



**ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes**

Thursday, April 3, 2008

1:00 pm MDT

Board Members Attending:

Bryan Chamberlain, Utah Department of Transportation
Richard Hodges, Hodges Transportation Consulting, LLC
Steve Keller, Montana Department of Transportation
Bob Kochevar, City and County of Denver
Bob Koeberlein, Idaho Transportation Department
Jim Larsen, Ada County Highway District
Mark Owens, Meridian Environmental Technology, Inc.
Keith Trimels, IDT Group, Inc.

Board Members Not Attending:

Brandi Hamilton, Montana Department of Transportation
Mike Bousliman, Montana Department of Transportation
Kevin Cox, Wyoming Department of Transportation
Charles Remkes, New Mexico Department of Transportation

Others in Attendance:

Steve Albert, Western Transportation Institute
Traci Ulberg, Meetings Northwest, LLC

Agenda

Welcome and Introductions

After a quick roll-call, Chapter President Richard Hodges welcomed everyone to the meeting.

Student Scholarship Submittal

The chapter received one student paper submittal as part of its annual solicitation. Jim Larsen and Bob Kochevar volunteered to review it. Traci Ulberg will forward the paper following the meeting.

2007 Financial Report and 2008 Financial Outlook

The Board members present briefly discussed the 2007 Annual Report and corresponding financial summary. While the Chapter ended the year with a positive cash flow balance, outstanding receivables due in early 2008 will likely produce a net loss in 2008. No major concerns/questions were noted.

Chapter Treasurer Brandi Hamilton was unable to attend the teleconference. However, directly following the meeting she provided the current cash-on-hand balance for the Chapter - \$5,439.07. She issued a \$600.64 check for March services to Meetings Northwest, LLC on April 3rd leaving no outstanding payables.

RWIS Course Status

Richard Hodges, Traci Ulberg and Keith Trimels provided background information regarding the RWIS Course development that took place in 2007. While the course was developed and delivered successfully, future plans for the course have been placed on hold due to recent changes in the FHWA training office (death of Ron Giguere).

Initially, ITS Rocky Mountain wanted to see the course pulled onto the national stage via NHI, ITS America, etc. After numerous discussions by Richard Hodges and Traci Ulberg with FHWA and ITS America representatives, it was determined that the best course of action would be to have ITS America market and coordinate any future offerings of the course with the understanding that FHWA would find funds to purchase the course instructor's guide (not included in the original contract, but needed for future training).

Unfortunately, the funding for the instructor's guide is on hold indefinitely – leaving the course without a delivery method. It was noted that this lack of funding is the major tie holding the course from being offered. Mark Owens suggested that the Chapter approach vendors and ask for them to provide a donation in exchange for their name being included as a “sponsor” of the course. For example, future course offerings could include the following state “this course brought to you in part by vendor a, vendor b and vendor c”.

It was also suggested that simultaneous with soliciting vendors, the Chapter should approach ITS America and request that a notice advertising the course be placed not only on their website, but also in all e-briefings and publications as well as listed in their training catalog. This would allow the Chapter to use ITS America's marketing engine, but leave control of course offerings within the Chapter. It was thought that such an approach would allow the course to move forward and be offered to other entities in the near-term until a more permanent home could be found.

While final course fees will depend on travel and instructor costs, it was thought that the course could be offered in the \$5000 - \$7000 range.

Richard Hodges will contact ITS America and will work with Traci Ulberg to draft a vendor invitation letter.

New Mexico Involvement

Traci Ulberg described, to the best of her understanding, how the newly created New Mexico chapter came to be and how it, seemingly erroneously, was granted approval by ITS America. Because New Mexico is listed in the ITS Rocky Mountain Chapter Bylaws, references to it will have to be struck. As such, Bob Kochevar moved to hold a special vote at the Annual Membership Meeting (yet to be scheduled) to modify the bylaws, Mark Owens seconded.

It was suggested that the Chapter consider seeking other states not currently involved in ITS America and invite them to join. A promising candidate is North Dakota. Richard Hodges and Traci Ulberg will explore this possibility as time allows.

The Board brainstormed different ideas for involving more individuals at a local level. These include luncheon meetings, working with other professional groups such as ITE (a good example is the Spring Transportation Symposium in Denver), or seeking to include each of the member state DOT's in a common project (pooled fund study was one example). It was thought that Utah, with its more urban population, might be the best place to try various outreach methods to encourage increased local interaction between members and subsequently increase membership.

Richard Hodges will work with Bryan Chamberlain and Traci Ulberg to bring some type of activity or meeting to the greater Salt Lake City area.

Bob Kochevar also mentioned that webinars might be a feasible option for pulling together members scattered throughout the region. Particularly useful for shorter training opportunities, participation via the Internet would help decrease participant travel costs and hopefully expand involvement.

Meetings Northwest administrative contract

Meetings Northwest, LLC's 2-year administrative contract with the chapter expires on May 31, 2008. The Board voted unanimously to renew the contract. Richard Hodges and Traci Ulberg will iron out the contract details prior to the expiration date.

2008/2009 Events

The Chapter needs to identify conference or training opportunities that it can become involved with in 2008 and 2009. Several different meetings were mentioned (Utah Engineering Conference, National Rural ITS Conference, National EMS Conference, MDSS Product Showcase and Mid-Year TRB Research Meeting). Due to logistics and travel concerns it was thought that the event with the most promise is the MDSS Showcase tentatively scheduled for September 17th in Boise, Idaho. Bob Koeberlein will keep the Board informed as planning progresses.

Next Steps

- Review and provide recommendations for Student Scholarship submittal (Jim Larsen and Bob Kochevar)
- Create PR statement, contact ITS America and move RWIS course forward as quickly as possible (Richard Hodges and Traci Ulberg)
- Negotiate new administrative services contract (Richard Hodges and Traci Ulberg)
- Determine feasibility of participating in the tentatively planned MDSS Showcase (Bob Koeberlein)