



**Executive Committee Meeting Agenda
December 15, 2016 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:*

<i>Ryan Germeroth</i>	<i>Lou Davenport</i>	<i>Duane Cleere</i>	<i>Freddy He</i>
<i>Devin Joslin</i>	<i>Brian Staley</i>	<i>Victoria Edington</i>	<i>Karen Aspelin</i>
<i>Lisa Truong</i>	<i>Rich Follmer</i>		

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

C. Officers' Reports

- a. President's Report (10 min) Ryan Germeroth
 - Summary of Luncheon Survey result (Nov 4 and Nov 10) **Completed**
 - Wyoming student chapter update
 - *Ryan contacted the student chapter. He is having trouble getting a hold of the Faculty Advisor but will keep trying. Rich also mentioned he contacted CSU, UCD, and CU Boulder but nothing so far out of it.*
- b. Vice President's & Program Committee Report (5 min) Lou Davenport
 - December meeting recap **Completed – well attended and good event.**
- c. Secretary/Treasurer & Editorial Committee Report (20 min) Duane Cleere
 - November Treasurer's Report **Completed**
 - Food Drive Summary
 - *Duane mentioned that the approximately 30 items collected were donated to the Parker Task Force food bank. Freddy asked about continuing the food drive at the Vendor Show, and the group thought it was a good idea. Ryan approved.*
 - Charity Donations
 - *The donation process was discussed. Ryan said typically the Section donates \$1,000 to two charities. Usually there are five to six charities ranked and brought to the EC.*
 - 2016 Taxes
 - *Karen offered to send information from the District's process.*
- d. Past President's Report (20 min) Freddy He
 - Annual President's Report (next week)
 - *Freddy said that the APR is coming next week.*
 - Section Strategic Goals Discussion
 - *Freddy discussed the SSG process. It should be revised every year. He is working on the update, which should be ready by early next year. He requested the EC's help in reviewing parts of the document. He would be sending out some more information to the EC with a request for comments by January 20th. The plan is to vote on the draft at the next EC meeting. Freddy also provided to the attendees a marked up portion of the document.*
 - *Freddy also asked about the October Rocky Mountain ITS vendor show and whether the responsibility should be rotated.*

D. Committee Reports

- a. Vendor Show (5 min).....(Not Present) Will Johnson
- Vendor Show Update
 - *Ryan gave a brief update, and will follow up with Will and Andrew. Brian said they planned to provide a summary after the event.*
 - Some emails out and event page up
- b. Website Committee Report..... (Not Present) Andrew McFadden
- c. Activities Committee (10 min) Lisa Truong
- Meet 'n Greet update
 - *Lisa gave the group a brief update on the upcoming meet 'n greet. She discussed the sponsor levels, and mentioned that she may need some help reviewing the contract for the venue.*
 - Sponsorship and event up on web by weekend
 - *Freddy mentioned that there is a list of sponsors we use for the Section sponsorships. Lou and Rich expressed concern about using vendors for MnG sponsorships though.*
 - *Lisa stated that the event pricing will be \$35 pre-register and \$45 at the door. Registration should open about a month before the event.*
 - *The APA is planning a spring happy hour as well.*
- d. Activities Report Committee (5 min).....Devin Joslin
- *No new updates.*
- e. Awards Committee (Not Present) John La Sala
- f. Continuing Education Committee (Not Present) Vivek Goswami
- g. Golf Committee (5 min)(Not Present) Chris Hopkins
- *Ryan gave a brief update as shown below.*
 - Holding date and 2013 pricing
 - Finalize details after New Year
- h. Legislative Committee.....(Not Present) Scott Thomas
- Looking for new chair?
- i. Membership CommitteeRich Follmer
- *Rich stated that any possibility of University of Denver participation is likely null.*
- j. Mentoring Program Committee (Not Present) Jon Larson
- k. Newsletter Committee (10 min)Brian Staley
- Keep 2016 sponsors in January newsletter
 - *It was confirmed to use the old 2016 sponsors for January in addition to any new ones. Only the new ones starting in February. Also, the January newsletter will be going out January 6th.*
 - Advertisement layout deadlines for 2017 sponsors
 - *Brian said he would randomize the order of layouts.*
- l. Scholarship & Career Guidance Committee (Not Present) Alex Larson
- m. Section Scribe.....Devin Joslin
- *No new updates.*
- n. Social Media.....(Not Present) Greg Baker
- o. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
- *Lou stated that the first meeting with volunteers would be today.*

p. Student Liaison (**5 min**)..... Victoria Edington / Chris Vokurka

- *There was a good turnout at the Mines event. They may be having a faculty issue.*

q. Technical Committee (*Neither Present*) Nitin Deshpande/Jeet Desai

E. Old Business (*None*)

F. New Business (*None*)

G. Announcements

a. Next EC Meeting **Friday January 27, 2017** Ryan Germeroth

b. Newsletter Articles Next Deadline **December 23, 2016** Brian Staley

H. Adjournment *The meeting was adjourned at 2:04 PM.*