



**Executive Committee Meeting Agenda**  
**August 11, 2017 12:00 – 2:00 PM**  
**San Juan Conference Room, FHU**  
**6300 S. Syracuse Way, Suite 600**  
**Centennial, CO 80111**

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

*Ryan Germeroth      Lou Davenport      Duane Cleere      Susi Marlina*  
*Devin Joslin      Rich Follmer      Lisa Truong Nguyen      Brian Staley*  
*Vivek Goswani      Karen Aspelin      Ben Waldman      Rachel Ackerman*

*The meeting started with roundtable introduction.*

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

**C. Officers' Reports**

- a. President's Report ..... Lou Davenport
  - *Lou reported transition happened to the new elected officers: Lou, Duane and Susi met on Friday, July 28, 2017 to discuss FY 2018 CO-WY ITE schedule.*
  - *Volunteers on Section Committee: Lou mentioned that Alvin Stamp and John Hansen expressed interest to become more involved with CO-WY ITE Section.*
- b. Vice President's & Program Committee Report ..... Duane Cleere
  - i. 2017/2018 Schedule
    - *Duane presented FY 2018 schedule.*
  - ii. September 22<sup>nd</sup> Meeting
    - *The first 2018 section meeting is scheduled for September 22.*
    - *Duane will confirm location's availability (Top Golf Centennial), the second option is Maggiano's in the Denver Tech Center.*
    - *Karen will confirm who will be swearing in officers, as she might not be able to come due to jury duty.*
  - iii. October 5<sup>th</sup>-6<sup>th</sup> RMITS/COWYITE Joint Conference
    - *Lou discussed that ITS members will coordinate the RMITS/COWYITE conference. He will participate in some sessions. The conference format will be the same as last year.*
- c. Secretary/Treasurer & Editorial Committee Report ..... Duane Cleere & Susi Marlina
  - i. June / July Treasurer's Report
    - *Duane presented the budget report for June/July.*
  - ii. Projected Final FY 2017 Budget
    - *Duane went over the FY 17 budget. He walked through the cash flow sheet and the Treasurer's Report.*
  - iii. Proposed FY 2018 Budget
    - *Duane discussed the cash flow sheet and the Treasurer's Report.*
    - *After completing the August's budget and taxes, Duane will send the proposed FY 2018 budget to the executive committee for a vote.*
  - iv. Insurance Coverage for Symposium and Western District meetings
    - *Duane described that our insurance will cover the section for the Symposium and Western District Meetings as long as the number of participants is less than 1,000 people. If more than that, it will require a special insurance.*

- v. Final Transition and Wrap-up Items
  - *Lou, Duane, and Susi will go to the bank to transfer signature authority after the EC meeting.*
  - *Duane will meet with Susi to transition the S/T duties.*
- d. Past President's Report ..... Ryan Germeroth
  - i. Western District Annual Meeting Report
    - *Ryan attended the 2017 Meeting in San Diego. We won Western ITE's Fur-Line Pot of District's "Wisest and Windiest" Scribe.*
  - ii. 2017 Annual Survey
 

*Ryan discussed highlights of the Annual survey results.*

    - *A total of 100 individuals responded. Of those who responded, 42% were consultants, 38% were public employees and 20% were retirees, students and vendors. The locations of the respondents mostly from Denver metro area (77%).*
    - *82% of respondents were not able to attend at least one of the northern meetings in Loveland, the southern meeting in Colorado Springs, or the Mountains and Western Slope meeting in Glenwood Springs. Of these, 68% attributed the reason to the work time lost to attend, while the distance to the luncheon ranked second with 62%. Topics of the presentation came in as a distant third most cited reason by 15%.*
    - *For future Colorado luncheons, respondents indicated their attendance was more dependent on the presentation topic.*
    - *Join presentation and coordinate between ASCE and ITE would attract more people to come to both northern and southern luncheon.*
    - *Karen will get back to the officers for the Luncheon next year in Colorado Springs.*
    - *20% of those who responded indicated they would like to see a meeting held in another portion of the Section, while 80% did not. Of the alternative locations suggested, Cheyenne, Wyoming was the most frequently identified. Rich suggested getting in touch with Nathan, City of Engineer in Wyoming to ask the possibility to have an ITE meeting there, speaker and topic recommendation. When the meeting is going to be in Wyoming, Duane will identify the venue. Ben suggested to create Wyoming chapter under the section, and but first thing need to find a champion there.*
    - *CDOT was the top interest for the Meet 'n Greet event, followed by CCD, RTD and other municipalities such as City of Aurora or City of Lakewood.*
    - *44% of the respondents indicated they were interested in more after work or evening events, while the other 56% were not.*
  - iii. Annual Report
    - *Ryan will complete the Annual Report by end of August 2017. Ryan recommendations include promotion chapter in remote areas such Wyoming and Western Slope (Grand Junction and Durango), needing more relevant training, increase younger members, and mentoring program. Lou suggested that the section partner with established WTS mentoring program. Action item for Lou to coordinate with WTS.*
    - *Ryan will take comment for the annual report through third week of August for feedback.*
  - iv. CDOT Agency Membership
    - *Ryan is in process of reaching out to CDOT Region 1 (traffic and roadway engineers).*

