



**ITS Rocky Mountain Chapter Board of Directors
Tele-Conference**

Thursday, February 22, 2001, 1:00-2:00 p.m. MST

Invited Attendees:

Mike Bousliman, Montana Department of Transportation (present)
Jim Gualke, Wyoming Department of Transportation (present)
Steve Albert, Western Transportation Institute (present)
Greg Kreuger, Kimley-Horn and Associates, Inc. (present)
Martin Knopp, Utah Department of Transportation (present)
Traci Ulberg, Meetings Northwest (present)
John Vetting, URS Corporation (unavailable)
Lance Johnson, Idaho Transportation Department (unavailable)
Joe Maestas, FHWA – New Mexico (unavailable)
Fred Kitchner, Meyer, Mohaddes Associates, Inc. (unavailable)

Agenda

Bylaws

After brief introductions, the Board of Directors immediately began discussion of the Draft Bylaws (dated February 5, 2001). Minor changes were suggested to Section III, 3 (clarifying term length of the Immediate Past President) and Section IV, 8 (added a paragraph that allows the Board of Directors to split the office of Secretary/Treasurer into two offices of Secretary and Treasurer at some unspecified future date if the need arises).

The Board of Directors approved the Bylaws with changes. The next step will be to send the modified Bylaws to members for a formal vote. Following that the Chapter will file for incorporation. Additionally, approval of the Bylaws allows the completion of the Recruitment Flyer and the initiation of the membership drive.

Additional discussion centered on the handling of the Chapter's finances. It was decided that specific signature authority requirements, fiscal reporting needs, etc. did not need to be written into the Bylaws (general requirements are already outlined in Section VII). However, such requirements should be placed in a *Chapter Procedures* document that could then be adopted by a general resolution of the Board of Directors. Traci Ulberg, will prepare a draft *Chapter Procedures* and present it to the Board of Directors for further discussion and comments.

Membership Dues

Due to time constraints, this discussion was tabled until a later date. To save time, Traci Ulberg will send the Board of Directors a brief summary of current dues, with recommended changes for next membership year. (A new dues structure is needed to align more accurately with the Bylaws.) Pending the number of responses (majority needed for adoption), the new dues structure will either be implemented or tabled until the next Board of Directors teleconference.

Annual Meeting/Conference

Following the approval of a *National Operations Agenda* theme for the next Annual Meeting (January 2001 mtg.), Steve Albert has pursued discussion on the subject at the national level. Currently, an “Eastern” conference on the subject is scheduled for April/May 2001.

Consequently, it was proposed that the ITS Rocky Mountain Conference (Annual Meeting) be moved from its tentative date of April 2002 to the fall of 2001. This will allow a “Western” conference to more quickly follow the Eastern conference providing for a more timely dissemination of information across the nation. Considering the needs of the member states’ maintenance staff, it was decided that late September or early October would provide the best meeting dates. Steve Albert and Traci Ulberg will research some prospective dates and provide a recommendation to the Board of Directors.

Next Steps

- Mail out Bylaws for adoption by general membership. (Traci Ulberg/Meetings Northwest)
- Receive and provide comments on *Chapter Procedures* document. (Board of Directors)
- Modify and publish recruitment flyer – begin membership drive. (Traci Ulberg/Meetings Northwest)
- Receive and provide comments on membership dues structure. (Board of Directors)
- Determine dates for Annual Meeting. (Steve Albert, Traci Ulberg)
- Solicit general membership for help in planning the Annual Meeting. (Steve Albert, Traci Ulberg)
- Designate a Planning Committee for Annual Meeting. (Steve Albert, Board of Directors)
- Prepare a conference-planning document with sample agenda, needed mailers, timelines, etc. for Planning Committee use. (Traci Ulberg)