



**Executive Committee Meeting Agenda
November 17, 2017 12:00 – 2:00 PM
Maroon Bells Conference Room, FHU
6300 S. Syracuse Way, Suite 600
Centennial, CO 80111**

A. Call to Order *The meeting was called to order at 12:03 PM. Those in attendance included:*

*Lou Davenport Duane Cleere Susi Marlina Rich Follmer
Victoria Edington Lisa Truong Nguyen Brian Staley Rachel Ackermann
John Hansen Alvin Stamp Evan Brigham*

B. Approval of minutes from last meeting *A motion was made by Lou to approve the minutes, with a second by Brian and followed by John, the motion was unanimously approved.*

C. Officers' Reports

a. President's Report Lou Davenport

i. ITE Leadership Webinars (12/11, 12/19)

- *Lou mentioned the ITE Leadership Webinar. ITE HQ will be offering this leadership orientation webinar twice in December. Anyone who is interested, please contact Lou, he will send the information. The webinar will discuss how ITE HQ can help you and your District, Section, or Chapter to find continued success in 2018. Lou, Duane and Susi plan to attend the webinar.*
- *Alvin asked about the webinar, Lou is going to send the info to him.*

ii. Smart Work Zone Announcement

- *Charles Meyer (CDOT) wanted to let everybody know about Smart Work Zone Competition among regions, if anyone interested to learn more about this, please let Lou know. He will pass on the info.*

iii. Survey Results (Northern Colorado)

- *Received two comments: (1) presentation was great, but a bit short. Would have liked another 15 or 20 minutes, and (2) I enjoyed meeting some new people. The presenter did a nice job and provided insightful information. The venue was also nice and foods were very much on top of things. I was a little confused about where to park, but figured it out by following the signs.*
- *Eric Bracke from Olson is the Winner Survey Drawing. He would like to donate the prize to the CO-WY ITE scholarship fund.*

b. Vice President's & Program Committee Report Duane Cleere

i. October 5th-6th RMITS/COWYITE Joint Conference

- *John reported that the event was a big success, the presentations were well received. From the survey they got 4.6 scale of 5, the only comment from Vendor is they wanted to have more people from industry to come to this event.*
- *Next week will be the ITS meeting in Washington, DC to finalize the Rural ITS meeting location and time.*
- *Brian asked how different the presentation format between last year and this year. John mentioned they divided the subjects into 3 areas: smart cities, connective vehicles and dynamic use of data at the intersections, overall good presentations.*
- *Happy hour was a huge success, the participants were double than the number that were expected. Next year, ITE and ITS need to plan the happy hour together.*
- *ITS held a meeting, the outcomes include: ITS will contribute for the cocktail, CO-WY ITE Section to have more roles, and plan to give money for ITE scholarship fund next year.*

