



**Executive Committee Meeting Agenda**  
**October 7, 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 12:10 PM. Those in attendance included:*

*Ryan Germeroth      Lou Davenport      Duane Cleere      Freddie He*  
*John La Sala      Victoria Edington      Brian Staley      Andrew McFadden*  
*Lisa Truong Nguyen*

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

**C. Officers' Reports**

- a. President's Report (5 min) ..... Ryan Germeroth
- i. ITE Leadership Webinar October 19
    - *Ryan and Duane both mentioned that they signed up.*
    - *Freddie brought up the need to file taxes in April 2017 for 2016.*
  - ii. November 10 Meeting (Western Slope)
    - *Ryan stated that Kari sent out the contract for Officer comment and approval. He also briefed the EC on the proposed meeting schedule. Brian will include the schedule in the newsletter.*
    - *Ryan brought up the upcoming March meeting, which is a joint meeting with ASCE. Ryan is to follow up with Karen on who is taking the lead for securing the speaker, venue, and registrations. Lou asked about the insurance with regards to the above joint meeting.*
- b. Vice President's & Program Committee Report (10 min) ..... Lou Davenport
- i. Recap of September 30 Meeting and Survey
    - *Ryan asked if the luncheon survey had been sent out yet. Duane said that it would be sent out ASAP.*
  - ii. November 4 Meeting (Northern Colorado)
    - *Lou has a potential speaker – James Usher CDOT R4. Lou is looking into a different room this time, able to accommodate 60 ppl. This room would require a \$240 reservation deposit, with a possible 30% discount on food.*
    - *Freddy mentioned that Lou might be able to get a reservation at the Embassy Suites, but must call ASAP.*
    - *Lou stated that the Budweiser Events Center fills up fast, and for the 2017 luncheon it would be recommended to make the RSVP once the dates are determined.*
    - *Lou also asked for presentation ideas for the December luncheon. Ryan recommended that a question be included in the September luncheon survey asking for possible ideas. Freddie stated that Victoria's presentation was a possibility.*
- c. Secretary/Treasurer & Editorial Committee Report (10 min) ..... Duane Cleere
- i. September Treasurer's Report
    - *Duane gave a brief overview of the major items from September 2016 and presented the draft September 2016 budget to the group.*
    - *Freddie recommended that the draft budget be sent out to the entire EC for review and comment, with a quick turnaround required to meet the newsletter deadline.*
    - *Lou had a few comments on the Accounts Payables and Receivables.*

- *Duane noted that Survey Monkey had charged the checking account in September. Ryan stated it should have been free. Lou said that every year when the annual survey needs to be sent out, you need to change to a paid membership. Once the payment is made, the membership should be taken off auto renewal and changed back to the free membership after the annual survey is complete. That change back hadn't happened yet, thus the charge. During the meeting, Lou got onto the Survey Monkey website and took auto renewal off, changed back to the free membership, and requested a refund.*
  - *There was also a new charge to the checking account. The bank charge \$10 for online banking, which Ryan and Lou stated that hadn't happened before. Duane needs to contact the bank to figure that out.*
  - *Duane asked Lou about the DropBox access. Lou sent the login info to Duane during the meeting.*
- ii. ITE Section Sponsorships
- *Duane stated that he would start working on the yearly sponsorship letters soon. Ryan reminded the group that there was a revision to the program for 2017 that Freddie had worked on. Freddie asked that the new program information be posted to the website.*
- d. Past President's Report (10 min) ..... Freddy He
- i. RMITS / COWYITE Joint Conference (October 20 – 21)
- *Ryan asked about the signup process. Ryan also mentioned that RMITS asked for name tag assistance. The group discussed this (general hesitation), and Ryan was to call them back.*
- ii. Western District LAA Nomination (November 1)
- *Freddie will forward the nomination information to the LAA committee. He asked for other potential nominees from the EC. Any new ones are due to him by the October 14<sup>th</sup>.*
- iii. Annual Report
- *The annual report is in progress. Freddie will have a draft by around October 21<sup>st</sup>. He may have questions for the EC members. He requests any comments back within one week.*

#### D. Committee Reports

- a. Activities Committee (10 min) ..... Lisa Truong
- i. Fall happy hour (October 20)
- *Will occur between 4:00 and 6:00 PM at Schoolhouse Brewing. This is about one mile away from the Lamar St. Center. Lisa estimated about 25 ppl., with a capacity of 36 ppl. The RSVP link has been opened on the website. It was requested that an email go out about the event.*
- ii. APA/ITE Joint Happy Hour (Nov/Dec) *Mentioned*
- iii. Leadership Meet 'n Greet 2017 w/ FHWA
- *This event is scheduled for Thursday, February 16, 2017 at a location TBD.*
  - *There was a discussion about how a past event utilized an event planner. Lou suggested that an email go out to ask for volunteer helpers for the event.*
  - *Lisa stated that there will be a registration process on the website for guests and sponsors.*
- iv. Ski Train
- *Lisa mentioned that there is interest in bringing back the Ski Train to ITE. John stated he could provide additional information to Lisa about past events.*
- b. Activities Report Committee..... (Not Present) Devin Joslin
- c. Awards Committee (5 min) ..... John La Sala

