



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

*Ryan Germeroth      Lou Davenport      Duane Cleere      Freddy He*  
*Devin Joslin      Rich Follmer      Lisa Truong Nguyen      Brian Staley*  
*Victoria Edington      Alex Larson      Chris Hopkins      Andrew McFadden*

**B. Approval of minutes from last meetings (March and April)** *A motion was given by Ryan to approve the minutes, with a second by Lisa and Freddy. Minutes for both months approved.*

**C. Officers' Reports**

- a. President's Report..... Ryan Germeroth
- i. Annual Survey Questions
- Ryan to coordinate with Duane to get 600 survey up on Survey Monkey.*
  - Lisa provided a few minor comments.*
  - Ryan is to add a RMITS question.*
- ii. CDOT agency membership
- Ryan is to look into a CDOT statewide/agency-wide membership. Possibly a flat rate fee. Start by asking at HQ. These would be individual memberships. A potential selling point could be the 2018 Western District/Texas District meeting.*
  - Lou and Lisa expressed that this was a great idea.*
  - Rich asked what portion this Section would get from that fee and what the fee structure would look like.*
  - Brian mentioned this flat rate fee might be useful for Denver as well.*
- b. Vice President's & Program Committee Report..... Lou Davenport
- i. May Section Meeting Recap
- Lou was pleased with the facility and the meeting had good attendance.*
- c. Secretary/Treasurer & Editorial Committee Report ..... Duane Cleere
- i. April Treasurer's Report
- Duane went through the April budget report.*
  - Lou asked about the low attendance at the continuing education webinars.*
  - Duane asked about the portion of the golf proceeds that are to be transferred to the scholarship fund. He was told that 100 percent of the income after expenses gets transferred.*
  - Lou mentioned that the spring symposium check would be coming some time, but was unsure at this point.*
  - Brian said that Engineers Without Borders was still looking for donations.*
- ii. Section insurance webinar
- Duane gave a brief overview of the newly available Section insurance being promoted by International.*
  - Lou asked if events like the Symposium and Golf Tournament would be covered.*
  - Andrew inquired if the Section or other Sections had been previously sued.*
  - After discussion, it was determined that the Section would apply for General Liability coverage at this time. Directors and Officers coverage would be considered at a later date.*
  - Lou motioned to approve proceeding with a General Liability policy and the expense against budget. Freddy gave a second. Motion approved, with the expense coming from the Administrative line item.*

- d. Past President's Report ..... Freddy He
  - i. Teller Committee and Election Schedule
    - *Freddy stated that the Teller Committee consisted of Nitin Deshpande, Karen Aspelin, and Alex Larson.*
    - *The group briefly discussed candidates' proofreading of their profiles. It was decided that the Past President will remind candidates each year to proofread their submittal prior to sending them in.*

**D. Committee Reports**

- a. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
  - *Lou said there was good attendance this year, with a decent income.*
  - *Alex is working on getting the presentations.*
- b. Student Liaison ..... Victoria Edington / Chris Vokurka
  - *Victoria is to get in touch with Negar.*
- c. Technical Committee ..... *(Neither Present)* Nitin Deshpande/Jeet Desai
- d. Vendor Show..... *(Not Present)* Will Johnson
  - *Alex said there was no update for this. He also asked if the General Liability insurance would cover the alcohol at this event.*
- e. Website Committee Report.....Andrew McFadden
  - i. Membership database responsibilities
    - *After a quick discussion, it was decided that Rich, Andrew, and Duane would get together before the next EC meeting to discuss process and roles / responsibilities for the membership databases (International and LAFs).*
- f. Activities Committee..... Lisa Truong
  - i. WTS / ITE Rockies game
    - *Lisa provided a handout of the event and went over a few details. WTS would be fronting the cost, with COWYITE reimbursing after the event. There are 45 total available tickets, but they can order more.*
  - ii. Hike / brew tour / trivia night
    - *This event will likely happen in July. More information to come.*
  - iii. Bike tour
    - *This event will probably have a fall timeframe, like August or September. More information to come.*
- g. Activities Report Committee.....Devin Joslin
  - i. Annual Activities Report results
    - *Devin said he hadn't heard the results yet. Ryan stated he received the results – SoCal won for large section and San Diego for small section.*
- h. Awards Committee ..... *(Not Present)* John La Sala
  - i. Student of the year award
    - *Ryan asked that someone draft up guidelines for this award over the summer in time for the August EC meeting.*
    - *Freddy suggested that the Section get student feedback.*
- i. Continuing Education Committee ..... *(Not Present)* Vivek Goswami
- j. Golf Committee .....Chris Hopkins
  - i. 2017 Golf Tournament
    - *Chris gave an update on the tourney. So far 74 people had registered, of those 44 were confirmed and the others registered offline. They were behind with sponsorships.*

- *Andrew is to send out a reminder email. Chris said the numbers are due to the golf course a week before (by June 2<sup>nd</sup>).*
- *A consideration for next year – a lunch only option.*
- *Duane and Ryan planned to be there, but only for the announcements and awards. Chris said to be there around 1:00 PM.*

- k. Legislative Committee..... **(Not Present)** Scott Thomas
  - i. Looking for new chair?
- l. Membership Committee ..... Rich Follmer
  - *Discussion under website section.*
- m. Mentoring Program Committee ..... **(Not Present)** Jon Larson
- n. Newsletter Committee..... Brian Staley
  - *Brian had a question for Rich regarding the new Section logo work that FHU was going to do. Brian will send Rich the branding requirements information.*
- o. Scholarship & Career Guidance Committee ..... Alex Larson
  - i. Updated 2017 scholarship application
    - *Alex went through a draft scholarship application with the group. It was suggested that the Leadership award get increased.*
- p. Section Scribe ..... Devin Joslin
  - *No updates.*
- q. Social Media..... **(Not Present)** Greg Baker

**E. Old Business** *(None)*

**F. New Business** *(None)*

**G. Announcements**

- a. Next EC Meeting **Thursday June 15, 2017** ..... Ryan Germeroth
- b. Newsletter Articles Next Deadline **Friday June 9, 2017** ..... Brian Staley

**H. Adjournment** *The meeting was adjourned at 2:06 PM.*