- ii. November 3rd (Northern Colorado) Meeting
 - *Northern Colorado Luncheon went well. There were about 40 people in attendance.*
 - *Good presentation, but a little shorter. The sign was not apparent to find the room.*
- iii. November 9th (Western Slope) Meeting
 - *There were about 50 people that attended the meeting. We had multiple speakers. Following the lunch and presentations, CDOT took the group on tour of Glenwood Spring's Grand Avenue Bridge Construction Project. Overall, the meeting went well.*
 - *The happy hour was held after the meeting and tour.*
- iv. December 8th (Denver Metro) Meeting
 - *Duane provided updates regarding the December luncheon. The venue is the Downtown Aquarium. Speaker is from CDOT, the topic is about I-25 South Colorado Spring – Denver "Mind the Gap" Project Update. One drink ticket will be provided to each attendee, cash bar thereafter. Menu: chicken, fish and vegetarian.*
 - *Attendee Notices for the meeting: parking will be validated during the event, holiday food drive (non-perishable food) – donations will be given to a local food bank, and guests can also purchase reduced price exhibit tickets at the box office for \$14.50 each/adult (30% savings).*
 - *CLH Associates will be the meeting sponsor and give 5 minutes presentation during the meeting.*
 - *Registration fee will be reduced by \$5, since we have the meeting sponsor.*
 - *EC decided that students and retired members will pay regular fee of \$5 (no reduction). The EC decided to keep the reduced price for registration for this last meeting in December, but voted to remove the \$5 reduction for 2018 and moving forward. The website will need to be updated.*
 - *Duane mentioned that it would be good to double check that the sponsors have utilized their benefits such as their job ads and their allotted luncheon registrations.*
- v. Joint APA meeting in December?
 - *Susi sent an email to Duane and Nick to discuss December Meeting.*
 - *There will not be a joint meeting with APA in December, likely to occur at a later date.*
- vi. Section Taxes
 - *No Updates*
- vii. FY2017 Charitable Contributions
 - *Duane made the \$2,000 donation to the American Red Cross through Camping World, who is matching dollar for dollar for Hurricane Harvey.*
- c. Secretary/Treasurer & Editorial Committee Report Susi Marlina
 - i. FY2018 Charitable Contributions
 - *Susi presented and distributed FY 2018 list of charitable organizations. This fiscal year, our budget for charitable giving is \$2,000.*
 - *Engineering without Border was added to the list.*
 - *Everyone who attended the EC meeting will vote 2 organizations and Susi will select the one with the most votes.*

- ii. September and October Treasurer's Reports
 - *Susi gave treasurer's budget overview from September and October 2017 to the group. No comments were received.*

- d. Past President's Report(Not Present) Ryan Germeroth
 - i. Annual Report
 - *Annual Report has been posted on the website.*
 - ii. CDOT Agency Membership – No Update

D. Committee Reports

- a. Technical CommitteeJohn Hansen
 - i. Potential Project - FYAs
 - Discretion
 - Committee Recruitment
 - *Nitin and John had a meeting on the second week of November to discuss Technical Committee responsibilities and activities. According to Nitin, John has indicated the desire to lead the technical committee and Nitin is planning to support the role until John is comfortable.*
 - *Alex has a potential project, which may work for the Technical Committee. He will get in touch with the Technical Committee chair.*
 - *The idea to have an ITE project, present to the committee and recruit people to work on the project.*
- b. Vendor Show..... Alex Larson / Brian Staley
 - i. 2018 Vendor Show Update
 - *Brian and met Lamar Center representative gave a list of things that didn't work last time and negotiated the details: parking maps, logistic, registration and Wi-Fi issues. She is going to send the contract.*
 - *Because of the late date, this time will use Lamar for Venue, after that we are planning to find a different venue.*
 - *Brian reached out to the presenters.*
 - *Brian requested to have an access to the Vendor Show mail address.*
 - *Alex is handling the operations and Brian is handling the technical sessions.*
 - *Brian may be reaching out to the EC as far as traffic direction.*
 - *In 2019, Brian thoughts to have more interactive vendor show event, not only sit on the table, bring something to the crowds.*
- c. Website Committee Report.....Andrew McFadden / Evan Brigham
 - i. Update Calendar
 - *Post the set events through March (including Western District Meeting), on the website*
 - ii. Other Updates?
 - *Welcoming Evan on board to help the website committee. Evan gave a brief introduction.*
 - *Evan met Andrew. They discussed sharing some responsibilities of the webmaster role. Specifically, they decided to have Evan doing the Constant Contact (updating lists and sending emails), and Andrew will continue to work on the website. Hopefully, with this additional help with improve the responsiveness and quality of the emails and membership database.*

