ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes
Tuesday, November 26, 2002
1:00 pm MST

Invited:

Board Members Attending:
Steve Albert, Western Transportation Institute
Mike Bousliman, Montana Department of Transportation
Jim Gaulke, Wyoming Department of Transportation
Richard Hodges, Utah Transit Authority
Martin Knopp, Utah Department of Transportation
Bob Kochevar, City and County of Denver
Marilyn Kuntemeyer, Carter & Burgess, Inc.
Jim Larsen, Ada County Highway District
Mark Owens, Meridian Environmental Technology, Inc.
Brandi Tesch, Montana Department of Transportation
Keith Trimels, FHWA-Wyoming

Board Members Not Attending:
Terrence Doyle, New Mexico State Highway and Transportation Department
John Inglish, Utah Transit Authority
Joe Maestas, FHWA-New Mexico
Ross Tervo, Montana Department of Transportation

Others in Attendance:
Traci Ulberg, Meetings Northwest

Agenda

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

Chapter Organization
New Secretary/Treasurer Appointed
For family reasons, John Vetterling resigned his position as Secretary/Treasurer of the ITS Rocky Mountain Chapter effective October 30, 2002. Brandi Tesch of the Montana Department of Transportation was nominated by Mark Owens to serve the remainder of the Secretary/Treasurer's term. Jim Gualke seconded the motion and the succeeding vote was unanimous. Brandi Tesch will serve as Secretary/Treasurer through the 2004 Chapter elections.

New Mexico Senator
Pamela Munn-Bell will be retiring from the New Mexico State Highway and Transportation Department in the upcoming months. As such, she is resigning her position as New Mexico Senator effective immediately. Terrence Doyle, New Mexico State Highway and Transportation

Department was nominated to serve the remainder of the term (1 year) by Mark Owens. The nomination was seconded and unanimously approved. Terrence Doyle will represent the New Mexico State Highway and Transportation Department through the 2003 Chapter elections.

Conference Discussion

October 2002 Annual Meeting Wrap-up

Traci Ulberg provided a brief summary of the October 2002 Conference. All members of the Board of Directors were forwarded a copy of the Conference Budget Report prior to this teleconference. The 2002 Conference showed a net loss of $10,628.21 (excluding $499.00 of outstanding registration fees) due primarily to lower than expected attendance. For financial reasons, transcripts from the 2002 Conference sessions will not be pursued. It was noted that a majority of the session presentations are already available online through the Chapter's website.

2003 Workshop

After much discussion it was decided that the Annual Business Meeting as well as an "Introduction to ITS" conference session will be held in conjunction with the *WTS Spring Technical Conferenc*e to be held in Denver, Colorado on April 4, 2003.

This session will include a brief introduction of ITS followed by presentations and/or discussions of what is going on within the region in regards to ITS. It is hoped that this will serve two purposes: (1) expose the general transportation community to ITS (and more specifically the ITS Rocky Mountain Chapter); and (2) allow the Chapter to survey participants as to desired subject matter (and associated cost) of a future training course. After examining the results of the participant survey, a fall training course – also to be held in Colorado – will be scheduled.

Colorado Senators Bob Kochevar and Marilyn Kuntemeyer will begin the planning process and will approach the appropriate *WTS Spring Technical Conference* staff.

2004 Conference

Following discussions at the Salt Lake City Business Meeting, the Chapter approached a representative of the Pacific Northwest Snowfighters (PNS) to co-host their 2004 event. In the ensuing weeks, the group has debated, in general terms, the feasibility of such a partnership. As of this teleconference date, the group was positive about a partnership, but no final decision had been made. It was thought that PNS would hold a Board Meeting in December, at which time a final decision would be reached. Traci Ulberg will continue to communicate with PNS representatives regarding a meeting date and the possibility of a ITS Rocky Mountain chapter representative attending.

Outreach

Student Scholarship

Following a brief discussion of the various options available for collecting scholarship monies, selecting students, and awarding monies, Steve Albert suggested that a white paper be prepared and disseminated to the Board of Directors for comments and discussion. Everyone concurred and the Western Transportation Institute will immediately begin to prepare the paper.

Partnering
The ITS Rocky Mountain Chapter wishes to pursue partnerships with regional states not currently involved in the Chapter. Conversations were held at the Salt Lake City Business Meeting pursuant to this subject with various suggestions being made on whom should contact the respective states. Final assignments were left to the discretion of the Board of Directors.

After a brief discussion it was decided that Steve Albert and Mark Owens will approach North Dakota, South Dakota and Nebraska while Martin Knopp will visit with individuals in Arizona.

Next Steps

- Approach WTS about participating in upcoming *Spring Technical Conference* (Bob Kochevar/Marilyn Kuntemeyer)
- Create draft agenda for 2003 Workshop Session(s) (Bob Kochevar/Marilyn Kuntemeyer)
- Follow-up on 2004 PNS Conference (Traci Ulberg)
- Prepare white paper on Student Scholarships (Steve Albert)
- Conduct outreach to North Dakota, South Dakota and Nebraska (Steve Albert/Mark Owens)
- Conduct outreach in Arizona (Martin Knopp)
- Schedule another Board of Directors Teleconference to complete any unfinished Chapter Business including 2003 Workshop preparations, 2004 Conference hosting, etc. (Traci Ulberg/Richard Hodges)