



Executive Committee Meeting Minutes
December 9, 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, Dave Hattan, Chris Vokurka, Joe Henderson, Bart Pryzbyl, Freddy He, Will Johnson, Aaron Heumann

B. Approval of minutes from last meeting – Chris Moved and Dave seconded approval of meeting minutes. Unanimous approval with changes discussed below

- a. Comments from Chris Sheffer received December 7, 2011
- b. Comments from John LaSala received December 8, 2011

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. Luncheon survey: more consultant than public response and more male than female respondents. Meal was ranked the lowest with regard to event satisfaction. Possibly look at other venues for future years; maybe even have a catered lunch in Denver Union Station. Comments provided regarding potential topics for next year. Question regarding charitable contributions and whether appropriate rather than use money for more scholarships or reduced cost to attend meetings.
 - ii. Charitable contributions: Chris let Aaron know if PayPal should be used for Rescate Ecuador or another means.
- b. Vice President's & Program Committee Report John La Sala
 - i. Program committee meeting in January
 - ii. December luncheon: 84 attendees, 1 attendee through GoTo Meeting from Wyoming reported system worked well using Emily's cell phone.
 - iii. Adaptive Signal Timing panel possibly in March for meeting down in Colorado Springs. Try to use different venue than Train Depot this year. Expert Witness presentation possibly in April or May depending on when the Meet & Greet being planned by Emily is held.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
 - i. Revised October treasurer's report to end on October 31.
 - ii. November treasurer's report: highlights include more sponsorship and section affiliate money came in along with ITE dues payment.
- d. Past President's and Website Committee Report Greg MacKinnon
 - i. Asking other past presidents about running for the open District Secretary/Treasurer position. No committed interest thus far.
 - ii. Website: well over 500 contacts in Constant Contacts due to inclusion of vendors. Resolved Candice Hein e-mail contact and need to send her a section affiliate notice. Wyoming DOT extensions have changed and need to be updated. Awaiting information from Bob K. about mentorship to add to website.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. April 12, 2012 event being planned with the Denver Mayor or CCD Public Works Director. Need to determine if luncheon or meet-n-greet. May be issue with obtaining a commitment in advance from the Mayor and whether the Public Works Director could provide more relevant information to the ITE membership.
 - ii. Potential for Happy Hour on Thursday, January 19, 2012 at Denver Beer Company. Consider moving to a date not so close to another ITE event.
- b. Awards Committee Dave Hattan
 - i. Transportation Professional of the Year solicitation starting in January. Add note to the next newsletter.
- c. Continuing Education Committee Joe Henderson
 - i. Could offer PTOE refresher course webinars, which are \$650 for the series. Need to determine if any membership interested possibly via an e-mail. Probably need 5-10 people interested to be cost effective.
 - ii. No other programs out right now.
 - iii. No plans to attend WES meeting in Sheridan in February 2012 due to expense and time required and lack of interest. Commitment to attend events in Laramie or Cheyenne. Sending an e-mail to Wyoming members closing the loop.
- d. Golf Committee Jeff Ream
 - i. No report.
- e. Vendor Show Will Johnson
 - i. At Arvada Center again this year on January 20, 2012. Have contract in hand for review but ITE never signs.
 - ii. Pre meeting presentations in the morning, if possible, to be determined. Event Open at 11:00 AM and close at 2:00 PM.
 - iii. Request for more vegetarian selections. Fewer hors d'oeuvres. Provide coffee and lemonade in addition to water and ice tea.
 - iv. Vendor reservations taken until January 4, 2012.
 - v. We will take reservations until the Tuesday before the event from membership.
 - vi. Provide vendor logos and web links on the ITE website for those who sign up for a booth.
- f. Membership Committee Rich Follmer
 - i. One Section Affiliate application this month for Ian Chase of DEA. Find out if company pays for national memberships.
 - ii. Possibly revise membership application to let people know that companies often times pays for memberships and to provide more information on national ITE such as a link to their website.
- g. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. Still need to make payment to Adam Hange. Possibly at the January Vendor Show. Maybe send real check ahead of time; contact Bill Hange to find out where to send check.
- h. Student Liaison Freddy He / Chris Vokurka
 - i. No report.
- i. Technical Committee Nitin Deshpande
 - i. No report.

E. Old Business

- a. Symposium Status Chris Sheffer
 - i. Heard from other groups except ITS and all in agreement not to host symposium this year.
- b. Committee positions..... Chris Sheffer
 - i. Still looking for Activities Coordinator and Legislative Chair.
- c. April luncheon John La Sala
 - i. Discussed previously.
- d. Expert Witness presentation..... Chris Sheffer
 - i. Discussed previously.
- e. Local Affiliate applications update..... Chris Sheffer
 - i. Discussed previously.

F. New Business

- a. March and May luncheon agenda..... John La Sala
 - i. Discussed previously.
- b. Activities for January and April Chris Sheffer
 - i. Discussed previously.

G. Announcements

- a. Newsletter Articles and Deadline Bart Pryzbyl
 - i. Articles due on December 23, 2011 but preferred earlier.

H. Adjournment - Meeting adjourned at 2:00 PM.