



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

Friday, October 28, 2005

8:30 am MDT

Board Members Attending:

Mike Bousliman, Montana Department of Transportation
Richard Hodges, Utah Transit Authority
Steve Keller, Montana Department of Transportation
Bob Kochevar, City and County of Denver
Marilyn Kuntemeyer, David Evans & Associates
Richard Manser, Utah Department of Transportation
Mark Owens, Meridian Environmental Technology, Inc.
Keith Trimels, Mixon/Hill, Inc.
Wei Zhang, FHWA-New Mexico

Board Members Not Attending:

Bryan Chamberlain, Utah Department of Transportation
Kevin Cox, Wyoming Department of Transportation
Brandi Hamilton, Montana Department of Transportation
Robert Koeberlein, Idaho Transportation Department
Jim Larsen, Ada County Highway District

Others in Attendance:

Megan Hendrickson, Meetings Northwest
Traci Ulberg, Meetings Northwest

Agenda

Welcome and Introductions

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

Treasurer's Report

Chapter Secretary/Treasurer Brandi Hamilton was unable to participate in this meeting. However, Traci Ulberg reported that the Chapter's account balance remained relatively unchanged from the last meeting (approximately \$10,000).

Student Program

Traci Ulberg introduced Megan Hendrickson, Meetings Northwest. She will be handling all aspects of the Student Chapter program and is available to answer questions, assist new chapters, etc.

Idaho State University (ISU) has submitted an application to become an ITS Rocky Mountain Student Chapter. After a brief discussion, Mark Owens moved to accept the Idaho State

University charter with corrections, Steve Keller seconded the motion. The motion passed without further discussion. Richard Hodges will sign the Charter and mail as soon as possible.

The Chapter continues to look for fund raising ideas for the Student Program. The solicitation letter to corporate members of ITS Rocky Mountain yielded zero responses. Richard Hodges and Traci Ulberg will draft a follow-up letter with the goal of mailing it before December 1st.

Other ideas included using proceeds from ITS Rocky Mountain hosted (or co-hosted) events. Marilyn Kuntemeyer noted that the Chapter should have received \$250.00 from the 2005 Spring Transportation Symposium. She will follow-up with conference organizers to determine the status of those monies. Traci Ulberg mentioned that as co-hosts, the Chapter stands to receive a portion of any surplus monies from the 2006 National Rural ITS Conference.

Keith Trimels reported that the University of Wyoming ITS Student Chapter conducted several traffic counts for HKM Engineering, Inc. HKM paid the student chapter directly for these services (about \$2000) and it acted as a great fund-raiser for their chapter. It was suggested that Meetings Northwest prepare a short brochure outlining fund raising ideas for student chapters.

2006 WTS/ITE/ITS Spring Transportation Symposium

Marilyn Kuntemeyer and Bob Kochevar are the ITS Rocky Mountain representatives on the Spring Transportation Symposium planning committee. They will be acting as co-chairs for the 2006 meeting. The Board of Directors briefly discussed potential key speakers and offered to assist as needed. A tentative date of April 7th has been set.

2006 National Rural ITS Conference (NRITS)

The ITS Rocky Mountain Chapter is co-hosting (with the Western Transportation Institute) the 2006 NRITS conference. After a brief discussion, it was decided that the ITS Rocky Mountain Annual Meeting will also be held at this time. As such, an ITS Rocky Mountain membership meeting will be added to the NRITS agenda.

Traci asked for volunteers to serve on a conference planning committee. The planning committee will be primarily responsible for agenda development and will assist with reviewing abstracts. Richard Manser, Mike Bousliman, Mark Owens, Wei Zhang and Thomas Kratochvil (NMDOT) will join Steve Albert, Western Transportation Institute (committee chair) and Keith Trimels on the committee.

Procedures Manual

The Chapter Procedures Manual is updated on a biannual basis with the last update being completed in June 2003. After a discussion of potential changes, it was decided that public organizations could receive their first year of membership free. It is hoped that this action will encourage smaller urban centers, county governments, etc. to become involved in the Chapter. Bob Kochevar moved that the dues structure be modified to exempt public organizations from their first year of dues. Wei Zhang seconded the motion which passed unanimously. No other changes were made.

Membership Involvement (newsletter, website, etc.)

In recent months, the Chapter has been receiving less and less participation/feedback from members via the Chapter newsletter and website. It was proposed that the Chapter conduct a membership survey to better identify member wants and needs. Traci will draft a survey and forward to the Board of Directors for feedback.

After highlighting some of the recent difficulties in obtaining articles for the Chapter newsletters, Richard Hodges proposed that two member states be assigned to each newsletter. Board of Directors members will not be responsible for the entire newsletter content, but will instead be charged with obtaining 2 or 3 original feature articles to include in their respective newsletters. While themes have already been set for the upcoming publishing year, states do have the flexibility to vary from these subjects. Articles will also continue to be solicited from the general membership. Assignments are as follows:

Winter Newsletter (January/February/March)

Theme: Maintenance and Operations

Article deadline: January 20th

Responsible States: Colorado/Wyoming

Spring Newsletter (April/May/June)

Theme: Traveler Information

Article deadline: April 21st

Responsible States: Montana/New Mexico

Summer Newsletter (July/August/September)

Theme: Transportation in the Rockies

Article deadline: July 21st

Responsible States: Utah/Idaho

Fall Newsletter (October/November/December)

This issue will highlight the Annual Meeting (2006 NRITS Conference) and will include synopsis of the various sessions. No articles will be solicited.

Next Steps

- Sign and forward ISU Student Chapter Charter. (Richard Hodges)
- Draft student program solicitation follow-up letter to ITS Rocky Mountain corporate members (Traci Ulberg/Richard Hodges)
- Draft fund raising “ideas” brochure for use by student chapters. (Megan Hendrickson/Traci Ulberg)
- Update procedures manual and dues information to include changes made by BOD. (Traci Ulberg)
- Draft a membership survey. (Traci Ulberg)

Outstanding Items from April 2005 Meeting

- Provide updated or new project information for Projects Page. (BOD members)
- Send sample MOAs and MOUs to Traci Ulberg. (BOD members)