



**Executive Committee Meeting Agenda
December 15, 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 12:16 PM. Those in attendance included:*

<i>Lou Davenport</i>	<i>Duane Cleere</i>	<i>Susi Marlina</i>	<i>Rich Follmer</i>
<i>Victoria Edington</i>	<i>Lisa Truong Nguyen</i>	<i>John LaSala</i>	<i>Rachel Ackermann</i>
<i>Alvin Stamp</i>	<i>Evan Brigham</i>	<i>Devin Joslin</i>	<i>Alex Larson</i>

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

C. Officers' Reports

a. President's Report Lou Davenport

i. ITE Leadership Webinars

- *Lou and Duane took the ITE Leadership Orientation webinar on Monday (12/11).*
- *Alvin and Susi plan to take the webinar on Tuesday (12/19).*

ii. Southern Colorado ITE Breakfast

- *Karen led a meeting for the Southern ITE Colorado member on Thursday (12/14), there were five attendees at the meeting. They agreed to continue have regular meetings, discussed that potentially Colorado Springs will start a chapter, and eventually plan to show everyone what they are doing there.*
- *Lou asked Duane if the plan was to let ASCE handle everything for the luncheon again. Duane agreed.*

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

i. December 8th (Denver Metro) Meeting Recap

- *Duane reported that the Holiday luncheon at Denver Downtown Aquarium was a big success:*
 - *A lot compliments from a lot of people.*
 - *There were close to 120 people in attendance (about 33 percent more than last year).*
 - *Some of the extra expenses were coming from the 20 additional attendees, and alcohol was not included in the contract.*
 - *The speaker was very engaging.*
 - *We received eight bags for the charity (about twice as many as last year)*
 - *The facility was great. They were responsive about everything.*
- *John LaSala mentioned historically December is the luncheon with the biggest cost.*
- *Duane's next luncheon responsibility is in May 2018.*
- *Duane wanted to integrate the membership and constant contact, customize a little bit and maybe we can automate the membership, so the people can see their membership status and there may be possibly to put a small compact machine during the event to check-in for registration.*
- *Lou mentioned the new ITE rule, but even if we cannot have "Local Affiliate", we still can change the name to Local Sponsor, a Friend of ITE, or anything. We can make it work; we may need to change the name. John LaSala said most of public agencies don't get reimbursed for being a National ITE member.*
- *Rich spoke about saving time for the Secretary-Treasurer (for only \$10 difference between member and local affiliate). This was later clarified. There is no difference in cost between member and local affiliate. The difference is \$10 more for a non-member. Lou and Duane talked about timing of payment (paying for an extra fee at door during the event or not).*

- *Currently, we have approximately 54 Local Affiliates.*
- ii. Section Taxes
 - *No Updates*
- c. Secretary/Treasurer & Editorial Committee Report Susi Marlina
 - i. FY2018 Charitable Contributions
 - *\$1000 each was donated to Colfax Community Network and Denver Section Engineering Without Borders on December 1st, 2017.*
 - ii. November Treasurer's Reports
 - *Susi gave treasurer's budget overview for November 2017 to the group. Overall, so far we have spent a little bit more than last year with the Western Slope and December Luncheon. Duane mentioned the Section has a \$5,000 buffer.*
 - iii. Survey Results (Western Slope Luncheon)
 - *64% attendees were non-members, 28% member and 8% ITE fellows. 60% of the attendees were from a public agency, 30% from a consultant and the rest were from education. More than 70% thoughts that there were good presentations and speakers. The reason to attend because of the price, followed by location, presentation and presenter.*
 - *Received comments: hard to see projector, suggest a darker room with shades, presentations were very informative, but a bit long, it's great to be with engineers and good luncheon.*
 - *Jody Kliska is the Winner Survey Drawing. She would like to donate the prize to the CO-WY ITE scholarship fund.*
 - *Lou asked Susi to send the feedback to Kari McDowell.*
 - iv. Survey Results (December Luncheon)
 - *Susi has not closed December Luncheon Survey.*
 - *Appears to be a good mix of attendees, 50% were from a public agency and 50% were from a consultant/vendor*
- d. Past President's Report(Not Present) Ryan Germeroth
 - i. CDOT Agency Membership
 - *According to Lou, Ryan has no updates regarding the CDOT Agency membership.*
 - ii. Document Updates
 - *Lou mentioned that at some point we need to update the Executive Committee Handbook.*

D. Committee Reports

- a. Vendor Show..... Alex Larson / Brian Staley
 - i. 2018 Vendor Show Update *Alex gave updates regarding a Vendor Show preparation:*
 - *Traffic Signal control will sponsor pastries for breakfast.*
 - *Vendor registration has already opened. Some vendors have sent the logo and product line to the Vendor Show coordinators, and we post it on the Section's website.*
 - *Cash bar will be provided.*
 - *Brian has worked on the contract and venue coordination and needed to pay a deposit of \$800. Susi wanted to see the contract before sending a check to the venue coordinator.*
 - *As far as promoting a Vendor Show, Alex wanted Greg to post it in the Social Media.*

