



**Executive Committee Meeting Agenda**  
**September 29, 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 12:13 PM. Those in attendance included:*

<i>Ryan Germeroth</i>	<i>Lou Davenport</i>	<i>Duane Cleere</i>	<i>Susi Marlina</i>
<i>Devin Joslin</i>	<i>Victoria Edington</i>	<i>Lisa Truong Nguyen</i>	<i>Brian Staley</i>
<i>John Hansen</i>	<i>Karen Aspelin</i>	<i>Alvin Stamp</i>	<i>Rachel Ackermann</i>

*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 John, the motion was unanimously approved.*

**C. Officers' Reports**

- a. President's Report ..... Lou Davenport
  - i. Introduce John Hansen and Alvin Stamp
    - *Lou introduced John Hansen and Alvin Stamp.*
    - *John is joining Technical Committee Chair and in process meeting with the team. This will help us to have a more active Technical Committee going forward. If you have any suggestions there, we can bring it out in the Executive Meeting.*
    - *Alvin is interested in helping, but he has not yet signed up for a specific role.*
- b. Vice President's & Program Committee Report ..... Duane Cleere
  - i. September 22<sup>nd</sup> Meeting
    - *Duane presented that the September luncheon was well received.*
    - *Susi reported attendance numbers for the September luncheon and the Survey results.*
    - *Discussion continued regarding the Top Golf venue.*
  - ii. October 5<sup>th</sup>-6<sup>th</sup> RMITS/COWYITE Joint Conference
    - *John Hansen provided updates about ITS/ITE conference: number of people registered, limited the number of vendors, and plan to have golf tournament as a trial (scramble).*
    - *In addition, John mentioned couple of other events that could impact ITE and ITS: The Rural ITS group will have their first national meeting next year, there is the possibility of joining Rocky Mountain National ITS and Regional ITS meeting in 2019, and AASHTO subcommittee for Traffic Operations and National committee for MUTCD will have a joint meeting in June 2018 in Denver (CDOT will be the host). John thought that as ITE, our organization which is a technical organization would like to be involved, as in the past it has all 50 States represented and 21 National Committees participated. Karen mentioned that it has been scheduled a week before the ITE Western meeting. John noted that the meeting is going to be located in the hotel in Stapleton.*
  - iii. November 3<sup>rd</sup> Meeting
    - *Duane provided an update regarding the November Section Luncheon (including the location and speaker). It's planned to be in Fort Collins.*
- c. Secretary/Treasurer & Editorial Committee Report ..... Duane Cleere/Susi Marlina
  - i. Survey Results
    - *Susi summarized the comments received on September's luncheon.*
  - ii. August Treasurer's Report
    - *Duane presented the budget report for August.*

- iii. Final FY 2017 Budget
  - *Duane described overall budget for the FY 2017.*
- iv. Approved FY 2018 Budget
  - *Duane mentioned the approved FY 2018 budget and a motion was made and approved by the ITE members during the September's luncheon.*
  - *A question regarding local affiliates during the September meeting but no one responded. The reason no one responded with a definite answer because the election had not been held yet. Karen described the local affiliates even though it's passed; it will trickle down to the Section's Charter and not be applied this fiscal year. Currently, most sections have LAF in their charters. Each section can still have their own and find different names for LAF.*
  - *Duane will send August's final approved treasurer's report and FY 2018 budget.*
- v. Final Transition and Wrap-up Items
  - *Duane and Susi met and transferred most of the required materials.*
- d. Past President's Report ..... Ryan Germeroth
  - i. Annual Report
    - \* *Ryan mentioned that the annual report is complete and was sent out this morning. He incorporated a few comments that he received. He is going to ask Andrew to post the annual report in the Section's website.*
  - ii. CDOT Agency Membership
    - *Ryan is in the process of reaching out to various agencies, and planning to start the larger agencies including CDOT, CCD and City of Aurora. He is currently drafting the email about the value being ITE members.*
    - *John asked about Wyoming membership, Ryan suggested that there are not many members.*

#### **D. Committee Reports**

- a. Student Liaison ..... Victoria Edington / Chris Vokurka
  - i. Student of the Year Award Handout
    - *Victoria discussed the student of the year award guidelines, particularly that the student should be a student ITE member. The idea is to continue handing out the scholarship in December and start handing out the Student of Year Award in May.*
    - *Lou asked about money associated with the scholarship since we are going to expand the scholarship.*
    - *Lou asked Victoria to estimate the cost, timeline and key dates.*
    - *Karen mentioned that we should have the Section's recipient being representative for the ITE Western.*
    - *Victoria needs Alex to respond to these outstanding issues. Lou is going to talk to Alex.*
- b. Technical Committee .....Nitin/John Hansen
  - *John asked for guidance about technical committee role and responsibilities. Susi will send the EC handbook.*
  - *Nitin and John will meet next week regarding this role.*
  - *John needs to send Brian a photo for the newsletter.*
- c. Vendor Show..... Alex Larson / Brian Staley
  - i. 2018 Vendor Show Update
    - *Brian has not begun any planning beyond reserved the Lamar Center.*
    - *Susi will send last year's vendor list to Brian.*

