



**ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes**
Monday, August 4, 2003
3:00 pm MDT

Invited:

Board Members Attending:

Mike Bousilman, Montana Department of Transportation
Richard Hodges, Utah Transit Authority
Bob Kochevar, City and County of Denver
Marilyn Kuntemeyer, Transportation Consultant, Denver
Jim Larsen, Ada County Highway District
Mark Owens, Meridian Environmental Technology, Inc.
Brandi Tesch, Montana Department of Transportation

Board Members Not Attending:

Terrence Doyle, New Mexico State Highway and Transportation Department
Jim Gaulke, Wyoming Department of Transportation
John English, Utah Transit Authority
Richard Manser, Utah Department of Transportation
Keith Trimels, FHWA-Wyoming

Others in Attendance:

Traci Ulberg, Meetings Northwest

Agenda

Welcome and Introductions

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

2003 Fall (Colorado) Training

The *ITS Telecommunications Overview* course has been selected. Colorado Senators, Marilyn Kuntemeyer and Bob Kochevar have both contacted Larry Schulman, ITS America about scheduling the course. While preliminary dates have been identified (Oct. 20th, Oct. 27th, Nov. 3rd), Mr. Schulman has not responded regarding a final date. Traci Ulberg will follow-up with Tim Diffley, Manager, Chapter Relations/Strategic Initiatives, ITS America about the course.

Bob Kochevar and the City/County of Denver have offered meeting space at no charge. Consequently, the only expense for the chapter will be for morning/afternoon refreshments and lunch which are estimated at \$15-\$20 per person. Marilyn will finalize the costs and coordinate a caterer.

After a brief discussion, it was determined that the Chapter would charge \$50 per person to attend the training.

PNS Conference (2004 Annual Meeting)

The Chapter will be unable to team with PNS for our 2004 Conference. As such, Traci Ulberg and Richard Hodges were working on alternative events/dates as of this meeting date.

Possibilities include:

- March 2004, WASHTO Maintenance Meeting (Bozeman, Montana)
- November 2004, Joint Engineers Conference (Helena, Montana)
- Fall 2004, approach Wyoming/Colorado Chapter of ITE about co-hosting a conference in Wyoming

It is hoped that a decision will be made regarding the first two options within the next two weeks. BOD members will be notified of that outcome.

Student Scholarship/Essay

Discussion centered on a memo written by Jaime Helmuth, WTI and Susan Gallagher, WTI and forwarded to BOD members in late June. Two basic options were presented in that document – a student fellowship (\$1000) and a student paper award. BOD members would like to see the two combined into a student paper/fellowship award with some minor revisions to the eligibility requirements. Traci Ulberg will forward the BOD's questions to Jaime and Susan and include any clarifications in a revised document. Once the revisions are complete, they will be sent to the BOD for comment.

Appointment of second Senatorial Seats

Jim Larsen, Mike Bousilman and Richard Hodges continue to work on identifying candidates for the Second Senatorial seats in Idaho, Montana and New Mexico. No other progress was reported.

Incorporation/Insurance

The incorporation process is complete and the Chapter is now a registered 501(c)3 organization. Traci Ulberg and Richard Hodges are in the process of sending the necessary insurance paperwork through ITS America to be included under their policies.

Determine 2004 Newsletter Themes

After a brief discussion the following themes were determined for 2004:

- (Winter) Operations Integration & Coordination
- (Spring) Techniques and Best Practices in Work Zones
- (Summer) Traveler Information
- (Fall) Annual Meeting Recap

An alternative theme for fall is *Rural Applications in the Rocky Mountains*.

Next Steps

- Finalize Fall Training Course date/arrangements (Marilyn Kuntemeyer/Bob Kochevar/Traci Ulberg)
- Determine 2004 Annual Meeting date/location (Traci Ulberg/Richard Hodges)

- Modify Student Fellowship/Award white paper (Traci Ulberg)
- Fill second senatorial seats in Idaho, Montana and New Mexico (Jim Larsen/Mike Bousilman/Richard Hodges)