



**Executive Committee Meeting Minutes**  
**November 14, 2014 12:00 – 2:00 PM**  
**Aurora City Hall - Aspen Room, 2<sup>nd</sup> Floor**  
**15151 E Alameda Pkwy**  
**Aurora, CO 80012**

**In Attendance:** Chris DeRosia, Chris Sheffer, Freddy He, Bart Przybyl, Vivek Goswami, Emily Gloeckner, Anna Bunce, Aaron Heumann, Rich Follmer, Ryan Germeroth

**A. Call to Order 12:17PM**

**B. Approval of minutes from last meeting: **Approved unanimously. Chris S. moved to approve and Freddy seconded****

**C. Officers' Reports**

- a. President's Report ..... Anna Bunce
- b. Vice President's & Program Committee Report ..... Freddy He
  - i. December meeting
    - Daniel Jerrett, Scott Ramming from DRCOG will speak on the travel demand model. Freddy is requesting they present on Dynamic traffic model as well. Due to the full meeting agenda their presentation should be about 30 to 40 minutes.
    - Location TBD. 1515 Restaurant in Denver is an option.
    - December meeting tends to be one of the higher meetings for attendance
    - We will do food drive as part of December meeting
    - Freddy will not be at December luncheon but Aaron will serve as fill in for Freddy to run the program for the meeting.
    - Anna has a conflict for December 19<sup>th</sup> EC meeting. The meeting will be moved to December 18<sup>th</sup> at 11:30 to 1:30. Freddy is excused since he will be in China.
- c. Secretary/Treasurer & Editorial Committee Report ..... Ryan Germeroth
  - i. September Treasurer's Report
    - 15 more sponsor checks were received during October. We have a total of 26 total.
    - We received our share of the 2014 Spring Symposium from ASCE during October.
    - We received a total of 52 registrations for the October Safety Seminar during October.
    - A total of \$2,672 was transferred to the scholarship fund.
    - Ryan needs the check from Chris for 1 payment for Safety Seminar
- d. Past President's Report .....Aaron Heumann
  - i. Strategic Goals Discussion for 2014 – 2015
    - The annual President's report has been posted to website with the other past president reports.
  - ii. Section Policies Document
    - Aaron presented the newest version of the policy document (included with minutes)
    - Aaron has questions on several policies within the document and would like feedback from the EC.
    - John LaSala provided the following comments via e-mail
      - a. Posting of announcement of other ITE Section events:
        - i. Perhaps, post the Intermountain meeting on a set schedule: i.e., shortly after the meeting is announced...typically in February or March.
      - b. Posting of a link to District and ITE candidate & election info:

- i. I would vote for posting the link on a set schedule.
  - c. District and International candidacy at Section meetings:
    - i. In the past, we have also allowed candidates to provide a brief speech at our May luncheon...at their request.
- Job Posting Policy
  - a. Put responsibility back on the company to renew their posting after one month and allow for up to three months total. This would be for open ended job postings only.
  - b. Bart and Greg will coordinate on closing dates that Greg uses on the website.
  - c. Bart will check website job postings with newsletter immediately prior to the newsletter being released.
  - d. Ryan will make sure to tell job posters up front that they need to renew each month.
  - e. We need to update website so that posting policy is clear.
- Overall questions on Policy Document
  - a. Who should maintain the policy document? Anna thought Past-President made sense and the group agreed. Make sure to update the Past-President's job description to include this as duty.
  - b. Place the policy document on the website? Consensus was yes.

**D. Committee Reports**

- a. Activities Committee .....Emily Gloeckner
  - i. Confirmation Meet N Greet proposed date does not conflict with WTS?
    - WTS will work around our schedule for the Meet N Greet.
    - Will have City of Denver staff at the Meet N Greet.
    - Emily has several City staff in mind but will work on getting commitments.
  - ii. October Happy Hour
    - 9 people for happy hour at View House after Safety Seminar. Parking was very full. Did hear from a few folks that they came but then left due to the lack of parking
  - iii. Any ideas for locations/type of event for Happy Hour?
    - a. BBQ
    - b. Summer social and/or December Holiday Happy Hour?
    - c. Informal speaker at Happy Hour?
    - d. Joint Happy Hour with ASCE/WTS or other?
    - e. Infinite Monkey Theorem tour and presentation on redevelopment of surrounding area?
    - f. New Brewery in Littleton near Aspen Grove.
- b. Awards Committee .....John La Sala
  - i. Bob Watts was selected as winner of LAA.
  - ii. Ryan will present award to Bob at December 1<sup>st</sup> retirement party in Castle Rock.
  - iii. Presentation of the award will be recorded on video and then played back at the December Lunch.
  - iv. Try to record multiple angles during the presentation of the award and merge into one video for playback at the December lunch meeting
- c. Continuing Education Committee .....Chris Sheffer
  - i. Jake and Brian did a great job with the presentation. Too bad Pete couldn't make it. Great turn out, especially the number of women who turned out.
  - ii. Possible webinars – Crowd Sourcing (Ped and Bike) in January?