- *Since this year is the first time for Alex and Brian to coordinate this event, they plan to keep it simple and a lot of ideas for next year such as a bar sponsor, giveaways, etc.*
 - *Susi will coordinate with Brian and Alex regarding the payment method for the registrants.*
- b. Website Committee Report.....Andrew McFadden / Evan Brigham
- i. Update Calendar
 - *Upcoming events are Vendor Show, Meet ‘n Greet and Ski Trip.*
 - *Save the date for the Southern Colorado (March event).*
 - *Website will have January, February and March events posted.*
 - *Lisa has coordinated with Andrew about Meet ‘n Greet event and Ski Trip and planned to phase the announcements.*
 - *Duane mentioned it will be nice if Andrew and Evan have their own schedule regarding the time to put the event announcements.*
 - ii. Other Updates?
 - *Lou will ask Karen about dates for the ITE regular meeting in Colorado Springs.*
- c. Western Slope Luncheon Meeting.....(Not Present) Kari McDowell Schroeder
- *No Updates*
- d. 2018 Western District Meeting (Not Present) Ben Waldman / Aaron Heumann
- i. Website is live!
 - *Website is live and anyone can check it out.*
 - ii. Call for abstracts – due Jan 19th
 - *Call for Abstract has started.*
 - iii. Registration – early until Feb 1st
 - iv. Sponsors and vendors – first come first serve
- e. Activities CommitteeLisa Truong Nguyen
- i. ITE/ITS Happy Hour
 - *Lisa mentioned that no happy hour planned either May or June 2018. It can be a joint happy hour with WTS again for watching the Rockies game, maybe hike happy hour.*
 - ii. February Meet ‘n Greet
 - *Lisa updated that as of December 15, 2017, there are 12 companies committed to be Meet ‘n Greet Sponsors. We are ahead of schedule this year. The keynote speaker will be Eulois Cleckey, Director of Public Works for the City and County of Denver.*
 - *Susi sent a check for venue deposit.*
 - iii. WTS/ITE Ski Train/Ski Bus
 - *WTS/ITE Ski bus will be held on March 24th, 2018. Susi will reserve and pay buses. WTS will pay their portion after the event (split the cost between ITE and WTS).*
 - *Lisa mentioned that WSP will be the breakfast sponsor.*
- f. Activities Report Committee.....Devin Joslin
- *Due in April.*
- g. Awards Committee John La Sala
- i. Transportation Professional Memorial Recognition Award (December Meeting)
 - *John mentioned he got positive feedback about this award.*

- ii. Transportation Professional of the Year (May Meeting)
 - **John said he rarely gets a nomination from newsletter, usually either from EC or award committee. Once they get the nominee, Rich will interview them for the newsletter by late April.**
- h. Continuing Education Committee **(Not Present)** Vivek Goswami
 - i. Any other suggestions?
 - **Lou asked any suggestions/ideas for training, webinar, or anything related to continuing education.**
- i. Golf Committee **(Not Present)** Chris Hopkins
 - **No Updates**
- j. Legislative Committee.....Rachel Ackermann
 - **Rachel couldn't find anything for Wyoming Legislative.**
- k. Membership CommitteeRich Follmer
 - i. Wyoming Engineering Society Meeting (WES) (\$375)
 - **Rich asked the EC whether the CO-WY ITE Section will have a booth during the Wyoming Engineering Society Event. EC agreed to pay a conference fee and will discuss the logistics and accommodations later.**
 - **John Hansen and Rich will attend WES.**
 - ii. Local Affiliate Memberships – Notifications?
 - **Rich will send emails for renewing Local Affiliate Memberships. They can pay the renewal by either send a Check to Susi or electronically via PayPal. Susi mentioned that she can send them a PayPal invoice when they request it.**
 - iii. Luncheon Pricing – Updates?
- l. Mentoring Program Committee **(Not Present)** Jon Larson
 - i. No updates from WTS
- m. Newsletter Committee **(Not Present)** Brian Staley
 - **Articles due by December 8th, 2017.**
- n. Scholarship & Career Guidance CommitteeAlvin Stamp
 - **Alvin needs to send his photo to Brian and Andrew.**
- o. Section ScribeDevin Joslin
 - i. New camera?
 - **Devin will check an ITE existing camera.**
- p. Social Media..... **(Not Present)** Greg Baker
 - **No updates.**
- q. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
 - i. Updates
 - APA Lead
 - Grand Hyatt Downtown – April 6th
 - Kick-off meeting next week
 - **This year will be Kari's last year as an ITE representation for the Spring Transportation Symposium.**
 - **Lou will have a meeting with others. He will keep us posted.**
- r. Student LiaisonVictoria Edington / Chris Vokurka
 - i. Student of the Year Award Discussion
 - Flyer
 - **Greg suggested the flier to be eye catching if it's being posted on campus. Victoria mentioned that the flier not to be posted on the school.**

- *The winner of the award will receive a plaque and a \$500 monetary prize at the May CO-WY ITE Section Luncheon. The winning nomination will be forwarded for consideration for the ITE Western District Outstanding Student Award, and additional monetary aid towards attending the Wester District Annual Meeting will be provided.*
 - Reviewers
- *The advisor/supervisor/professor (and/or Student chapter) will nominate a student for this award.*
- *Alvin, Chris and Alex will be the reviewers.*

s. Technical Committee **(Not Present)** John Hansen

i. Potential Project - FYAs

- Discretion
- Committee Recruitment
- *John has talked to Alex. He is going to bring some ideas and involve other parties such as agency and consultant.*

E. Old Business

- *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.*
- *EC agreed to crowd source among the ITE members by posting it in the newsletter and reaching out to companies.*

F. New Business

- *Past Meeting Section on the website needed to be updated. Susi will send all 2016-2017 presentations to Andrew and Evan. Duane will follow up the rest of 2017-2018 presentations.*

G. Announcements

- a. Newsletter Articles Next Deadline **December 18th** Brian Staley
- b. Next EC Meeting **January 25th** Lou Davenport

H. Adjournment *The meeting was adjourned at 2:10 PM.*