

MEETING MINUTES

COLORADO/WYOMING EXECUTIVE COMMITTEE

Wynkoop Brewery, Denver

November 5, 2009

Meeting Chair: Ben Waldman

Minutes By: Chris Sheffer

Present: Ben Waldman, Greg MacKinnon, Chris Sheffer, Mark Shaefer, Dave Krauth, Scott Thomas, Melissa Rosas, Duane Cleere, Kari McDowell

- I. **Introduction.** Ben Waldman opened the meeting at 2:00 p.m.
- II. **Meeting Minutes.** Minutes from the last executive committee meeting were approved
- III. **President's Report. - Ben Waldman**
 - A. **Change of Contact Info:** Ben will be starting with Jacobs November 9 and the EC meetings will move to Jacobs.
 - B. **Social Networking:** Google documents is in place for EC information. The section could benefit from a social network such as Facebook or Linkdn. Facebook is more open and accessible. Groups can be set up for organizations. Cities such as Colorado Springs and Castle Rock have Facebook pages. A motion passed unanimously to set up a Facebook group for the section. Kari will look into getting it set up.
 - C. **Wyoming Engineering Society:** The WES with a membership of over 400 is having a conference Feb 4 and 5th in Laramie. Ben and Chris will look into attending or setting up a booth there. Josh Richardson is the contact.
 - D. **Charitable Contributions:** Melissa will look into Toys for Christmas for charitable donations. The section has \$1000 budgeted for charity. This Section will continue with collecting canned foods for the Food Bank.
- IV. **Vice President's Report. - Greg MacKinnon**
 - A. **Paypal:** Edward Stafford currently manages the ITE paypal account. It may be easier for both Edward and ITE to transfer the access to ITE. Chris will contact Edward to check into taking over Paypal.
 - B. **Decembers Luncheon:** This luncheons topic will be Continuous Flow Intersections (CFI) with Tom Knostman, Alex Ariniello presenting. There will be a cash bar and one drink ticket per attendee.
 - C. **Bylaw Committee:** Ben, Mark Sheaffer, Greg and Dave Hattan are on the committee so far. The committee will have recommendations for EC approval in April and member approval in June. Currently a two thirds majority must approve bylaw changes, with a majority voting.
 - D. **Public Agencies:** The Section would like to encourage more participation for Public Agencies for the Vendor Show. Perhaps a two for one approach with a member bringing a non-member could be successful. Greg will contact Will Johnson to look into this.

- V. Secretary/Treasurer Report - Chris Sheffer**
- A. Budget Status:** Chris handed out the Treasurers Report for last month. The balance of each account is as follows:
 - a. Checking Balance:** \$16,519.47
 - b. Savings Balance:** \$4,463.55
 - c. Scholarship Fund:** \$10,532.84
 - d. Certificate of Deposit:** \$10,919.70
 - B. Medical Leave:** Chris will be on medical leave from Dec 2nd through the first week in January. Sarah Karjala will help with the luncheon in December.
 - C. Oct 30th Luncheon** – There were 51 attendees at the luncheon. Expenses were slightly higher than luncheon dues by about \$40.
- VI. Awards - Mark Sheafer**
- A. Lifetime Achievement Award:** Larry Corcoran was nominated for the award.
- VII. Newsletter - Kari McDowell**
- A. Articles Due:** Articles due by Friday, Nov 6 and will be posted Nov 20. Duane will do Scribe notes since Kari will be out of town.
 - B. Leftover Souvenirs:** Leftover ITE bags from the District Conference will be brought to the WES meeting for handouts.
- IX. Continuing Education and Technical Committee – Scott Thomas**
- A. Upcoming Webinars:** None are scheduled for November. The December 8 webinar will be on Pedestrian Accessible Signals.
 - B. Half Day Seminar:** Scott Thomas is looking into the topic and location.
- X. Website – Duane Cleere**
- A. Website status and Hosting** – Duane has paid the hosting and domain charges. Higher resolution graphics look better for business cards on front page. Draft RFP for website will be distributed to Web Committee
 - B. Video for Next Luncheon** – Video should be split up into two avi files one for business matters and one for the presentation
 - C. Website Hits** – Duane will see how many hits the video portion of the website is getting.
- XI. Membership – Melissa Rosas**
- A. Membership Dues:** Member dues are to be submitted Jan 1.
 - B. Database:** The data base is being updated. Greg suggested contacting National ITE to coordinate database use and updates. Chris, Greg and Melissa will coordinate this.
- XII Legislative – Dave Krauth**
- A. Current Issues** – City of Colorado Springs has been tracking current initiatives. Dave will also look into various Blogs for additional current initiatives.

Meeting was adjourned at 3:30