## D. Committee Reports

- a. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
  - **No updates.**
- b. Student Liaison .....**(Neither Present)** Victoria Edington / Chris Vokurka
  - i. Student of the Year Award Handout
  - ii. ATSSA Traffic Control Device Challenge
- c. Technical Committee ..... **(Neither Present)** Nitin Deshpande / Jeet Desai
  - **Rich discussed the need for writing white papers, doing studies and producing technical reports.**
- d. Vendor Show..... Alex Larson / Brian Staley
  - i. 2018 Vendor Show Update
    - **Alex and Brian have coordinated the vendor show plan.**
    - **Brian needs to reserve the Lamar center.**
    - **Brian will reach out to Will Johnson for a vendor list and contact details.**
- e. Website Committee Report..... **(Not Present)** Andrew McFadden
  - i. Website/Membership Discussion Update – meeting this month, update next month
  - ii. Website Committee Position Updates
- f. 2018 Western District Meeting ..... Ben Waldman / Aaron Heumann
  - i. Liability Insurance
    - **Again, Duane mentioned our insurance will cover for the Symposium and Western District Meetings as long as the number of participants is less than 1,000 people. If more than that, it will require a special insurance.**
  - ii. Planning Update
    - **Ben, Karen, Lou and Scott walked through the hotel conference center on Saturday, August 5, 2017.**
  - iii. LAC Barbeque
    - **Duane will coordinate the summer BBQ event .**
  - iv. Golf
    - **Chris will begin to look into the Golf Tournament.**
  - v. Others
    - **Ben on behalf of Western District committee requested increasing the loan from \$2,000 to \$4,500 which will be paid by end of this year or early next year. Everybody who attended the EC meeting voted and agreed to loan the Western District \$4,500. The officer will give the additional \$2,500 as soon as they receive the formal letter from the Western District Committee.**
    - **Ideas: (1) to have a summer BBQ on Saturday or (2) to combine Golf and Summer BBQ (same day on Friday, the day before the conference starts).**
    - **Anyone wants to help out with the 2018 Western District Meeting should contact Ben.**
- g. Activities Committee .....Lisa Truong Nguyen
  - i. WTS / ITE Rockies Game
    - \* **Lisa provided an update on the WTS Young Professionals & ITE 5<sup>th</sup> Annual Rockies Game. The event was successful.**

- ii. August Happy Hour
  - *Lisa will develop an idea for happy hour, but probably not in August. She is going to push it to September, before ITE-ITS happy hour event.*
  - *Lisa will host committee meeting next week (week of August 14<sup>th</sup> 2017)*
  - *Lisa asked for additional budget for happy hour events, but she actually needs to spend more money from \$600 to \$800.*
  - *Lisa will have a lunch presentation on October 27, 2017 at Colorado School of Mine. WSP will sponsor for the lunch.*
- iii. February Meet 'n Greet
  - *Consider a location with parking space for next February Meet 'n Greet.*
- h. Activities Report Committee.....Devin Joslin
  - *No updates.*
- i. Awards Committee ..... **(Not Present)** John La Sala
  - i. Past President Award (September Meeting) – Surprise Candidate
  - ii. Lifetime Achievement Award (December Meeting)
    - 9/8 – Article seeking nominations
    - 10/6 – Deadline for nominations
    - 10/20 – Select recipient
    - 11/22 – Article announcing recipient
    - 12/8 – Award presentation
  - *Brian and Rich are going to reach out for the award recipients.*
- j. Continuing Education Committee ..... Vivek Goswami
  - i. Two potential webinars
  - ii. Any suggestions?
    - *Vivek proposed to have 7 webinars next fiscal year. These include roundabouts and multimodal, perhaps consider software training such as TransCAD, Synchro, etc.*
    - *Karen suggested the HCM 6<sup>th</sup> Edition for one of webinar topics.*
    - *Lisa also mentioned having software training that would have more interest and possibility to have sponsorship. She suggested Geopak software training.*
    - *Vivek will provide the detailed information regarding the continuing education topic, software training, and cost to the officers.*
- k. Golf Committee ..... **(Not Present)** Chris Hopkins
  - *No updates*
- l. Legislative Committee.....Rachel Ackermann
  - i. Updates?
    - *Rachel replaced Scott's position and asked for guidance/direction.*
- m. Membership Committee ..... Rich Follmer
  - i. Website/Membership Discussion Update
    - *Rich requested ITE membership database from the ITE headquarter and gave the data to Susi.*
    - *Rich mentioned an idea to customize the website to show the membership status for ITE events.*
    - *Rich, Andrew, Duane and Susi will set up membership meeting.*

- *Karen highlighted the following items:*
  - *New constitutional amendment*
  - *Stephan, a student from CSU wants to start student chapter.*
  - *Student leadership summit – 4<sup>th</sup> year will be held by Student initiative through the Western District in January.*

- n. Mentoring Program Committee ..... *(Not Present)* Jon Larson
- o. Newsletter Committee ..... Brian Staley
  - i. Logo work (FHU) – Potential Other Ideas
    - *Brian distributed the 2017 – 2018 Executive Committees and asked everyone to check their info.*
    - *Rich showed the logos designed by FHU.*
    - *EC needs to vote either to “crowd source” or use the logo designed by FHU.*
- p. Scholarship & Career Guidance Committee ..... *(Not Present)* Alex Larson
- q. Section Scribe ..... Devin Joslin
  - *No updates*
- r. Social Media ..... *(Not Present)* Greg Baker

**E. Old Business**

- a. Recap action items from New Business on last meeting minutes
  - *Duane needs to meet with Susi to transition the S/T duties.*

**F. New Business**

- *Duane needs to do charitable donation for ITE current fiscal year.*
- *Duane needs to complete the taxes.*

**G. Announcements**

- a. Newsletter Articles Next Deadline **August 25** ..... Brian Staley
- b. Next EC Meeting **September 29** ..... Lou Davenport

**H. Adjournment** *The meeting was adjourned at 2:08 PM.*