- *John reiterated that nominations are due for the LAA. This will be presented at the December luncheon. The plan is to nominate the runner-up from last year. He will check with the past winner committee to determine the nomination. The final selection is due by October 21<sup>st</sup> so that the information can be included in the following newsletter.*
  - *John mentioned that he will be out for the December luncheon and will need someone to be an alternate presenter.*
- d. Continuing Education Committee ..... *(Not Present)* Vivek Goswami
- e. Golf Committee **(5 min)** ..... *(Not Present)* Chris Hopkins
- i. Castle Rock – Red Hawk?
- *Ryan noted that Chris was considering the Red Hawk Golf Course for the 2017 tournament. Freddie mentioned that it was a good location.*
- f. Legislative Committee..... *(Not Present)* Scott Thomas
- i. Looking for new chair?
- g. Membership Committee ..... *(Not Present)* Rich Follmer
- h. Mentoring Program Committee ..... *(Not Present)* Jon Larson
- i. Newsletter Committee **(10 min)** ..... Brian Staley
- i. Newsletter Ad Sizing – 1/8 Page, ¼ Page, ½ Page, Full Page
- *Brian went over the ad sizes above. The group also briefly discussed the recent sponsorship levels document. The ad sizes are related to the sponsorship levels.*
- j. Scholarship & Career Guidance Committee ..... *(Not Present)* Alex Larson
- *Ryan gave a brief update on the status. Applications are in review.*
- k. Section Scribe ..... *(Not Present)* Devin Joslin
- *Duane commented that Alex Larson took luncheon notes and photos, and provided them to the EC for comments via email.*
- l. Social Media..... *(Not Present)* Greg Baker
- m. Spring Transportation Symposium.....Kari McDowell Schroeder/Lou Davenport
- *Lou gave an update on the 2016 symposium checks. He also stated that the 2017 location will be the Embassy Suites downtown.*
- n. Student Liaison **(5 min)**..... Victoria Edington / Chris Vokurka
- i. Colorado Mines ASCE November Meeting
- *Victoria mentioned that they are having a meeting next week to go over the ASCE meeting. The ASCE meeting is on November 4<sup>th</sup> at Mines. They plan to reuse the previous presentation.*
  - *Freddie stated that there may be a faculty interested in the meeting.*
  - *Lisa asked for materials for the meeting. Ryan mentioned that there is a banner available. Lou said that the table cloth has been dry cleaned. There are brochures available as well.*
  - *Lou brought up the question about who keeps track of where the setup equipment and materials are at. Rich currently has everything, and was volunteered to keep more formal track of this. Clarification – Rich followed up and stated that he did not have anything except for some pens. He asked the EC via email about the whereabouts of the equipment and materials.*
  - *Freddie expressed concern about reconnecting with the Wyoming students.*
  - *Brian suggested maybe the Northern Colorado meeting could be held in Cheyenne or Laramie.*
- o. Technical Committee ..... *(Neither Present)* Nitin Deshpande/Jeet Desai
- p. Vendor Show **(5 min)**..... Will Johnson/Alex Larson/Brian Staley

- i. Vendor Show Update
  - Venue Reserved
  - Catering Company Booked
  - Save the Date e-mail to vendors – Late October
  - Official Invitations – Early November
  - *Brian provided a brief overview of the agenda items above, and commented that it was assumed that the Vendor Show is still at the Lamar Street Center.*
- q. Website Committee Report (15 min) .....Andrew McFadden
  - i. Website desired functions
    - *Lou suggested this be handed to the Technical Committee for preliminary research.*
  - ii. Requested lead time(s) for web postings
    - *Andrew expressed a concern about lead times for postings and emails. He said that postings for small things like jobs are easier, but producing emails are a bit harder and time consuming. He asked that he get more lead time before deadlines. Andrew will send an email to Ryan with more information, and in turn Ryan will send a reminder email to the EC.*
  - iii. Randomize order of EC committee chair reports each month *Mentioned*

**E. Old Business**

- a. Section Strategic Goals (15 min)
  - *This topic will continue to the November 18<sup>th</sup> EC meeting. Ryan will send out the current goals with the next agenda.*
  - *The group had another conversation about students. Victoria suggested that a future luncheon be held at a local college or university with ties to ITE. John stated that we would need to find out school schedules. Freddie suggested maybe the Northern Colorado meeting be held at CSU.*

**F. New Business (None)**

**G. Announcements**

- a. Next EC Meeting **November 18** ..... Ryan Germeroth
- b. Newsletter Articles Next Deadline **Today October 7** .....Brian Staley
  - *Brian said that although the deadline was today, he would be o.k. if the remaining items were sent by Friday the 14<sup>th</sup>.*

**H. Adjournment** *The meeting was adjourned at 2:02 PM.*