

## MEETING MINUTES

### COLORADO/WYOMING EXECUTIVE COMMITTEE Wynkoop Brewery & Restaurant December 11, 2008

**Meeting Chair:** Craig Faessler  
**Minutes By:** Greg MacKinnon  
**Present:** Craig Faessler, Ben Waldman, Greg MacKinnon, Will Johnson, Nate Larson, Duane Cleere, Scott Thomas, Melissa Rosas, Eric Boivin

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

A. Craig Faessler opened the meeting at 3:19 p.m.

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

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

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

A. Jack Tone is the last of Life Member certificates to present this year. This will likely happen at the February luncheon.

B. District 6 distributed two e-mails regarding district contacts, which Craig passed to Melissa.

C. Craig asked for happy hour locations:

- Wynkoop: location is fine
- Dave & Busters (I-25 & Colorado): good location; near light rail
- Great Northern Tavern (or somewhere in DTC)
- Hidden Lake Restaurant (68th & Sheridan): not really a convenient location

D. Craig asked for charities:

- Food Bank of the Rockies
- Salvation Army
- Seasons to Share – Companies that Care

It was moved that we donate \$1,000 to Food bank of the Rockies along with the food drive donations at the December 5th luncheon. Ben will check into the details of a donation.  
(Motion: MacKinnon; Second: Thomas; Passed unanimously)

Other discussion regarding donations:

- We can try adding a coat drive to the food drive at the next December luncheon; we should focus on charities that immediately use the items donated rather than selling them
- We can adopt several families (i.e. purchasing items from wish lists for a number of families)

E. Craig will forward to Ben Waldman a note from Allen Albers to the Section. Ben will forward the note and details of the food drive to the newsletter editors for publishing in the next newsletter.

**IV. Vendor Show: Will Johnson**

- A. The vendor show is ready to go.
- B. The venue is being expanded from the past shows; there are several vendors requesting multiple tables (capacity: 45 tables).
- C. Early registration deadline for vendors: January 5, 2009.
- D. Will noted that the value of the meals will be improved. For example, the beef dish will be stepped up a level for \$3 per plate.

**V. Vice President's Report: Ben Waldman**

- A. **December 5<sup>th</sup> Luncheon Meeting:** There were 90 attendees and revenue of \$2,815 and a cost of \$3,430.61.
  - Four boxes of non-perishable food items and \$20 were donated for the food drive. Ben will drop these off at the Food Bank of the Rockies.
  - Craig commented that we need to have salads and desserts plated prior to seating in order to speed things up.
- B. **February 27<sup>th</sup> Luncheon Meeting:** The Hampden Inn in Colorado Springs has been selected. The lunch will be buffet-style. It was noted that the buffet table needs to be loaded from both sides or there needs to be two stations. The topic will be: Union Bluffs/Austin grade-separated arterial intersection presented by CH2M Hill.
- C. From now on the vice-president will send the luncheon meeting details to both the Newsletter Editor and the Website Chair.

**VI. 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>\$13,760.74</b>
<b>Savings Balance:</b>	<b>\$4,446.50</b>
<b>Scholarship Fund:</b>	<b>\$7,796.92</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. \$500 was transferred from contingency to Membership Committee to fund profile lunches and committee activities.
- C. **Other:** Greg introduced the idea of possibly sending only one letter requesting sponsorship per year. Briefly, the concept was to develop levels of sponsorship:
  - Level 1: \$225 for recognition on website, in luncheon display, and in newsletter
  - Level 2: \$450 for Level 1 recognition plus recognition at golf
  - Level 3: \$1,000 for Level 2 recognition plus recognition for Ski Train (limit 3)

Nate noted that many smaller requests are easier to deal with. Eric suggested that the larger sponsorship could be broken into quarterly payments.

Greg will distribute the concept to the rest of the committee for consideration at the next executive committee meeting.

**D. Newsletter:**

- **Articles Due:** Articles due by December 26<sup>th</sup>.

- Ben noted that Bill Hange is interested in contributing a couple of Kurmudgeon articles. Ben will follow up with Bill.

**VII. Website Update: Duane Cleere**

- A.** Continuing to work with Edward on transfer of responsibilities.
- B.** Have been reviewing capabilities of some web designers.
- C.** Have been reviewing other ITE websites for ideas.
- D.** Other discussion:
  - Nate suggested that before a designer is selected they should participate in a roundtable discussion with the executive committee to field specific questions.
  - Melissa suggested that making the provision registering local affiliates on the website would be a desirable function.

**VIII. Committee Reports**

**A. Activities: Eric Boivin**

- The train is set and the member price was confirmed at \$55.
- Eric will have the website committee prepare the ski train webpage.
- Nate asked if it were feasible to include six or so interested members of the District 6 board. Eric will see if he can reserve 10 spots in an additional car. Eric asked Nate to get firm commitments from the District 6 board members.

**B. Technical: Scott Thomas**

- Scott has developed a backlog of newsletter articles for the Technical Interest column.
- Scott will talk with CDOT Research to see if there are any suitable research projects the technical committee could undertake.
- Scott will ask the Technical Interest column authors to also submit abstracts for the upcoming District 6 meeting.

**C. Legislative:**

- No update on the coordinating a meeting with WTS and the governor.
- Craig will contact Gene for a status update.

**D. Membership: Melissa Rosas**

- A letter has been drafted for the local affiliate billing. It will be sent out shortly.
- Nate suggested highlighting in the letter the benefit of local affiliate membership. Specifically, that the \$12 fee will save them about \$35 in luncheon fees over the year.
- There will be a profile for the next newsletter.

**E. Golf: Craig Faessler**

- Committee will meet in January to select a course. Looking at a June tournament.

**IX. District 6 Meeting Update: Nate Larson**

- A.** The abstract review committee is all set. Family night at Elitch Gardens has been set. The hotel will be ready.
- B.** Promotions are going well. Vendor and sponsor letters have been sent.
- C.** Need help with arranging technical tours.
- D.** A Local Arrangements Committee meeting will be set for the 2<sup>nd</sup> or 3<sup>rd</sup> week of January.
- E.** Registration starts in March.

**X. Adjournment**

A. Meeting adjourned at 4:40 PM.

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**Action Item Summary**

1. Eric to look into joint Happy Hour with ITE, WTS, ASCE.
2. Eric will have the website committee setup the ski train webpage.
3. Melissa will send out billing letters to local affiliates.
4. Melissa will continue to contact International regarding membership information.
5. Melissa will revise and distribute the local affiliate billing letters.
6. Gene Putman to coordinate with WTS and governor's representative to determine meeting date.
7. Craig will contact Gene for an update on his proposal at the November 7<sup>th</sup> meeting.
8. Craig will send Ben a copy of Allen Albers note.
9. Ben will send food drive info and Allen Albers note to newsletter editors.
10. Ben will drop the food bank donations at the Food Bank of the Rockies.
11. Ben will follow up on Bill Hange's offer to prepare a couple Kurmudgeon articles.
12. Ben will send luncheon detail information to Bart and Duane.
13. Greg will distribute the proposed sponsorship concept to the executive committee.
14. Scott will talk with CDOT Research.
15. Scott will ask technical article authors to submit abstracts for the District 6 meeting.