



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

Thursday, June 4, 2010

2:00 pm MDT

Board Members Attending:

Bryan Chamberlain, Utah Department of Transportation

Brian Christensen, Horrocks Engineers, Inc.

Ben Frevert, Iteris, Inc.

Jim Larsen, Ada County Highway District

John Mustcatell, URS Corporation

Mark Owens, Meridian Environmental Technology, Inc.

Sam Sherman, Iteris, Inc.

Keith Trimels, IDT Group, LLC

Board Members Not Attending:

Richard Hodges, Hodges Transportation Consulting, Inc.

Robert Koeberlein, Idaho Transportation Department

Navin Negali, Navjoy Consulting Services, Inc.

Others in Attendance:

Traci Ulberg, Meetings Northwest, LLC

Nicole Post, Meetings Northwest, LLC

Agenda

Newly elected Chapter President, Mark Owens opened the meeting and invited everyone to introduce themselves.

He extended a hearty congratulations to new and continuing members -

President – Mark Owens, Meridian Environmental Technology, Inc.

Vice-President – Jim Larsen, Ada County Highway Department

Secretary/Treasurer – Bryan Chamberlain, Utah Department of Transportation

Colorado Senatorial Seats – John Muscatell, URS Corporation, Navin Negali, Navjoy Consulting Services, Inc. (no elections held – continuing current term)

Montana Senatorial Seats – no elections held (open)

Utah Senatorial Seats – Brian Christensen, Horrocks Engineers, Inc. and Sam Sherman, Iteris

Wyoming Senatorial Seat – Keith Trimels, IDT Group, Inc.

Idaho Senatorial Seat – Ben Frevert, Iteris (joins Bob Koeberlein, ITD)

Roles and Responsibilities

Mark encouraged everyone to take a few moments and read about the Board of Directors' (BOD) roles and responsibilities found in the Bylaws (<http://www.itsrm.org/bylaws.htm>).

The Chapter does not currently have any senators serving from Montana. It was suggested that Steve Albert, Western Transportation Institute and Brandi Hamilton, Montana Department of

Transportation could serve in this capacity and be appointed by the BOD until the 2012 elections. Mark Owens will visit with them.

Treasurer's Report

Outgoing chapter Secretary/Treasurer, Brandi Hamilton was not able to attend this call. Incoming Secretary/Treasurer Bryan Chamberlain reported that they are working to transition the accounts, information, etc., but it has not been completed. The only significant change noted since the last BOD teleconference was depositing of funds paid for the RWIS Course.

Student Chapter Status Report

Nicole Post reported that the Chapter currently has two strong student chapters in Montana (Montana State University) and Wyoming (University of Wyoming). A new chapter has also been established in Colorado. Jim Larsen said that he is working with the University of Idaho to facilitate a dual ITE/ITS Student Chapter. He will provide contact information to Nicole.

2010 Activities

Spring Transportation Symposium Report

While Navin Negali participated on the planning committee for the recent Spring Transportation Symposium, he was not able to attend today's BOD meeting. John Muscatell reported that the Denver Spring Transportation Symposium was one of the most successful in years. ACEC joined ITE, WTS and ITS Rocky Mountain in hosting this April's event. Held at the Pepsi Center, all 3 breakout sessions were full with total attendance estimated at over 100 individuals.

Webinars

A brief discussion was held about the level of success of past webinar's and the desire of the BODs to continue. Following conversations held at the February 2010 BOD Teleconference, two topics were identified for potential webinars; (1) speed management and (2) incident management. At that time it was brought up that FHWA might already have a course available in these topic areas. Steve Albert was going to check on availability and report back. Unfortunately, Steve was not able to attend this meeting. As such, topic selection and scheduling was tabled until the next teleconference. In the interim, each BOD member is asked to submit one idea or topic that would work as a webinar.

Local Meetings

After a brief discussion, it was decided that local meeting support would be handled on a case-by-case basis. As BOD members, especially those in more urban areas, see an opportunity to host, sponsor or participate in luncheons, evening receptions/mixers, etc., they are encouraged to involve the Chapter where appropriate.

NRITS 2011

Theme

Jim Larsen suggested playing off the Idaho's Tourism Website "Adventures in Living" for the 2011 NRITS theme. As such, "Adventures in ITS" will be the theme for next year's event in Coeur d'Alene, Idaho. Meetings Northwest staff will begin brainstorming a conference logo that represents this theme. A draft "Mark-the-Date" card will be sent to BOD members for feedback no later than July 9th.

Letter of Invitation to WSDOT

Jim Larsen will be meeting shortly with the incoming WSDOT Secretary. Following that meeting a formal letter from Robert Koeberlein, ITD and Jim Larsen, Ada County (ITSRM VP) will be extended to Washington State DOT inviting them to participate in the planning and preparation for the 2011 NRITS Conference. It was noted that at least one WSDOT staff person should serve on the 2011 NRITS Planning Committee.

Traci briefly explained the organizational structure of the NRITS Conference. The Planning Committee consists of 1-2 individuals from USDOT/FHWA, 1-2 individuals from ITS America, the Rural SIG Chair, incoming/future year's host and as many other individuals as the hosting agency (ITSRM) deems needed (total committee size is ideally kept to 10 individuals). In addition to BOD members who may be called upon to assist with local activities arrangements, abstract reviews, etc., it was noted that the Chapter should include at least one university representative (such as Michael Kyte).

NRITS 2011 Call-for-Abstracts

The submittal date for abstracts will be February 1st. BOD members are encouraged to email topics to Traci no later than July 2nd. She will compile and distribute to the BOD with the ultimate goal of having the *Call-for-Abstracts* distributed in the attendee packets at the 2010 conference (and added to the conference webpage shortly thereafter).

Meetings Northwest contract

Meetings Northwest's 2-year administrative support contract expired May 31, 2010. Jim Larsen moved that a new 2-year contract be initiated. Bryan Chamberlain seconded. The motion passed unanimously.

Action Items (responsible person underlined)

- Mark Owens will contact Steve Albert and Brandi Hamilton about serving as Montana Senators.
- Brandi Hamilton and Bryan Chamberlain will complete the Secretary/Treasurer transfer.
- Jim Larsen will provide University of Idaho Student Chapter contact information to Nicole Post for follow-up.
- Steve Albert will forward to Traci Ulberg or the BOD members information about webinar topics available through FHWA (specifically speed management and incident management).
- BOD Members will submit at least one webinar idea to Traci Ulberg prior to our next teleconference in mid-July.
- Meetings Northwest will forward a draft "mark-the-date" card for the 2011 NRITS to BOD members prior to July 9th.
- Jim Larsen and Bob Koeberlein will send a letter to WSDOT inviting them to participate in the 2011 NRITS. Traci Ulberg will help draft the letter.
- BOD Members are asked to submit topics for inclusion in the NRITS 2011 Call-for-Abstracts to Traci Ulberg no later than July 2nd.
- Mark Owens and Traci Ulberg will finalize the administrative support contract.