- *Lou described about communication form among different chairs (newsletter, social media and website). Approximately 1-3 emails per month on the website, that would be better to capture all ITE activities such as Activities, Luncheon, etc. The website chair/co-chair need to keep track on the ITE agenda.*
 - *Evan mentioned he will be tandem with Andrew (at least for 6 months), and eventually he will be the chair of this committee.*
 - *It was determined that all events/activities will be sent to all three chairs.*
 - *Constant contact may be changing to an annual subscription, instead of month to month, since the price keeps increasing.*
 - *Newsletter links to the website.*
 - *Annual activity is set on date (February 22nd, 2018). Lisa will send email out regarding Meet 'n Greet sponsorship.*
- d. Western Slope Luncheon Meeting.....(**Not Present**) Kari McDowell Schroeder
- e. 2018 Western District Meeting (**Not Present**) Ben Waldman / Aaron Heumann
- i. Registration by December 1st
 - *Registration will be opened by December 1st, 2017.*
 - ii. Call for Abstracts
 - *Call of Abstract will come out soon.*
 - iii. Sponsorship/Vendor Outreach
 - *The website is not live yet.*
 - *Scott Thomas is working on the sponsorship info altogether.*
- f. Activities CommitteeLisa Truong Nguyen
- i. ITE/ITS Happy Hour
 - *ITS will send a check to Susi to reimburse the ITE/ITS happy hour.*
 - ii. February Meet 'n Greet
 - *Lisa distributed and described the four possible venues for Meet n' Greet 2018 such as Art Network Gallery on Santa Fe, Maven Hotel (Windsor Room), History Colorado Center (MDC Room) and Denver Post (Lobby).*
 - *EC voted the venue for Meet 'n Greet is Denver Post Lobby.*
 - *Sponsorship is open for Meet 'n Greet.*
 - iii. WTS/ITE Ski Train/Ski Bus
 - *Before 2009, instead of Meet 'n Greet event, ITE annual event was the Ski Train.*
 - *Lisa mentioned bringing back the Ski Train or Ski Bus. She explained the comparison price, etc. between Ski Train and Ski Bus, as well as locations: Winter Park Ski Train, Loveland Ski Bus and Copper/Rocky Mountain Ski Bus.*
 - *Lisa presented the possibility to have a joint event with WTS: to bring a larger number of transportation professionals. The board of WTS will have a meeting at the end of November, one of the agenda items to discuss is this joint event. Lisa will keep us posted the outcomes.*
 - *Logistically for ITE/WTS is to buy the tickets upfront and sell it.*
 - *Lisa asked about subsidies ITE/WTS can give for this event.*
 - *This ski bus event will separate from happy hour budget, a new item of activities.*
 - *Lou thought that this ski bus event is low risk financially.*
 - *Copper is the possible location, even for people non-skier.*

- *The plan is to have this event in the middle of March 2018.*
 - *Rich gave his insights, going with the bus, people will still stuck in traffic, but ski train is more cool (different experience).*
 - *Lou decided we will do ski bus this year and consider getting a sponsor to cover ski train for next year.*
- g. Activities Report Committee..... *(Not Present)* Devin Joslin
- *Lou mentioned that the article Devin sent to the Western District was shortened, so they messed a couple of pieces of information.*
- h. Awards Committee *(Not Present)* John La Sala
- i. Lifetime Achievement Award (December Meeting)
- Update on Progress - Transportation Professional Memorial Recognition Award
 - 11/22 – Article announcing recipient
 - 12/8 – Award presentation
 - *There will not be the Lifetime Achievement Award this December, instead to recognize a nominee who has greatly impacted our transportation community with his work. Steve Hersey will be receiving posthumously the Transportation Professional Memorial Recognition Award.*
 - *This info will be covered in the November newsletter.*
- i. Continuing Education Committee *(Not Present)* Vivek Goswami
- i. 10/31 - TRB Webinar: Expediting the NEPA Process - What Does it Take?
- *TRB Webinar did not go well.*
- ii. Any other suggestions?
- *Looking for suggestions.*
- j. Golf Committee *(Not Present)* Chris Hopkins
- *Lou mentioned that we are not combining Golf event with the Western District Meeting event, since it will hurt our scholarship fund badly.*
 - *Section Golf will be in Denver and separate from Western District Meeting.*
- k. Legislative Committee.....Rachel Ackermann
- i. Updates
- *Rachel sent an article for the newsletter.*
 - *Rachel mentioned about Wyoming, she tried to reach out and seemed they don't have advocacy section.*
- l. Membership CommitteeRich Follmer
- i. Website/Membership Discussion Update (based on October 4th Meeting)
- Luncheon Pricing
 - *Rich mentioned about simplifying the luncheon price. Lou thinks we need to have a proposal regarding the direction we are going for simplifying the price between member and non-member. Lou mentioned if anybody will write the proposal regarding this price along with the new local affiliates policy.*
 - Database
 - *No updated for database.*
 - *Two years ago, Rich went to the Wyoming Engineering Association and met Rhonda Young. They organized a small ITE meeting. The idea is to have an ITE table with a small cost in that event.*
 - *Rich and John thoughts are worthwhile to participate on the event. The event is in February.*
- m. Mentoring Program Committee *(Not Present)* Jon Larson

