



**ITS Rocky Mountain Chapter Board of Directors  
Teleconference Meeting Minutes**  
Thursday, April 14, 2005  
1:00 pm MDT

***Board Members Attending:***

Mike Bousliman, Montana Department of Transportation  
Bryan Chamberlain, Utah Department of Transportation  
Richard Hodges, Utah Transit Authority  
Bob Kochevar, City and County of Denver  
Marilyn Kuntemeyer, David Evans & Associates  
Jim Larsen, Ada County Highway District  
Richard Manser, Utah Department of Transportation  
Brandi Tesch, Montana Department of Transportation  
Keith Trimels, Mixon/Hill, Inc.  
Wei Zhang, FHWA-New Mexico

***Board Members Not Attending:***

Kevin Cox, Wyoming Department of Transportation  
Steve Keller, Montana Department of Transportation  
Robert Koeberlein, Idaho Transportation Department  
Mark Owens, Meridian Environmental Technology, Inc.

***Others in Attendance:***

Steve Albert, Western Transportation Institute  
Traci Ulberg, Meetings Northwest

## **Agenda**

### **Welcome and Introductions**

Immediately following introductions, Richard Hodges, Chapter President, opened the meeting.

### **Chapter Status**

A general discussion of the Chapter's condition resulted in several recommendations for strengthening it. It is hoped that these initiatives will allow increased networking and peer mentoring opportunities between Chapter members. A brief synopsis of each follows:

- **General Membership List** – Add to the website a list of individuals (names only) that are either individual or organizational members.
- **BOD Section** – Create a webpage that contains full contact information for all chapter members. This page will be password protected and will be accessible only by BOD members.
- **Project Page** – BOD members will renew their commitment to provide updated or new project information on projects within their state. This information will be posted to the appropriate project page (subject/state).

## **Treasurer's Report**

Brandi Tesch reported that as of the date of the teleconference, there were no outstanding bills and the Chapter's account balance was \$10,117.00.

Richard Manser requested that the hours/money shown in the Annual Report be broken down further to show any conference planning efforts separate from general administration. Traci Ulberg will complete an analysis and provide to the BOD as soon as possible.

## **April Events**

Both April events were very successful. The Boise ITS Workshop had approximately 50 attendees and met with positive feedback. The Spring Transportation Symposium (Denver) also received favorable feedback. As of this meeting time, Marilyn Kuntemeyer was unsure of the exact profit that the event garnered. The Chapter will, however, see some money for the Student Scholarship fund as a result of the event.

Bob Kochevar also mentioned that the new ITS Rocky Mountain Student Chapter (University of Wyoming) was in attendance.

## **2005/2006 Meeting Status**

The Chapter has been asked to help plan one session for the 2005 Joint Engineers Conference. Steve Albert has agreed to identify an appropriate topic and head up the planning for this.

The 2006 Annual Meeting is being held in conjunction with the 2006 National Rural ITS Conference. This conference, hosted by the Western Transportation Institute (WTI), will be held in Big Sky, Montana in August 2006. Steve Albert (WTI) will contact individuals about serving on planning committee(s).

## **Student Activities/Updates**

### Sources of Award/Travel Monies:

FHWA can provide some travel monies during even numbered years when the student paper winner would be presenting at the Annual Meeting. Additional sources of award monies have come from corporate/organizational sponsorships (WTI provided the initial \$1000), and proceeds from events such as the Spring Transportation Symposium held in Denver. The BOD discussed how to better reach out and solicit corporate sponsors.

Traci Ulberg will draft a letter directed to business members of ITS Rocky Mountain. In return for donating to the student award, sponsors will have their name in all correspondence relating to either the student paper award or conference program as well as placed on the Chapter website and newsletter. Other suggestions for recognition include a plaque (from ITS Rocky Mountain), ensuring that a representative from the corporation presents the award to the winner (during a luncheon, reception, etc.), and/or "naming" the award after a major sponsor.

### Student Paper Contest:

The Chapter received only one submittal for the 2005 Student Paper Contest. Traci Ulberg requested volunteers to review the paper. Jim Larsen, Bob Kochevar, and Wei Zhang

volunteered to review and determine if an award should be given in 2005. Traci will email each of them a copy of the submitted paper.

#### Student Chapter:

The University of Wyoming has completed the necessary paperwork to become the first ITS Rocky Mountain Student Chapter. The student advisor is Dr. Rhonda Young. Marilyn Kuntemeyer moved to approve a charter for the University of Wyoming Student Chapter, Keith Trimels seconded. The subsequent vote was unanimous. Richard Hodges will sign the charter and forward to Traci for disbursement.

#### Student Chapter Guide:

The BOD suggested that an example of student chapter bylaws and charter be placed in the appendix of the *Student Chapter Guide*. Traci Ulberg will make those changes and post the final document to the web as well as forward a copy to the University of Wyoming Student Chapter.

#### **ITS Market Showcase**

After a brief discussion, it was decided that Steve Albert will contact ITS America to further discuss participating in a regional ITS Market Showcase (perhaps in conjunction with the ITS Rocky Mountain Annual Meeting). It was suggested that a free booth be provided to each ITS Rocky Mountain state (and others as requested) at the next conference. These booths would allow states to showcase unique projects and provide a great opportunity for information exchange.

#### **ITS America State Chapters Representative**

ITS America is conducting a State Chapter Workshop in conjunction with its upcoming annual meeting. Currently, ITS Rocky Mountain does not have a designated representative on the State Chapters Council. Richard Hodges said that he was planning on attending the workshop and would relay any relevant information to the BOD.

#### **Changes/Updates to Website**

After briefly discussing ways to add value to the Chapter website, it was decided that a members only section should be added. This section could contain sample documents and provide an avenue for requesting additional information from BOD members, ITS Rocky Mountain members and others. It would be password protected and accessible only by ITS Rocky Mountain members. Initially, the page will contain sample MOAs and MOUs, but eventually architecture documents, maintenance and operations documents, and others can be added.

#### **Next Steps**

- Add General Member List, BOD Section and Member Information Section to website (Traci Ulberg)
- Provide updated or new project information for Projects Page (BOD members)
- Determine ITS Rocky Mountain representation on 2006 Conference Planning Committee (Steve Albert)
- Draft Student Paper Award solicitation and make changes to *Student Chapter Guide* (Traci Ulberg)

- Review 2005 Student Paper submission and determine if a winner should be given (Jim Larsen, Bob Kochevar, Wei Zhang)
- Sign and forward student chapter charter for the University of Wyoming to Traci Ulberg (Richard Hodges)
- Send sample MOAs and MOUs to Traci Ulberg (BOD)