



Executive Committee Meeting Agenda
June 15, 2017 12:00 – 2:00 PM
Rockyard American Grill & Brewing Company
880 Castleton Road
Castle Rock, CO 80109

A. Call to Order *The meeting was called to order at 12:17 PM. Those in attendance included:*

Ryan Germeroth Lou Davenport Duane Cleere Susi Marlina
Devin Joslin Rich Follmer Lisa Truong Nguyen Brian Staley
Chris Hopkins

B. Approval of minutes from last meeting *A motion was given by Ryan to approve the minutes, with a second by Devin and Brian. Minutes approved.*

C. Officers' Reports

- a. President's Report..... Ryan Germeroth
 - i. Annual Survey Questions (2nd Draft)
 - *Ryan incorporated Lisa's comments.*
 - *Duane asked about including the Vendor Show and Golf events. Those have not traditionally been included in the Annual Survey.*
 - *Lou asked if the summer activities questions were included. Yes.*
 - *Ryan asked that any further comments be sent to him by tomorrow the 16th.*
 - *Ryan will send the final survey questions to Duane to send out. He gave a reminder that SurveyMonkey will need to be upgraded for the month, then downgraded upon conclusion. It should be open for a month.*
 - ii. Annual Report
 - *Ryan will get started. It should be done in August. It will also include the Section Strategic Goals. Look for an email coming soon for assistance.*
 - iii. CDOT agency membership
 - *Ryan has not made much progress on this. He will report back over the summer or by August.*
- b. Vice President's & Program Committee Report..... Lou Davenport
 - *Lou reported that the fiscal year's programs are done.*
- c. Secretary/Treasurer & Editorial Committee Report Duane Cleere
 - i. May Treasurer's Report
 - *Duane went over the budget report for May.*
 - *Duane mentioned that the General Liability insurance had been acquired and was effective on June 1, 2017. Lou asked if that would cover the upcoming 2018 Western District meeting. Duane will follow up on that.*
 - ii. May survey results
 - *Ryan and Duane discussed the highlights of the May survey results.*
- d. Past President's Report (Not Present) Freddy He
 - i. Election results
 - *Ryan covered the election results. Susi Marlina will be the next S/T.*

D. Committee Reports

- a. Social Media..... (Not Present) Greg Baker
- b. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
 - *No updates.*

- c. Student Liaison *(Neither Present)* Victoria Edington / Chris Vokurka
 - *Ryan is to remind Victoria about developing the Student of the Year award and will ask her to provide an update at the August EC meeting.*
- d. Technical Committee *(Neither Present)* Nitin Deshpande/Jeet Desai
- e. Vendor Show..... *(Not Present)* Will Johnson
 - *Alex and Brian will be taking over the event for the most part.*
- f. Website Committee Report..... *(Not Present)* Andrew McFadden
 - *Andrew sent an email to Ryan with a few updates about what was discussed at the meeting with Rich and Duane.*
 - *The group also discussed the need to review drafts of emails to be broadcast to the membership. More reviews are to happen this upcoming year.*
- g. Activities Committee..... Lisa Truong
 - i. WTS / ITE Rockies game
 - *Lisa gave an update on the event. There are still nine tickets left. COWYTE will need to pay WTS about \$320 per the agreement after the event.*
 - *The upcoming happy hour will probably happen in August instead of July.*
- h. Activities Report Committee.....Devin Joslin
 - *The group talked about the general scoring of the Activities Report.*
- i. Awards Committee *(Not Present)* John La Sala
 - *Ryan and Victoria to coordinate with John about the Student of the Year award.*
- j. Continuing Education Committee *(Not Present)* Vivek Goswami
- k. Golf CommitteeChris Hopkins
 - i. 2017 Golf Tournament recap
 - *Chris provided an overview of the event. There were 116 people registered and two no-shows. About \$4,000 was collected for sponsorships. Roughly \$3,700 will go towards the student scholarships. Chris said there may be a need for a co-chair next year.*
 - *Rich asked about the locations, whether they alternate each year. Chris stated that they try to alternate south-central-north.*
- l. Legislative Committee..... *(Not Present)* Scott Thomas
 - i. Looking for new chair?
 - *Rich said that Rachel Ackermann from FHU will be taking over this committee.*
- m. Membership CommitteeRich Follmer
 - *Rich will be taking over the LAF membership database and will keep the DropBox information updated. There is still a need to discuss how to handle the international membership updates.*
 - *Ryan stated that he requested the international database monthly.*
 - *Concerning the luncheon fees, Rich suggested that we have one level fee. Lou said that doing so takes away any incentives to being a member.*
 - *Ryan suggested Rich look into other sections to see how they handle it.*
 - *Lisa brought up the fact that other organizations are open to anyone.*
 - *Duane talked about trying the enhanced version of Constant Contact for event registration, which may be able to incorporate membership info.*
 - *Rich, Duane, and Andrew to include Susi in the next membership meeting.*
- n. Mentoring Program Committee *(Not Present)* Jon Larson

- o. Newsletter Committee.....Brian Staley
 - *Brian asked about the logo work. No update on that from FHU. He also asked about when the new FY calendar would be ready. That will be determined in late July or early August.*

p. Scholarship & Career Guidance Committee..... *(Not Present)* Alex Larson

- q. Section Scribe.....Devin Joslin
 - *No updates.*

E. Old Business *(None)*

F. New Business

- a. New officers transition.....Lou Davenport
 - *The new officers will need to meet in late July to begin developing the new schedule.*
 - *Lou would like to keep using the FHU conference room for EC meetings. He will get in touch to reserve the room.*
 - *Current bank cardholders and Susi will need to go to the bank after the August EC meeting for card transitions.*
 - *Duane needs to meet with Susi to transition the S/T duties.*
 - *Duane to develop the FY 2018 proposed budget by the August EC meeting so that a vote can take place.*
 - *Lou still needs to get gift cards for the May meeting presenters.*

G. Announcements

- a. Next EC Meeting **TBD**..... Lou Davenport
- b. Newsletter Articles Next Deadline **TBD**Brian Staley

H. Adjournment *The meeting was adjourned at 1:45 PM.*