



Executive Committee Meeting Minutes
November 10, 2011 12:00 – 2:00 PM
City of Centennial
12503 East Euclid Dr
Suite 280
Centennial, CO 80111

A. Attendance (10): Chris Sheffer, Greg MacKinnon, John La Sala, Emily Gloeckner, Dave Hattan, Chris Vokurka, Rich Follmer, Joe Henderson, Bob Kochevar, Aaron Heumann

B. Approval of minutes from last meeting – Unanimous approval with changes discussed below

- a. Indication that the 9 Membership Management Action items were voted on via e-mail and approved unanimously.

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. Table Survey Results
 - 1. Out of the 77 attendees, 17 completed a survey. Of those, 11 were public employees and 4 consultants. The gender designation was 7 women and 9 men. High satisfactory was indicated in general, with the meal receiving lowest rating. Tours and technical topics received most votes for topics of interest.
 - 2. Topic suggestions: Ft. Collins hawk signal and roundabout.
 - ii. UCD Meeting Recap
 - 1. 12 students attended with Bob K. and Chris S. Mentoring and internships discussed.
 - 2. Next step, query our group within the section to proceed with the process, especially with mentoring.
 - 3. Should same program as with UCD be done with students at University of Wyoming or does Rhonda already have something in place? Possibly, mentoring through Skype or phone conversations.
- b. Vice President's & Program Committee Report John La Sala
 - i. Nov. 4th luncheon (already discussed)
 - ii. Dec. luncheon with Don Hunt at the Oxford.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
 - i. Funds are good.
 - ii. Should officers be required to pay to attend meetings? Lunches are being provided at EC meetings. Find out what other sections are doing.
- d. Past President's Report Greg MacKinnon
 - i. No CA members are interested in being a Sec/Treas for the Western District, so someone from any section can be nominated. Greg will add notice on website and in newsletter.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Meet and greet with George Delaney, the current interim and potentially new Manager of Public Works for Denver, or wait for an official announcement of new manager.
 - ii. Larger activity—Performing Arts Center has good space for 100+ people on Thursday, Feb. 9th from 4-7 pm. We could invite the Mayor to speak on the vision for the future, and the Manager of Public Works could also talk at the meeting. Potentially move to April 12th in place of the Symposium or any other ITE event that month. Incorporate student poster presentations of end of year projects. If designated a CCD event, we may be able to obtain the DPAC venue at a reduced rate.

- iii. Consider hiring a professional event coordinator for the event. Looking for \$450 stipend to pay for the help. Dave H. moved and Chris S. seconded providing \$450 to hire a coordinator. Unanimous decision to approve.
 - iv. Greg to look into availability of National ITE events coordinator.
 - b. Awards Committee Dave Hattan
 - i. A candidate has been identified as a recipient of the 2011 Lifetime Achievement Award. Dave H. moved and Greg seconded Fred Lantz as the recipient. There was a unanimous decision to approve.
 - c. Continuing Education Committee Joe Henderson
 - i. E-mail solicitation for other members of committee. Jody from Grand Junction expressed interest and Joe thought she could help with webinar activities that are done over the Internet. Scott Thomas offered to arrange a training session.
 - ii. Potential presentation on expert witness by Gene Putman with a panel consisting of Ron Henson and potentially a judge.
 - iii. Paul Olsen at Research Center presenting on Dec. 7th about adaptive control systems to DRCOG could be opened up to others public agencies interested and then possibly consultants if there is room.
 - d. Golf Committee Jeff Ream
 - i. No report.
 - e. Vendor Show..... Will Johnson
 - i. On board to lead vendor show again this year and already in contact with Arvada Center.
 - f. Membership Committee Rich / Greg
 - i. Section Affiliate applications—Dave moved to approve the 2 applicants that work for municipalities and further investigate the other 3. Rich seconded. Motion approved unanimously. Greg suggested we address a policy for next year.
 - g. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. No report.
 - h. Student Liaison Freddy He / Chris Vokurka
 - i. No report.
 - i. Technical Committee Nitin Deshpande
 - i. No report.
 - j. Website Committee..... Greg MacKinnon
 - i. Registration process change seemed to go smoothly. Aaron needs to send Greg the registration spreadsheet with the Nov. 4th meeting results.

E. Old Business

- a. Wyoming GoTo meeting strategies..... Chris Sheffer
 - i. Start presentation at the time indicated so participants do not miss anything.
 - ii. Log in participants after introductions at section meeting to allow participation in entire meeting.
 - iii. Post presentation from meeting on website for reference.
 - iv. Obtain presentation in advance to send to those participating via GoTo.
- b. Symposium Status Chris Sheffer
 - i. Majority of partners from previous years have indicated prefer to skip symposium this year and resume in 2013.

F. New Business

- a. Possible April luncheon..... John La Sala
 - i. Replace with meet and greet on Thursday, April 9th.
- b. Membership Management Actions Greg MacKinnon
 - i. 484 in Constant Contact now. Greg to send out e-mail updating membership list.

- c. December 2nd luncheon agenda John La Sala / Chris Sheffer
 - i. See previous discussion under Vice President.
- d. Charitable giving recommendation Melissa Rosas
 - i. Previous year's donations in the amount of \$1,000 split between two organizations, which is the amount budgeted for the year. This year's recommendation is to give \$500 each to three organizations. Suggestion to adjust budget by \$200 to \$1,200 between the three organizations. Another suggestion to find an organization more in line with ITE such as an educational charity (consider for next year) and stick with the proposed budget of \$1,000. Dave H. moved to donate \$400 to Sweat Equity, \$400 to Rescate Ecuador and \$200 to Bienvenidos Food Bank.
- e. Open Committee Chair Positions..... Chris Sheffer
 - i. No report.
- f. Expert Witness Presentation..... Chris Sheffer
 - i. See previous discussion.
- g. WES Sheridan Conference Joe Henderson
 - i. Investigating a technical session as part of the WES conference. Of 40 e-mails sent to Wyoming membership only 3 replied, with 2 indicating they would be attending WES and would be interested in a continuing education program. Suggestion not to plan on a session for the upcoming WES and focus on future events. Alternatively host a hospitality type session, such as a breakfast or drinks in a room, to obtain more input from local residents on what they are looking for from ITE. Joe to write something up and send to Greg to distribute with the most up to date membership list.

G. Announcements

- a. Newsletter Articles and Deadline Bart Pryzbyl
 - i. Due Tuesday, Nov. 8th.

H. Adjournment - Meeting adjourned at 2:30 PM.