



**Executive Committee Meeting Minutes  
December 18, 2014 11:30 AM – 1:30 PM  
Aurora City Hall - Eagle Room, 4<sup>th</sup> Floor  
15151 E Alameda Pkwy  
Aurora, CO 80012**

**In Attendance:** Chris Sheffer, John LaSala, Rich Follmer, Greg MacKinnon, Vivek Goswami, Anna Bunce, Aaron Heumann, Will Johnson, Ryan Germeroth

**A. Call to Order 11:53AM**

**B. Approval of minutes from last meeting Aaron moved to approve and Chris S. 2<sup>nd</sup>. Minutes were approved.**

**C. Officers' Reports**

- a. President's Report ..... Anna Bunce
  - i. Section Charity Donations?
    - Engineers without borders? To Colorado section or chapter
    - Food Bank of the Rockies
    - Give \$1000 to each
    - Ryan will make sure the donations are made before the end of the year
- b. Vice President's & Program Committee Report ..... Freddy He
  - i. December meeting recap (likely to be covered by Aaron/Ryan)
    - 105 signed up and 97 attended
    - Size of venue was a concern as was presentation delivery
- c. Secretary/Treasurer & Editorial Committee Report ..... Ryan Germeroth
  - i. November Treasurer's Report
    - Ryan presented budget report
    - Question about balance totals and how much we are losing on luncheons. It averages about \$500 per lunch
- d. Past President's Report ..... Aaron Heumann
  - i. Section Policies Document
    - Does the update of the handbook with regard to the Past President's responsibilities need to be approved by the membership?
    - Is there an update needed to the charter?
    - Aaron will be looking into these two questions and will be including updates to the policies he has received.

**D. Committee Reports**

- a. Activities Committee ..... Emily Gloeckner
  - i. 2015 Meet and Greet—set for Thursday 2/19 from 5:30pm to 7:30 or 8pm: committed attendees include Jose Cornejo (CCD PW Director); Lesley Thomas (City Engineer); George Delaney (Director of Operations). Waiting to hear back from Crissy Fanganello (Director of Transportation) and Tykus Holloway (Director of PW Planning).
  - ii. Looking at two sites: Hotel Monaco (Panzano provides food and is downtown); Colorado History Museum (has a parking garage but is \$2k more). McNicols event space not available for that date. Feedback from EC on preference for one site over the other?
    - Group is leaning toward Hotel Monaco due to cost. Make sure to provide appropriate way finding prior to the event.
    - Greg asked about checking out Union Station as a potential site?
- b. Awards Committee ..... John La Sala
  - i. Ryan will ask Bob Watts about when he would like to receive his Lifetime Member certificate
- c. Continuing Education Committee ..... Chris Sheffer

- i. ITE cycling and pedestrian crowd sourcing webinar on January 20<sup>th</sup>
    - ii. Chris will be getting information together for distribution to the membership
    - iii. Chris suggested using a room at Jacobs' downtown office
    - iv. Chris is changing jobs to Jacobs. He starts on January 19th
  - d. Golf Committee .....Chris Hopkins
  - e. Vendor Show.....Will Johnson
    - i. Arvada Center confirmed, 1/23/15
      - Price for Arvada Center increased a little. First price increase since 2008. Will is going to find out in early January what that means for the overall cost.
      - Ryan will dig up vendor list from last year and provide to Will to assist with obtaining additional vendors if needed.
      - Will has received requests from vendors who want to provide presentations on technology. Maybe we start the vendor show early in order to accommodate some of these presentations.
      - Will expects we will have enough vendors sign up to cover the costs. So far we have collected \$6400 of income.
      - Will is going to provide an update in early January of status.
  - f. Website Committee Report ..... Greg MacKinnon
    - Working on past meeting summaries. Freddy will follow up with Greg on files that are missing. Ryan will see what presentations are on Section laptop.
    - We have 2 months of Constant Contact left with one month being December. Greg will continue evaluation of Mail Chimp.
    - Anna proposed continuing with Constant Contact on a month by month basis if need be.
    - Greg will be posting the Section Policies to the website once Aaron has finalized them.
  - g. Membership Committee ..... Rich Follmer
    - i. Outreach to WY and Western Slope members update—recap for those not on email chain
      - Rich provided an update of the outreach effort to the Western Slope and Wyoming.
      - Wyoming is looking to organize an ITE event in coordination with the Wyoming Engineer's Society meeting in Cheyenne on February (5 & 6). Rhonda Young will be leading the effort. Rich will be trying to attend the meeting. Hopefully one of the officers can attend as well? Can/should the Section sponsor rep(s) to attend the meeting? EC will discuss further at January EC meeting.
      - Western Slope, 5 people responded with interest of taking the lead to organize a meeting. Rich has encouraged them to get together and determine when and where they want to have it. Several locations were suggested; Rich will convey to the western Slope members that, if the first meeting is successful, regardless of location, meetings can be held in varying locations over time.. Rich will be following up with them to let them know that it's not a one-time thing.
      - Will suggested having the August EC meeting on the Western Slope and invite the membership in the area to attend. Anna raised concerns about travel and costs for EC members.
  - h. Scholarship & Career Guidance Committee ..... Alex Larson / VACANT
    - i. New mentoring chair needed!
    - ii. As far as a scholarship update: Nick's scholarship check was handed to him at the section luncheon. Checks were mailed to Kim and Nicole on Sat. Going through the first year now, Alex kept a checklist of things for moving forward next year, including notes for a few tweaks to the application. Hopefully that will make things run more smoothly.