- Encourage consultants to host events?
  - Maybe rotate webinar location around to encourage attendance?
  - DRCOG could be a possible host??
  - Chris will reach out to possible consultant hosts. Place request for hosts in the newsletter maybe with advertisement of next webinar.
- d. Golf Committee .....Chris Hopkins
- e. Vendor Show.....Will Johnson
- i. Location for 2015
- Either Arvada Center or Lamar Center. Will is working on the catering question to determine the best location.
- f. Website Committee Report.....Greg MacKinnon
- Greg has put past President's reports on website
- g. Membership Committee .....Rich Follmer
- i. Outreach to WY and Western Slope members
- Rich presented letter (included with minutes)
  - Freddy will provide details of logistics of organizing a luncheon to any interested potential ITE Champions who contact Rich.
  - Please provide Rich with comments on the letter by November 21<sup>st</sup>
  - Goal of outreach should be to have the meeting where the Champion is located not necessarily in a location that would maximize the number of Front Range attendees.
  - Rich will send letter to Greg MacKinnon for review.
- h. Scholarship & Career Guidance Committee ..... Alex Larson / VACANT
- i. We received three (3) complete apps by the 11/7 5pm deadline last week. Alex hopes to have them reviewed and recipients selected and announced before the thanksgiving Holiday. We'll hand over the check at the Dec awards luncheon meeting.
- ii. New mentoring chair needed!
- Alex has not heard anything for the open mentor position. He would prefer to not take on that role.
- iii. Update on travel stipends for student attendance at Feb student event in CA
- Alex has not coordinated much with Lisa and Chris on this. We will get feedback soon.
- iv. Update on Greg M proposal to:
- "have graduating students: 1) complete the form to transfer to members with their valid contact information and 2) have the Section submit and pay for the student's transfer to Member. I believe that this is a commitment of \$30 per student ([http://www.ite.org/membership/membership\\_fees.asp](http://www.ite.org/membership/membership_fees.asp)). This should be sufficient incentive for compliance. Perhaps this greater coordination will also allow improved tracking of students in the other situations"
  - Feedback from student chapter liaisons?
  - Lisa has touched base. Alex has not yet heard back from Chris. He will update the EC midmonth if we hear more.
- i. Student Liaison ..... Lisa Truong / Chris Vokurka
- i. UCD chapter had their first meeting in October at the RTD Fastracks office. Will have a 2<sup>nd</sup> meeting in December with Danielle Smith, current WTS Colorado President.
- ii. Make sure students are aware of the scholarship. Publish the fact that we have a low number of applicants and odds are good you'll get the award.
- iii. With low number of student's applying should we look at using scholarship fund for offsetting cost for ITE meetings?
- iv. Book award or HS student that might be interested in engineering?

- j. Technical Committee ..... Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
- l. Legislative Committee.....Scott Thomas
- m. Social Media..... Lisa Truong
  - i. Started "Fun Friday" posts with interesting or entertaining transportation related items – last week's post on solar powered bike lanes in the Netherlands had over 100 views.
  - ii. We should consider having scholarship application request posted on social media in the future.
- n. Section Scribe ..... Lou Davenport
- o. Spring Transportation Symposium..... Kari McDowell Schroeder

**E. Old Business**

**F. New Business**

**G. Announcements**

- a. Next EC Meeting **December 18** ..... Anna Bunce
- b. Newsletter Articles Next Deadline **November 21** .....Bart Przybyl

**H. Adjournment 2:05PM**

**I. Action Items**

- a. **Freddy will finalize the plans for the December Luncheon**
- b. **Anna will reschedule the December EC meeting for December 18<sup>th</sup> at 11:30AM**
- c. **Chris Sheffer will send 1 Safety Seminar check payment to Ryan via US Mail**
- d. **EC members need to review and provide feedback to Aaron on the Policy document**
- e. **John LaSala and Ryan will coordinate in order to make the presentation of the LAA to Bob Watts at his December 1<sup>st</sup> retirement party.**
- f. **Chris Sheffer will put together text for the newsletter to elicit organizations to volunteer to host upcoming webinars.**
- g. **EC members need to review and provide feedback to Rich by November 21<sup>st</sup> on the letter he put together to encourage the membership in Wyoming and on the Western slope to host a meeting**
- h. **Alex will have a scholarship winner(s) selected by Thanksgiving.**