

## MEETING MINUTES

### COLORADO/WYOMING EXECUTIVE COMMITTEE

Dave & Busters, Colorado @ I-25

November 7, 2008

**Meeting Chair:** Craig Faessler

**Minutes By:** Greg MacKinnon

**Present:** Eric Boivin, Craig Faessler, Dave Hattan, Scot Lewis, Greg MacKinnon, Kari McDowell, Karl Packer, Gene Putman, Chris Sheffer, Edward Stafford, Will Johnson, John Seyer, Scott Thomas, Ben Waldman

#### **I. Introduction.**

A. Craig Faessler opened the meeting at 12:19 p.m.

#### **II. Meeting Minutes.**

A. Minutes from the last executive committee meeting were approved with no changes. (Motion: Hattan; Second: Lewis; Passed unanimously)

#### **III. President's Report: Craig Faessler**

A. The committee is to come up with charitable donation ideas.

B. The next luncheon will have the annual food drive.

C. Committee Chairs and officers are to review the website and send revisions/corrections to Edward and Karl.

D. Craig has received notice from international that they will be offering a new service for a Section officer to access the international membership directory directly from the international website.

#### **IV. Vice President's Report: Ben Waldman**

A. **October 31<sup>st</sup> Luncheon Meeting:** Budweiser Event Center worked out well. There were 75 attendees and the receipts were \$2,195.

B. **December 5<sup>th</sup> Luncheon Meeting:** Venue is the Curtis hotel in downtown Denver. Nate Larson, URS, and Steve Hersey, CDOT R6, will make a presentation on the US 36 EIS.

- A drink ticket will be provided to each attendee.
- Our annual food drive will be at this luncheon. We discussed enticing members with a drawing. Those that bring a non-perishable food item will receive a ticket. The drawing item will be a \$25 gift certificate.
- Edward suggested that a reminder e-mail be sent to remind members of the annual food drive. He also suggested only sending e-mail to those members that have registered for the event.

C. **February 27<sup>th</sup> Luncheon Meeting:** Ben asked the committee to send him e-mails of ideas for this Colorado Springs meeting.

- Gene also suggested that the Rocky Mountain Rail Authority (RMRA) may be a good topic for a luncheon. Gene is a board member.

**V. Secretary/Treasurer Report. Greg MacKinnon**

**A. Status of Accounts:** Greg handed out the Treasurer's Report. The balance of each account is as follows:

<b>Checking Balance:</b>	<b>\$13,217.51</b>
<b>Savings Balance:</b>	<b>\$4,444.46</b>
<b>Scholarship Fund:</b>	<b>\$7,790.97</b>
<b>Certificate of Deposit:</b>	<b>\$10,685.35</b>
<b>Cash</b>	<b>\$220.00</b>

**B. Budget Status:** FY09 budget is on track. FY08 budget was restated due to late receipts for FY08 activates – FY09 financial summaries will not account for those late receipts.

**C. Other:** The group agreed to the proposal to use the Quicken backup service for \$9.99 per year.

**D. Newsletter: Kari McDowell**

- **Articles Due:** Articles due by November 7<sup>th</sup>. Do not worry about word limits.

**VI. Website Update: Craig Faessler**

**A.** Craig noted that Joe Henderson is willing to pass off the website upgrade project.

**B.** Craig will nominate a new member to take responsibility for the website upgrade project.

**VII. Vendor Show: Will Johnson**

**C.** Sponsorship letters to vendors have been distributed. Interest has developed internationally.

**D.** Early registration ends in January.

**VIII. District 6 Meeting Update: Will Johnson**

**A.** Sponsorship letters will be distributed in December.

**B.** District 6 website will be up and running for Thanksgiving.

**C.** Alex Ariniello is striking a committee for abstracts review. First meeting will be held in November or December.

**IX. Committee Reports**

**A. Activities: Eric Boivin**

- Calendar on website to be updated to include Ski Train event on February 7<sup>th</sup>.
- Ski Train fee set for \$85 per seat. Traditionally, the Section subsidizes the seats by \$25.
- It was agreed that asking for Ski Train sponsorship may be too much this year given that the District meeting is to be held in Denver.
- It was moved that the Section subsidize the Ski Train seats for \$30 from the general fund in lieu of asking for sponsorship.  
(Motion: Hattan; Second: Waldman; Passed – Yes [12], No [2])

**B. Awards: Dave Hattan**

- Allen Albers was proposed for 2008 Lifetime Achievement Award.  
(Motion: Hattan; Second: Johnson; Passed unanimously)
- Dave noted that there was strong sentiment towards recognizing Rick Ensdorff. Dave suggests that a golf tournament champion cup be named in his honor. Dave will discuss with Golf Committee.

**C. Continuing Education: Karl Packer**

- **Upcoming Webinars:** PTOE Refresher course to be held in January or February in Loveland. The test is either early March or late April.
- **Spring Symposium:** Will hold initial meeting soon. No volunteers have stepped forward to replace those who have left. If no volunteers from each partner step forward, it will greatly impact how the symposium arrangements will proceed.

**D. Golf Tournament: John Seyer**

- Committee to meet in December or January. Contact Craig or John for details.

**E. Legislative: Gene Putman**

- Gene presented a proposal to include Governor Ritter in one of our upcoming meetings. The topic of his presentation would be transportation funding (results of the Blue Ribbon Panel), which may be available in January.
- The dates discussed were the next three meeting dates: January 23rd (the vendor show), February 27th, and April 3rd (the symposium).
- Gene noted that the timing was critical – it had to happen in January or February.
- The group agreed to have Gene coordinate with WTS and the Governor's representative to see if it were possible to set up a date in the first two weeks of February.

**F. Membership: Melissa Rosas**

- No update on ITE Champions.
- Development on Membership Database continues. Will be ready for presentation at next EC meeting.

**X. Other Business**

**A. ASCE Transportation Subgroup**

- Edward noted that the subgroup has existed for some time. He does not perceive any threat to our membership from this group. In fact, he encourages partnering with the group for transportation activities.

**XI. Adjournment**

- A.** Meeting adjourned at 1:23 PM.

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**Action Item Summary**

1. Eric to look into joint Happy Hour with ITE, WTS, ASCE.
2. Melissa will draft an invoice letter to bill Local Affiliates.
3. Melissa will contact International to notify them that our Section intends to take over responsibility for Local Affiliate dues management.
4. Gene Putman to coordinate with WTS and governor's representative to determine meeting date.
5. Committee members to send charitable donation ideas to Craig.
6. Committee members to send February luncheon program ideas to Ben.
7. Greg to set up Quicken backup service.
8. Craig to nominate a new member to lead the website upgrade project.