



**Executive Committee Meeting Agenda
 December 19, 2013 12:00 – 2:00 PM
 Greenwood Village City Hall
 Community Room
 6060 S Quebec Street
 Greenwood Village, CO 80111**

A. Call to Order: 12:10 pm

In Attendance: Aaron Heumann, Anna Bunce, John La Sala, Chris Vokurka, Bill Hange, Steve Pouliot, Will Johnson, Bob Kochevar, Greg MacKinnon, Rich Follmer, Freddy He.

B. Approval of minutes from last meeting: *Steve moved to approve, Bob seconded. Minutes were approved unanimously.*

C. Officers' Reports

- a. President's ReportAaron Heumann
 - i. December 40th Anniversary Meeting Table Survey (**Electronic**): *Free-of-charge online surveys are limited to 10 questions, 100 respondents.*
 - ii. Extra 40th Anniversary Picture Frames:
 - 1. *A few boxes of frames remain. Considering handing them out (members who didn't get one have priority) in later events such as a Colorado Springs luncheon, year-end event (in May 2014), etc. Bob suggested sending one to each WY member. This item was tabled for further discussion.*
 - 2. *Rich suggested sharing the group photo(s) on the website.*
 - iii. Section Charity Donations (\$2,000 Budget):
 - 1. *Toys for Tots' Toy Drive are 30,000 toys short so far.*
 - 2. *Last year donations went to Food Bank of the Rockies and Red Cross.*
 - 3. *Bob moved to donate \$1,000 to Toys for Tots and \$1,000 to Red Cross. Rich seconded. Approved Unanimously.*
 - 4. *Bob moved to, pending agreement by the Scholarship Committee Chair, donate \$500 surplus of this year's scholarship awards to the Western District. Chris V. seconded. Approved unanimously.*
 - iv. 2018 District Conference Draft Letter Application Discussion (see Old Business):
 - 1. *Ben helped put together an interest letter.*
 - 2. *Seattle has expressed interests to the district.*
 - 3. *The Section submitted application multiple times before hosting in 2009.*
 - 4. *Ski resorts could be a selling point as a family destination.*
 - v. Chuck Huffine concerns with CO/WY Section member involvement at the District level.
 - 1. *Section officers had extensive discussions with Chuck and Karen Aspelin regarding Chuck's concerns which are considered as having been resolved.*
- b. Vice President's & Program Committee Report Anna Bunce
 - i. December Luncheon Recap:
 - 1. *85 registered, total attendance was approximately 80.*
 - 2. *Received multiple positive feedbacks from attendees.*
 - ii. March (Colorado Springs) & May (Denver Metro) Luncheon Ideas
- c. Secretary/Treasurer & Editorial Committee Report Freddy He
 - i. November Budget Report
 - 1. *The Section had another strong month financially, with a net increase of \$3,208.55.*
- d. Past President's Report John La Sala

- i. *Still experiencing difficulty in transferring the Section's PayPal account from John to Freddy. Freddy expects to resolve this with PayPal soon.*
- ii. *John will make contacts to recruit Secretary-Treasurer candidates from the public sector.*

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. *2014 Meet and Greet (February 13, 2014): 5:30-7:30 main event. Two potential venues: Hotel Monaco (costs approximately \$6,000) and Wynkoop (costs approximately \$4,000).*
 - ii. *The EC reached a general consensus on Hotel Monaco for better setting and better food.*
- b. Awards Committee Bill Hange
 - i. *Bill needs nominees for Transportation Professional of the Year. Usually the award is given by the end of fiscal year, typically in the Section's May event.*
 - ii. *The list of previous award winners should be available on the website.*
- c. Continuing Education Committee Chris Sheffer
 - i. *Is ASCT Cost and Operationally Effective? Webinar Attendance (December 4, 2013): ten registered, seven in attendance in spite of the inclement weather.*
- d. Golf Committee (June 13, 2014)..... Chris Hopkins
- e. Vendor Show (January 24, 2014) Will Johnson
 - i. Update:
 - 1. *21 vendors have registered booking 22 tables.*
 - 2. *Venue: Arvada Center. Participants have enjoyed great services there in the last few years.*
 - 3. *Registration will open at least two weeks prior to the event. May push the end date from the typical Monday to Tuesday or Wednesday due to MLK Day.*
 - 4. *Consideration of an alternative venue for future events was discussed. One possibility is the venue facility of the owner of W.L. Contractors – one of the registered vendors. After a discussion all agreed that there is no conflict of interest involving W.L. Contractors.*
 - ii. Canned Food Drive?
 - 1. *Donation was very light in the Dec.40th Anniversary event.*
 - 2. *Will include the drive for the Vendor Show.*
 - 3. *A reminder should be sent out to members/Vendor Show participants one week prior to the event.*
- f. Website Committee Report Greg MacKinnon
 - i. *Format Update Status (postponed the discussion to the next EC meeting)*
 - ii. *Message Coordination Management Policy Status (postponed the discussion to the next EC meeting)*
- g. Membership Committee Rich Follmer
 - i. *Open to suggestions on candidates for membership profiles.*
- h. Scholarship & Career Guidance Committee Melissa Rosas / Bob Kochevar
 - i. *Scholarship Awards Recap*
 - ii. *Mentoring Program Responses*
- i. Student Liaison Mike Bowline / Chris Vokurka
 - i. *ITE RFP Opportunity: Student advisors at UWY and UC-Denver have been informed of the opportunity.*
 - ii. *Student Conference in San Luis Obispo, CA on February 15-17, 2014*
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee Dan Eybs
- l. Legislative Committee Steve Pouliot

- i. Legislators will be meeting again on MPACT 64 on January 10, 2014.
- m. Social Media Lisa Truong / Fritz Clauson
 - i. *Lisa is looking for ideas of enhancing section's social media.*
- n. Section Scribe..... April Wire
 - i. District Newsletter – Section Activities Report
- o. Symposium (April 4, 2014) Kari McDowell Schroeder

E. Old Business

- a. Section Mailbox..... Freddy He
 - i. The section mailbox has been purchased at a UPS store. The address is 1685 S. Colorado Blvd. Unit S-150, Denver, CO 80222.
- b. Goals for Section Funds..... Officers
- c. Continued Strategic Goals Discussion for 2013 – 2014 Aaron Heumann
- d. 2018 District Conference Draft Letter Application (Ben Waldman) Aaron Heumann
- e. Richard T. Romer Student Endowment Fund..... John La Sala

F. New Business

G. Announcements

- a. Next EC on Thursday, January 30, 2014
- b. Newsletter Articles & Deadline Friday, December 27, 2013 Bart Przybyl

H. Adjournment

I. Action Items:

- a. *Freddy to send the 40th Anniversary photos (original size) for Greg to post on Section's website.*
- b. *Aaron will send the survey questions for Greg to put on Survey Monkey's website and make announcement to members.*
- c. *Per meeting discussion, Aaron will revise the letter of interest for hosting 2018 Western District Annual Meeting and submit to Karen today.*
- d. *Bob to discuss with Melissa on donating the \$500 surplus of this year's scholarship awards to the Western District.*
- e. *John will make contacts to recruit Secretary-Treasurer candidates from the public sector.*
- f. *Freddy to make Section's donations to Toys for Tots (\$1,000 by check) and Red Cross (\$1,000 online payment)*