covered under Awards Committee report
- c. Payment process for ConstantContact John La Sala
 - i. Tabled until next EC
- d. Confirm purpose of accounts/funds John La Sala
 - i. Regular checking account
 - ii. Regular savings account
 - iii. Scholarship Fund
 - iv. Certificate of Deposit
- e. Spring Transportation Symposium Update Greg MacKinnon
 - i. Considering Pepsi Center again

- ii. ACEC interested in partnering with WTS & ITE
- f. Scholarship & Guidance Committee Role Definition..... Melissa Rosas
 - i. Melissa developing Roles/Responsibilities of Committee
- g. Proposed Scholarship Policies Melissa Rosas
 - i. Announce scholarships in spring, possibly at Symposium
 - ii. Could use international ITE scholarship application with modifications
 - iii. Amount and quantity of scholarships?
 - iv. Fixed amount or adjust amount every September based upon finances
 - v. Could attach names of former ITE members to scholarships
- h. Charitable Giving recommendation..... Melissa Rosas
 - i. "Girls with PI", benefits high school girls, setup by Ruth Rollins
 - ii. Hermanitas Program
 - iii. Unanimous approval of Motion of giving \$500 to Girls with PI, \$200 to Hermanitis, and \$500 to a group TBD later
- i. Files management, sharing, and archiving..... Greg MacKinnon
 - i. Table until next EC
- j. Wyoming Engineering Society – ITE breakfast event (Feb. 3rd or 4th)..... Greg MacKinnon
 - i. Located at Little America, Cheyenne, with other organizations at this venue, also
 - ii. Should we subsidize breakfast for students, either partially or fully?
 - iii. Joe H. volunteered to organize this event
- k. Confirm the table survey for December 3rd..... Greg MacKinnon
 - i. Presented draft
- l. December 3rd luncheon agenda..... Greg MacKinnon
 - i. Jim Andersen speaker
 - ii. Encourage vote on Section Bylaws

G. Announcements

- a. Newsletter articles and contributions due November 5th Bart Przybyl
- b. ASCE Younger Members Group and Rocky Mountain Young Professionals Networking Event (November 22nd – Blake Street Tavern)..... Sarah Karjala
- c. Use Western District instead of District 6 as much as possible Greg MacKinnon
- d. "Best of the Best in the West" Greg MacKinnon
 - i. Perhaps, Nitin can pull something together for this initiative

H. Adjournment