- iii. Update on travel stipends for student attendance at Feb student event in CA
  - It sounds like there was only interest from one person at UCD, but it turns out that the timing will not work out for him. Nobody from Univ of Wyo was going either, according to Chris.
- iv. Update on Greg M proposal to:
  - “have graduating students: 1) complete the form to transfer to members with their valid contact information and 2) have the Section submit and pay for the student’s transfer to Member. I believe that this is a commitment of \$30 per student ([http://www.ite.org/membership/membership\\_fees.asp](http://www.ite.org/membership/membership_fees.asp)). This should be sufficient incentive for compliance. Perhaps this greater coordination will also allow improved tracking of students in the other situations”
  - Feedback from student chapter liaisons?
    - a. Lisa checked at UCD—some interest, not overwhelming response. Typically 1-5 students graduate per semester, so probably not a large cost for the Section but with good potential benefit. She is happy to follow up or ask more if desired.
      - i. Anna proposed that we try this out for the year (calendar year 2015) and see how it goes. Funds would come from the Scholarship account. Aaron moved to approve and Greg 2<sup>nd</sup>. Approved with one abstention.
- i. Student Liaison ..... Lisa Truong / Chris Vokurka
  - i. UCD: hosted Car2Go for a lunch meeting in Nov. WTS Colorado officers hosted in early Dec—planning in the early stages for UCD WTS student chapter. Question regarding potential creation of a joint ITE/WTS student chapter—thoughts from EC?
  - ii. “I believe to hold the integrity, the ITE Student Chapter would remain under the ITE name. However, since the pool of students that would join each organization is fairly similar, I encouraged them to seek some joint/collaborative events. From what I took away, there was a female student in the Planning department who was interested in spearheading WTS (she isn’t a current ITE officer); additionally, Dr. Wes Marshal (CU Denver’s faculty advisor), offered to provide guidance and recommendations for faculty support to WTS. I’ll try to stay in the loop and will let the EC know if anything else comes up (or if we need to resolve any potential conflicts).”
- j. Technical Committee ..... Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
- l. Legislative Committee..... Scott Thomas
- m. Social Media..... Lisa Truong
  - i. Averaging 1-2 postings per week for page, including all section news/events, some Western District news, and other random transportation items—planning to add photos from the Nov and Dec meetings soon.
- n. Section Scribe ..... Lou Davenport
- o. Spring Transportation Symposium..... Kari McDowell Schroeder

**E. Old Business**

**F. New Business**

**G. Announcements**

- a. Next EC Meeting **January 30** ..... Anna Bunce
- b. Newsletter Articles Next Deadline **December 26** ..... Bart Przybyl

**H. Adjournment 1:35PM**

**I. Action Items**

- a. Ryan will make sure the charity donations are made before the end of the year

- b. Aaron will be looking into the need for updating the Past President's duties in the handbook and charter. He will also be including comments to the policies he has received.
- c. Ryan will ask Bob Watts about when he would like to receive his Lifetime Member certificate
- d. Chris will be getting information together for distribution to the membership about the upcoming crowdsourcing webinar in January
- e. Ryan will dig up vendor list from last year and provide to Will to assist with obtaining additional vendors if needed.
- f. Greg is working on posting past lunch meeting summaries on the website. Freddy will follow up with Greg on files that are missing. Ryan will see what presentations are the on Section laptop.
- g. Greg will be posting the Section Policies to the website once Aaron has finalized them.