- *Andrew needs to post vendor applicants and save the date in the website, as soon as it's ready.*
  - *Ideally, no paying at door. Likely to not have "pay at the door" option on the website. Brian and Susi will discuss the payment options.*
- d. Website Committee Report..... **(Not Present)** Andrew McFadden
- i. Website/Membership Discussion Update – meeting this month, update next month
- *Susi will meet with Andrew and Evan on October 4<sup>th</sup>, 2017. Susi will also invite Duane and Rich.*
- e. Western Slope Luncheon Meeting ..... **(Communication by Phone)** Kari McDowell Schroeder
- *Kari was updated about luncheons in Glenwood Springs last year and this year at the Hotel Colorado. Kari discussed the idea of having multiple speakers and a walking tour (optional).*
  - *Kari mentioned that the cost is likely going to be a little higher than last year.*
  - *Lou mentioned the need to finalize the location and topic to be included in the website and on the newsletter as soon as possible.*
  - *Ryan said it is acceptable to take a loss in expenses, but it most important to have ITE presented on the Western Slope.*
  - *Duane and Susi are planning to attend Western Slope Meeting in Glenwood Springs.*
- f. 2018 Western District Meeting ..... **(Not Present)** Ben Waldman / Aaron Heumann
- *Ben is getting organized for volunteering.*
  - *Family night and golf programs have not been finalized.*
- g. Activities Committee ..... Lisa Truong Nguyen
- i. August/September Happy Hour
- *Lisa provided an update that the event went really well, despite the email blast being sent only two days before the event. Almost 20 people came, surprisingly a lot of people were from Tech Center area. Big kudos to Negar and Ben that helped Lisa organize the event.*
  - *Lisa mentioned the possibility ski train/ski bus at Copper, Loveland, etc. in 2019.*
- ii. ITE/ITS Happy Hour
- *Next week there will be ITE/ITS happy hour, 14 people RSVP'd and expecting 25 people more.*
- iii. February Meet 'n Greet
- *February 2018 Meet 'n Greet will be at the City and County of Denver.*
  - *Lisa distributed the sample of fliers. She explained the ticketing and sponsorship. Lisa asked for feedback from everyone.*
  - *Emily Gloeckner will help Lisa find the speaker.*
  - *Lisa is going to hire the event planner and working on the contract.*
  - *Susi asked the event planner responsibilities (venue, program design, contact to vendors, etc.). Lisa described what the event planner did for the Meet 'n Greet last year.*
  - *Lisa is going to send the event planner contract to Susi.*
  - *Ideas for Meet 'n Greet is to include silent auction (at least 5 items needed). Lou asked Lisa to put more thoughts on that idea.*

- h. Activities Report Committee.....Devin Joslin
- *Devin will send an article about September Meeting to Brian.*
- i. Awards Committee ..... **(Not Present)** John La Sala
- i. 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
- *Lou talked to John and he mentioned that there is no nomination yet and plan to reach out to the Committee.*
  - *Ryan suggested to send an email blast calling for nominations. Lou mentioned that we underutilize the email blasts compared to WTS or other organizations.*
  - *Karen mentioned in the ITE District level, the nomination is valid for 5 years. Victoria said that already happened.*
- j. Continuing Education Committee ..... **(Not Present)** Vivek Goswami
- i. No one attended webinar
- ii. Any suggestions?
- *No one showed up for the September 18<sup>th</sup> Webinar, perhaps because of only 2-days noticed before the event. Lou asked the possibility to get the refund.*
  - *The next webinar will be held on October 31<sup>st</sup>.*
- k. Golf Committee ..... **(Not Present)** Chris Hopkins
- *No updates*
- l. Legislative Committee.....Rachel Ackermann
- i. Updates
- *Rachel met Lou regarding the roles.*
- m. Membership Committee ..... **(Not Present)** Rich Follmer
- i. No Updates
- *Rich is out of the country until end of September.*
- n. Mentoring Program Committee ..... **(Not Present)** Jon Larson
- i. Lou to meet with WTS mentor program leadership (11/9)
- *Lou will report the results after the meeting.*
- o. Newsletter Committee .....Brian Staley
- i. Updates
- *Brian asked about the logo.*
  - *There are no action items from previous EC meeting.*
- p. Scholarship & Career Guidance Committee ..... **(Not Present)** Alex Larson
- i. Potentially seeking replacement (since Alex Larson focus on vendor show)
- *Alex did provide an update and asked if anyone would like to be involved in the Scholarship Committee.*
  - *Alvin Stamp agreed to take over this position and is now seeking guidance. Susi is going to send him the EC handbook.*

- *Lou will send mentoring and scholarship info to Alvin. Lou described the scholarship committee roles to Alvin.*

q. Section Scribe .....Devin Joslin

- *Devin has sent the update to the ITE Western District Fall newsletter*

r. Social Media..... *(Not Present)* Greg Baker

- *No updates*
- *Susi will contact Greg Baker.*
- *Lou's idea is to have a communication chair.*

s. Spring Transportation Symposium .....Kari McDowell Schroeder / Lou Davenport

i. Still evaluating a venue and lead organization

- *APA is a possible lead organization for the next Spring Transportation Symposium.*

**E. Old Business**

a. Charitable donation

b. Section Taxes

- i. Duane needs to complete the taxes.*

**F. New Business**

*APA interested in joint meeting/event with ITE in December. Susi will connect Duane with VP External Affairs (APA).*

*Duane is working on the Venue for the December 8<sup>th</sup> meeting.*

**G. Announcements**

a. Newsletter Articles Next Deadline **October 6<sup>th</sup>** .....Brian Staley

b. Next EC Meeting **November 17<sup>th</sup>** ..... Lou Davenport

**H. Adjournment** *The meeting was adjourned at 1:52 PM.*