



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

Thursday, November 8, 2001

10:00-11:00 a.m. MST

**Invited:**

***Board Members Attending:***

Mike Bousliman, Montana Department of Transportation

Richard Hodges, Utah Transit Authority

Jim Larsen, Ada County Highway District

John Vetterling, URS Corporation

***Board Members Not Attending:***

Steve Albert, Western Transportation Institute

Jim Gaulke, Wyoming Department of Transportation

Jimmy Golden, Kimley-Horn & Associates, Inc.

John Inghlish, Utah Transit Authority

Martin Knopp, Utah Department of Transportation

Joe Maestas, FHWA – New Mexico

Pamela Munn-Bell, New Mexico State Highway and Transportation Department

Mark Owens, Meridian Environmental Technology, Inc.

Ross Tervo, Montana Department of Transportation

***Others in Attendance:***

Traci Ulberg, Meetings Northwest

**Agenda**

Martin Knopp designated Richard Hodges as his proxy (via phone) so that a quorum could be achieved for this meeting. Richard Hodges, ITS Rocky Mountain Chapter President conducted this meeting.

**Welcome and Introductions**

After brief introductions of those Board Members present, a motion was made to adopt the meetings from the February 2001 Board Meeting with no changes. The motion was seconded and passed unanimously.

**October 2001 Annual Meeting Wrap-up**

Traci Ulberg provided a brief summary of the October 2001 Annual Meeting. All Board Members were forwarded a copy of the Conference Evaluation Sheets/Feedback Summary as well as the Business Meeting Minutes prior to the meeting. Several of those members present commented that regardless of the low response rate (14%), they were very happy with the comments received – particularly considering the national events of September 11<sup>th</sup>. Overall the conference speakers, sessions, staff, etc. were rated very favorably with an average score of 4.3 on a scale of 1 to 5 (1 being “Did not meet my expectations” and 5 being “Greatly exceeded my expectations”).

Traci also reported that while the Budget Summary was not yet complete, the best-case scenario indicated a surplus of \$3800 while the worst-case scenario indicated an ending balance of only \$100. The discrepancy lies with the food/facility charges received from the Hotel Conference Center. Meetings Northwest accounts indicate an additional outstanding balance owed to the Hotel of \$3700. The hotel has been notified of the outstanding balance, but has, in turn, assured Meetings Northwest staff that their books show no such discrepancy. Meetings Northwest will wait an additional 3 weeks (60 days from date of event) for any additional correspondence and/or billing from the Hotel. If none is received, the extra monies will be forwarded to ITS Rocky Mountain.

### **Vice-President's Report**

Due to an unexpected trip, Vice-President Mark Owens was unable to attend the meeting. He will provide a report at a later date.

### **Secretary/Treasurer's Report**

Secretary/Treasurer John Vetterling has received the most recent membership dues check and the October Invoice from Meetings Northwest. He has made contact with Teresa Esplin, Kimley-Horn & Associates, Inc. (assistant to the former treasurer) and will follow up with her to obtain all of the Chapter's financial records.

### **Colorado Senator**

Due to the election of John Vetterling (former Colorado Senator) to the Office of Secretary/Treasurer, the State of Colorado was left without representation on the Board of Directors. It was suggested at the October 2001 Business Meeting that Jimmy Golden, Kimley-Horn and Associates, Inc. be appointed to fill the vacancy at the next Board Meeting. As such, the motion was made, seconded and unanimously approved to appoint Jimmy Golden as a State Senator for Colorado. He will serve for the remainder of the term (1 year).

### **State Chapter's Council Representative**

Richard Hodges noted that Immediate Past President Steve Albert will continue his role on the ITSA State Chapters Council until his term on that council is completed.

### **State Information for Website**

Continuing a conversation begun at the October 2001 Business Meeting, the procedures and format were finalized for the new *Regional Projects* page on the ITS Rocky Mountain Website. The page will contain brief descriptions, with project contact information, on ongoing and upcoming projects as well as research from regional universities. It is hoped that this page will provide an easier way for individuals in the ITS field to access information on projects within their geographic area as well as provide a conduit for peer contacts and mentoring.

The information for the website will be gathered, reviewed and published in the following manner.

- 1) Meetings Northwest will create a simple Word template or form that will be sent to all ITS Rocky Members. The form will ask members to provide a brief description (no more

- than one page) of an ongoing or upcoming project, including start and end dates, and contact information for the project manager, principle investigator, or project liaison.
- 2) Members will be asked to submit this information to their respective State Senator(s). The State Senators will then be responsible for reviewing the information and forwarding it to Meetings Northwest within a reasonable time frame.
  - 3) Meetings Northwest will compile the information and disseminate it via two formats.
    - (1) Full project descriptions, as provided by the State Senators, will be posted to the *Regional Projects* page on the Chapter website.
    - (2) A mini-newsletter or “journal” will also be distributed to the ITS Rocky Mountain Chapter list-serve. This journal will contain only abbreviated project descriptions (one to two sentences) and will provide a link back to the website for individuals wanting additional project information.

Over time, project updates will also be solicited.

### **Membership Recruiting**

President Richard Hodges extended the challenge to all State Senators and Officers to recruit at least one new member by the end of the year (Chapter Year). If Board members want to know who is already a member in their state, they may contact Traci Ulberg, Meetings Northwest.

John Vetterling mentioned that Colorado might begin holding monthly luncheon meetings for members in Colorado. This forum has proven popular in the past and would encourage participation by individuals not currently members of the Chapter. Comments from the Board were very positive. While no financial commitment was made, it was suggested that Chapter funds could be used to help fund all or part of such luncheons.

### **Annual Meeting/Conference**

It was suggested at the October 2001 Business Meeting that partnering with an existing event (ITE Intermountain, Transit venues, etc.) could provide a more cost effective way of managing the Annual Meeting for both the Chapter and possible participants. To this end, the ITE Intermountain presidency was approached with an offer to co-host the 2002 ITE Intermountain Meeting to be held May 16-17, 2002 in Jackson, Wyoming. It was thought that the ITS Rocky Mountain Chapter could provide some sort of pre- or post-conference training, “track” planning, etc. Comments received from ITE Intermountain just prior to this teleconference indicated that they are unsure of what help they would need or want from the Chapter. Further discussion with the Board members present indicated that logistics in Jackson might not be to our benefit. Vendor space is already overflowing and most of the rooms are already booked for pre- and post-conference events.

With that in mind, other options were discussed including holding an independent conference in Salt Lake City next summer. A Salt Lake based Annual Meeting has many advantages including low airfares, reduced hotel rates following the Olympics and great potential for professional tours due to the (what will be) recently past Olympic experience. Possible themes include “operations” and “lessons learned from the Olympic experience”. Richard Hodges, in cooperation with Martin Knopp, will explore some possible avenues for such a meeting and report back to the Board. It is hoped that we will be able to finalize the location and dates for the Annual Meeting within the next 30 days.

### **Next Steps**

- *Regional Projects* template prepared and circulated to the Board of Directors (Traci Ulberg/Meetings Northwest)
- Receive and provide comments on *Regional Projects* template (Board of Directors)
- *Regional Projects* template distributed to general membership (Traci Ulberg/Meetings Northwest)
- Senators and Officers recruit at least one (1) additional member by 9/02 (Board of Directors)
- Complete recommendation for 2002 Annual Meeting (Richard Hodges/Martin Knopp)
- Schedule another Board of Directors Teleconference to complete any unfinished Chapter Business including Annual Meeting preparations – date, location, designate Planning Committee, etc. (Traci Ulberg/Meetings Northwest)