- i. Updates
- ii. Mentoring Survey
 - *No updates and no respond any emails from Lou.*
 - *Ideas selection: (1) combine with WTS meaning we will have mentoring program every year. Or (2) not combine with WTS meaning we will do mentoring off-year from WTS. WTS board will have meeting on November 28, 2017.*

- n. Newsletter Committee Brian Staley
 - i. Updates
 - *Brian needs Lou's article and Susi's treasurer's budget spreadsheets.*
 - *Brian will send the draft for reviews soon.*

- o. Scholarship & Career Guidance Committee Alex Larson
 - i. Potentially seeking replacement (focus on vendor show)
 - *Victoria, Alvin and Alex met to discuss the Scholarship Committee. Alvin will be replacing Alex as the Scholarship Committee Chair, so Alex can focus on vendor show.*
 - *Victoria mentioned that they received seven applicants this year from 4 schools: 2 from UC Denver, 2 from CSU, 2 from University of Wyoming and 1 from UC Boulder. It was a really good spread this year.*
 - *Alex has planned to give the presentation (student profiles) in December 2017 Luncheon and Alvin will do the presentation next year.*
 - *Scholarship Committee Chair will change to Alvin starting January 2018.*
 - *Rick mentioned the idea of having a student chapter from CSU, Victoria mentioned one of the scholar recipient is PhD student, his advisor would be a good candidate.*

- p. Section Scribe (Not Present) Devin Joslin
 - *No Updates*

- q. Social Media (Not Present) Greg Baker
 - *No Updates*

- r. Spring Transportation Symposium Kari McDowell Schroeder/Lou Davenport
 - i. Update
 - *Kari will do the Symposium for last time next year. Looking for potential replacement.*
 - *APA will lead Spring Transportation Symposium. Since APA will have their national conference at the end of April, the Spring Transportation Symposium will be held in May.*

- s. Student Liaison Victoria Edington / Chris Vokurka
 - i. Student of the Year Award Discussion
 - *Victoria put together a flier about Outstanding Student Award including the form to fill out.*
 - *The nomination will be accepted until March 15, 2018.*
 - *The winner will be announced in May Luncheon. The winner of the award will receive a plaque and a monetary prize.*
 - *If there is any feedback, send to Victoria.*

E. Old Business

F. New Business

- *Next meeting, we need to decide whether we will participate in the Engineering Society Event in February in Wyoming.*
- *New ITE Logo: crowd source or using FHU design? Karen forwarded the ITE logo requirement. Lou will send an email along with details to the EC to vote.*

G. Announcements

- a. Newsletter Articles Next Deadline **November 10th**Brian Staley
- b. Next EC Meeting **December 15th** Lou Davenport

H. Adjournment *The meeting was adjourned at 2:16 PM.*