



Executive Committee Meeting Minutes
November 7, 2013 12:00 – 2:00 PM
Greenwood Village City Hall
Community Room
6060 S Quebec Street
Greenwood Village, CO 80111

A. Call to Order: 12:15pm.

In Attendance: Aaron Heumann, Anna Bunce, John La Sala, Emily Gloeckner, Chris Sheffer, Bob Kochevar, Greg MacKinnon, Rich Follmer, Freddy He.

B. Approval of minutes from last meeting: Bob moved to approve, Anna seconded. Approved unanimously.

C. Officers' Reports

- a. President's ReportAaron Heumann
 - i. Administrative Position
 - 1. At this time, most EC members agreed it may not be necessary to have this position
 - ii. November Section Meeting Table Survey Results (**Handout**)
 - 1. 26 turned in (almost 50%) out of 56 total attendees. Most liked: the Big Thompson Canyon Tour. Presentations were well received.
- b. Vice President's & Program Committee Report Anna Bunce
 - i. November Luncheon Recap
 - 1. 56 registered and in attendance. No walk-ups.
 - 2. This meeting coincided with the Fall Break of University of Wyoming, which may have affected the university's participation. Needs to take this potential conflict into consideration when scheduling next year's luncheon at Budweiser Events Center.
 - 3. May consider having an ITE event in Cheyenne, WY once in a while.
 - ii. Schedule – Verify Mail/Web Post Date (December 2, 2013)
 - iii. 40th Anniversary Party Update
 - 1. Lucky Strike Denver, 12/13, 2-5. The venue has been booked
 - 2. Newsletter front page to promote this event.
 - 3. Bob Kochevar Presentation
 - 4. Other Anecdotes
 - 5. Lifetime Achievement Award?
 - a. Jim Richey nominated.
 - 6. Scholarship Announcements?
 - 7. Past President Recognition?
 - a. Consider a slide show. Needs to find out who had the 35th Anniversary PowerPoint slides. Probably Craig, Joe, Bill, or Ben.
 - 8. Door Prizes? Most EC members liked this idea as a way of getting people involved. Anna and Aaron will work out the details.
 - 9. Save the Date Notification via Email (on November 15, 2013)
 - 10. Charitable contribution will be announced in the newsletter.
 - iv. March (Colorado Springs) & May (Denver Metro) Luncheon Ideas
- c. Secretary/Treasurer & Editorial Committee Report Freddy He
 - i. October Budget Report: \$1,230.85 in surplus for the month. So far 23 sponsors of FY13-14.
 - ii. Freddy and John are working with PayPal to change the primary contact name of Section's PayPal account from John to Freddy so that a credit card reader can be set up via an iPad app.

- iii. Freddy has contacted several UPS stores regarding establishing a UPS mail box as a permanent Section address. Freddy will visit a UPS store at Colorado Blvd & I-25 (a relatively central location) to set up the mail box. The annual cost is approximately \$350.
- d. Past President's Report John La Sala
 - i. Richard T Romer Student Endowment Fund. This Western District fund is being used toward all district level student initiatives, such as traffic counts, traffic bowl, student awards, etc. Section beneficiary so far is Univ. of Wyoming Student chapter. It may be used to fund a specific student conference, possibly in California in February 2014.
 - ii. Tasks for student liaisons to motivate students' participation and get the message out.
 - iii. Wyoming Engineering Society Annual Conference is coming up in early February 2014. EC members to consider ways of getting involved or partnership with the event.
 - iv. Consider combining ASCE and ITE training (as a slot) in Wyoming.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. 2014 Meet and Greet (February 6, 2014)
 - 1. Phil Washington and Bill Vanmeter (RTD planning director) are candidates among a few other RTD officials. Other to be considered: Rick Clark, Jerry Nary, Bill Dough, etc.
 - 2. Considering early meet-n-greet for sponsors with RTD, such as 4:30-5:30pm.
 - 3. Bike Tour was successful; two groups both showed up and completed the tour. Weather affected attendance.
- b. Awards Committee Bill Hange
 - i. Lifetime Achievement Award Nomination/Presentation
- c. Continuing Education Committee Chris Sheffer
 - i. Complete Streets Webinar Attendance (October 22, 2013)
 - 1. 11 individuals in attendance.
 - 2. Goal is to break even in budget. Losing money slightly is acceptable as the budget is minus \$1,000.
 - 3. Charges per individual at the current level (\$25) or lower may be considered for future CE events.
- d. Golf Committee (June 13, 2014)..... Chris Hopkins
- e. Vendor Show (January 24, 2014) Will Johnson
- f. Website Committee Report Greg MacKinnon
 - i. Format Update Status
 - ii. Message Coordination Management Policy Status
 - iii. ITE is having glitches in membership updates, rendering them useless for event registration. Greg is working with ITE to resolve this
 - iv. Registration message after deadline with contact: Greg will add a message on a conspicuous spot of the website for people who miss the deadline to contact the correct person.
 - v. Consider ways of getting help for Greg on website, such as recruiting new members for Website Committee, hiring a student, etc.
- g. Membership Committee Rich Follmer
- h. Scholarship & Career Guidance Committee Melissa Rosas / Bob Kochevar
 - i. Scholarship Applications (Due November 8, 2013)
 - ii. Mentoring Program Responses
- i. Student Liaison Mike Bowline / Chris Vokurka
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee Dan Eybs

- l. Legislative Committee.....Steve Pouliot
- m. Social Media Lisa Truong / Fritz Clauson
- n. Section Scribe..... April Wire
- o. Symposium (April 4, 2014) Kari McDowell Schroeder
 - i. FHWA Funding Opportunity

E. Old Business

- a. Section mailbox..... Freddy He
- b. Goals for Section funds Officers
- c. Continued Strategic Goals Discussion for 2013 – 2014Aaron Heumann
- d. 2018 District Conference Letter ApplicationAaron Heumann
- e. Richard T. Romer Student Endowment Fund.....John La Sala
- f. Student Conference February 15-16, 2014 – Student Scholarships?John La Sala

F. New Business

G. Announcements

- a. Next EC on Thursday, December 19, 2013
- b. Newsletter Articles & Deadline Friday, November 15, 2013 Bart Przybyl
 - i. 40th Anniversary Party Announcement on Cover
 - ii. District 6 Conference Announcement

H. Adjournment: 2:25 pm.

I. Action Items

- a. John will discuss with Mike Bowline and Chris Vokurka regarding Western District student conference.
- b. Aaron will discuss with Kari about having symposium offer official PDH/IACEUs.