



**Executive Committee Meeting Agenda
December 10, 2010 12:00 – 2:00 PM
DRCOG
1290 Broadway
Wolf Creek Pass Conference Room**

A. Call to Order

- a. **Attendees:** Trung Vo, Will Johnson, Jeff Ream, Bart Przybyl, Greg MacKinnon, Chris Sheffer, Scott Thomas, Melissa Rosas, Chris Vokurka, Joe Henderson, Freddy He, Dave Hattan, Sarah Karjala, John La Sala

B. Approval of minutes from last meeting

- a. **Unanimous approval**

C. Officers' Reports

- a. President's Report Greg MacKinnon
- b. Vice President's & Program Committee Report Chris Sheffer
- i. 56 attendees at Dec luncheon; last year ~80
 - ii. Net loss ~ \$1,300 excluding speaker costs; also lost \$ at Oxford last year
 - iii. Program Committee
 - 1. HSM panel planned for March '11 luncheon
 - 2. Discussed notes from Oct committee meeting
 - a. Future possible speakers
 - b. General speaker plan for future years
 - 3. Discussion w/ Rhonda Young – possible presentation with UW students
 - a. In Jan., Rhonda will become Chair of ITE Education Panel
 - iv. Websites hits on videos have decreased dramatically
 - 1. Instead, use webcam? Chris will investigate
- c. Secretary/Treasurer & Communications Committee Report John La Sala
- i. Reviewed Dec. treasurer's report
 - ii. Update Quicken since official financial records saved there
 - iii. Changed newsletter deadline to Dec. 17
 - iv. Why attendance down in December? – Melissa said that ITE used to be the "in-thing" in Dec.
- d. Past President's Report Ben Waldman
- i. Greg spoke for Ben
 - ii. Bylaws vote closes today – 26% of membership voted so far
 - 1. Dave & Joe volunteered to certify vote count

D. Committee Reports

- a. Activities Committee Eric Boivin
- i. Greg spoke for Eric
 - ii. Possible joint ski event w/ ASCE – carpool; ASCE will select date later
- b. Awards Committee Dave Hattan
- i. Transportation Professional of the Year – upload nomination form to website
- c. Continuing Education Committee Joe Henderson
- i. HAWK – 21 attendees at 2 venues (UCD, CSU)
 - ii. Possible training – Synchro, SketchUp, Dynus-T, TruTraffic
 - iii. Toolbox session – with several small subjects, i.e., SketchUp, etc.
 - iv. Event at Little America in Cheyenne on Feb. 3 & 4
 - 1. We'll put on a Section breakfast on Feb. 4
 - 2. Could subsidize Wyoming members and UW students

- 3. Decided to charge \$10 each
- d. Golf Committee Jeff Ream
 - i. Committee will begin meeting next month
- e. Legislative Committee Scott Thomas
 - i. Article in newsletter
 - 1. SAFETEA-LU narrowly passed the House and was stuck in the year-end legislative process. It is not expected to pass the Senate. A short-term gap measure is expected to be put in place until the session reconvenes next year.
- f. Membership Committee Trung Vo
 - i. Profiles will return with next newsletter
 - ii. Trung will inform local members (Section only) to send payments to Treasurer
 - iii. Voting members will be updated
 - iv. Update membership form in newsletter w/ Trung's name
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Committee meeting – Freddy, Chris & Melissa
 - 1. Divided duties
 - ii. Scholarship applications
 - 1. New form – comments will be added
 - 2. Obtain permission and informational input from families of Jack Bruce & Al Pepper
 - 3. Scholarship form should be evaluated annually
 - 4. Increase awards
 - 5. Melissa will update form before next EC
 - iii. Chairs and all Liaisons will be part of EC – unanimous approval
- h. Technical Committee Nitin Deshpande
 - i. No report
- i. Website Committee..... Duane Cleere
 - i. No report

E. Old Business

- a. Section membership survey Greg MacKinnon
 - i. Greg asked for feedback
 - ii. Greg will include today's comments and plan to send early next year using ConstantContact or SurveyMonkey
- b. Scholarship & Guidance Committee Role Definition..... Melissa Rosas
- c. Proposed Scholarship Policies Melissa Rosas
 - i. Covered under Scholarship Committee report
- d. Confirm purpose of accounts/funds John La Sala
 - i. Tabled until next EC, but will cover:
 - 1. Regular checking account
 - 2. Scholarship Fund
 - 3. Certificate of Deposit & Regular savings account
- e. Trial for Section event registration service Duane Cleere
 - i. Trial for meeting registration (this EC) – will wait for Duane to report
- f. Files management, sharing, and archiving..... Greg MacKinnon
 - i. Google Docs for file sharing and archiving – 1GB limit at no charge; \$5/yr. for 20GB
 - ii. Decided to use this service since it is economical and user-friendly

F. New Business

- a. Vendor Show Update – luncheon format Will Johnson
 - i. 15 vendors so far
 - ii. Suggests format change
 - 1. Heavy o'doeuvres & buffet to encourage people to walk near all vendors

2. Begin at 9 am with vendor presentations – could have cont. breakfast
 3. Prize drawing – must visit all vendors to qualify
 4. Vendors could sponsor food stations
 5. Paypal is setup - Will planning to send announcement of vendor registration next week
- iii. Freddy He volunteered to assist Will
- b. Should we register as a non-profit organization?John La Sala
 - i. At the April 2011 board meeting, ITE international may decide to pursue a group tax-exemption through the IRS.
 1. If the group exemption is sought and obtained, then all entities under their umbrella would also be considered tax exempt, i.e, including Districts, Sections, and Chapters.
 2. If the Board does not wish to pursue a group exemption, then our Section will need to utilize ITE's legal assistance in order to apply for our own 501(c)(3) exemption.
 - ii. Action item – contact Peter Frenz in late April, when he will know the Board's decision.
- c. Charitable Giving update.....John La Sala
 - i. Donations tendered to and received by Hermanitas, and Sam Sandos Christmas Baskets
 - ii. Waiting for Girls with PI to setup account – decided to continue to wait and donate to them when account setup
 - iii. Chris donated food donations from Dec. luncheon to Food Bank of the Rockies
 - d. Table Survey Results.....Greg MacKinnon
 - i. Presentation & speaker received high ratings
 - ii. For future meetings: if speaker in front of window, may need to block window in order not to distract visibility
 - e. Confirm the table survey for Vendor Show.....Greg MacKinnon
 - i. Could handout surveys at the registration table

G. Announcements

- a. Newsletter articles and contributions due December 17th Bart Przybyl

H. Adjournment