

## MEETING MINUTES

### COLORADO/WYOMING EXECUTIVE COMMITTEE

Jacobs Engineering, Denver

December 11, 2009

**Meeting Chair:** Ben Waldman

**Minutes By:** Sarah Karjala

**Present:** Ben Waldman, Melissa Rosas, Kari McDowell, Sarah Karjala, Dave Hattan, and Will Johnson

**I. Introduction.** Ben Waldman opened the meeting at 12:00 p.m.

**II. Meeting Minutes.** Minutes from the last executive committee meeting were approved.

**III. President's Report. Ben Waldman**

- A. Wyoming Engineering Society Feb 4<sup>th</sup> & 5<sup>th</sup> Annual Meeting in Laramie:** Ben and Chris plan on attending and setting up an ITE booth at the WY Engineering Society meeting. The booth will cost \$200. The board voted and agreed to pay for the cost of the booth with CO/WY ITE funds. Ben will find out the registration fee for the conference and will email the board with that information. The board will vote via email to approve paying the cost of the registration fees and mileage. Ben will contact Rhonda Young and Gene Wilson and will let them know that we are attending the conference. Melissa will provide a list of Wyoming ITE members to Ben and Ben will send out a mass email to the Wyoming members notifying them of our presence at the conference.
- B. Process to send out mass emails to membership:** Mass email responsibilities will be shifted in order to allow greater flexibility. Ben will create a proposal of the changes and the proposal will be discussed at the next executive committee meeting.
- C. UCD Student Chapter:** There is a professor at UCD, Wes Marshall, willing to be the ITE Student Chapter Coordinator. Ben provided this professor with the contact information of the UCD student who attended the December ITE luncheon. Ben will ask the professor to gauge the number of students interested in joining an ITE Student Chapter. If student interest is high enough, we will organize a kick-off meeting. Ben will refer the professor at UCD to Rhonda Young for ideas. Ben will invite the UCD professor to the next ITE executive committee meeting.
- D. Status of Facebook Group (Kari):** Kari has created a Facebook group for the CO/WY ITE Chapter. The site is currently unrestricted, so information may be viewed by anyone. The board agreed that one must be a member of the chapter in order to join the group and post messages on site. An email blast will be sent out to membership informing them of the site and how to become a member. A link to the Facebook site will be added to the CO/WY ITE website. Pending Duane's approval, Duane will be responsible for posting the content of ITE mass emails on the Facebook site. Kari will watch over and manage the content on the Facebook site.
- E. Symposium Status:** Concern was expressed regarding the fact that the Symposium will occur on Good Friday (April 2<sup>nd</sup>). WTS is in charge of the Symposium this year. Ben will contact Karl Packer in order to determine the status and our role in the Symposium.

**IV. Vice President's Report. Greg MacKinnon**

- A. Comments on December meeting:** There were 81 people in attendance at the meeting. Total revenue was \$2,450; total cost was \$3,750. There were 30 cans of food and \$20 in cash donated to the food shelf. It was recommended that next year a mass email be sent out the day before the meeting to remind attendees of the food drive. Also – consider requiring a food shelf donation in order to receive a drink ticket. There were 49 drinks served at the meeting, equaling \$9 per drink. The bar set-up fee was \$150. It was also recommended that the bar costs be negotiated next year such that, if a minimum amount is spent (e.g. \$500), then the bar set up fee is eliminated. Finally, consider having a happy hour after the luncheon next year.
- B. Bylaws subcommittee meeting next week:** The meeting will take place on Wednesday of next week.
- C. May Meeting Idea:** Consider having the May meeting at an Improv comedy club. Greg is looking in to the cost.

**V. Secretary/Treasurer Report. Chris Sheffer / Sarah Karjala**

- A. Account balances:** The treasurer's report to be published in the next newsletter was passed around and checked for accuracy.

**VI. Vendor Show Update: Will Johnson**

- A. Status and options to reduce costs:** There are 5-6 vendors currently registered. Vendor registration is currently available on the website. This year, private consultants and vendors will be contacted and asked if they are able to cover the registration fee of a public sector employee. Sarah will send the list of ITE sponsors to Dave Hattan. Dave will contact the sponsors and determine if any are interested in paying the registration fee of a CDOT employee (\$20 each). Will will contact the vendors to determine if any are interested in doing the same. Ben will contact CDOT to determine how many CDOT employees are interested in attending the meeting.

A separate link will be needed on the website for public sector employees to register for the meeting (at no cost). If there are more public sector employees than sponsorships, the sponsorships will be given to each agency in proportion to their attendance at last year's show. There will be no silent auction this year for the students; Ben will notify Rhonda of this decision.

**VII. Newsletter Articles and Deadline. Bart Pryzbl/Kari McDowell**

- A. Articles Due:** Articles due on Christmas Day to Kari.

**IX. Website Update. Duane Cleere**

October and December videos are missing. Sarah will mail the December ITE meeting to Duane this week. Chris had trouble downloading the October meeting from his camera. Duane is setting up a Vimeo account to play the videos. Duane is also looking into setting up a Paypal account for the chapter, thus relieving Edward Stafford of that role.

**X. Membership Committee – Melissa Rosas**

Ben, Chris, Greg, and Melissa spoke with Jennifer Chiles at ITE National. Based on this meeting it was determined that the Wyoming esteemed colleague list (granting free ITE membership) needs to be updated. This list was passed around the table for comments. Melissa is will now maintain two separate membership lists. One will be for ITE national members. The other will be for local affiliate members, sponsors, and key contact persons at companies.

**XI. Continuing Education Committee – Karl Packer**

It was recommended that CO/WY ITE host a ½ day course on pedestrian signals, similar to the most recent ITE webinar. ITE national can organize the presenters if we provide food and a venue. Will forward the contact information for the person who can organize the course to Ben.

**XII. Technical Committee – Scott Thomas**

**XIII. Awards Committee – Dave Hattan**

**XIV. Activities Committee – Eric Boivin**

**A. Ski Bus:** Ski bus sign-up will be posted on the website this week.

**B. Poker Event**

**XV. Golf Committee – John Seyer**

**XVI. Scholarship & Career Guidance Committee – Scot Lewis**

**XVII. Legislative Committee – Dave Krauth**

Dave Krauth will have a legislative article written before Christmas.

**XVIII. Activities Report Coordinator – Sarah Karjala**

The report is due in approximately mid March. Sarah will investigate the exact date.

The meeting was adjourned at 2:00.