



ITS Rocky Mountain Chapter Business Meeting

Thursday, November 4, 2004
Helena, Montana

Attendees:

Stephen Albert, Western Transportation Institute (member)
Steve Keller, Montana Department of Transportation (member)
Dhruvaj Lahon, University of Utah (student member)
Richard Manser, Utah Department of Transportation (member)
Mark Owens, Meridian Environmental Technology, Inc. (member)
Bob Seliskar, FHWA-Montana (member)
Keith Trimels, Mixon/Hill, Inc. (member)

Terry Little, Ada County Highway District (guest)
Sant Gupta, Cornet Technology, Inc. (guest)
Traci Ulberg, Meetings Northwest, Sage Enterprises (guest)

Agenda

Welcome and Introductions

Chapter Vice President Mark Owens welcomed everyone to the meeting. Attendees each took a moment to introduce themselves.

Chapter Status Report

Membership. Traci Ulberg reported that the Chapter membership is currently at 49 individuals up from 43 at the last Business Meeting. It was noted that over the past four years, the Chapter has experienced an average annual growth of 20%.

Treasurer's Report. Mark Owens presented the Treasurer's Report for Brandi Tesch (Chapter Secretary/Treasurer) who was unable to attend this meeting. The Chapter account currently has \$9,224.35 with no outstanding invoices. A discussion of Chapter finances ensued. It was determined that the Chapter's finances were sufficient to allow the Chapter to offer a *Student Paper Award and Scholarship* for 2005 if other funding sources could not be found (2004's award was sponsored by the Western Transportation Institute).

Election Status

Nominations were delayed and election packets were not mailed out prior to this meeting. The Chapter is having particular difficulty in identifying a potential Senator(s) from New Mexico. Steve Albert volunteered to pursue a contact at the New Mexico Department of Transportation with the hope of finding a candidate. Packets are now planning to be mailed in December.

The following seats are open:
Secretary/Treasurer – 3 year term
Utah Senators – 3 year term
Wyoming Senators – 3 year term
New Mexico Senators – 2 years remaining on term
Montana Senator (1 only) – 2 years remaining on term
Idaho Senator (1 only) – 1 year remaining on term

Discussion on Future Activities and Sustainability

Membership Recruitment. Dialogue centered on how to get more individuals involved. Questions asked included: “What role does or should the Chapter play?” and “What are the benefits of joining the Chapter?” In response to these questions, it was determined that the primary purpose of individuals joining a professional group was to network or share information. With this in mind, the Chapter should focus on the benefits of information sharing across the region. The website can become a prime tool for information exchange – most immediately by providing sample or example documents (MOU’s, architecture, etc.).

The Chapter can also make involvement more exciting by highlighting unique projects and offering awards that recognize outstanding individuals in ITS.

Student Outreach Program. The first year of the Chapter’s *Student Paper Award & Scholarship* program yielded two paper submittals. Chapter Senators Jim Larsen and Bob Kochevar along with Vice President Mark Owens reviewed the two entries. Xiadong Wang from the University of Utah was declared the 2004 winner.

A source for 2005 scholarship monies was discussed. It was suggested that the Chapter research the possibility of involving FHWA funds. It was thought that FHWA Service Plan monies could potentially be used in this situation if they were utilized to provide the travel portion of the award. Another potential source of award monies may be business (i.e., corporate) members.

JEC Involvement. This was the first year that the Chapter had held its Annual Meeting in conjunction with another established group. After a brief dialogue on the pros and cons of holding such meetings, it was agreed that overall the meeting was a success. The Board agreed that the alternate year format for holding conferences should continue, and that such conferences – in the foreseeable future - should be held in combination with other groups.

2005 Workshop Ideas. Three ideas were proposed for the 2005 workshop. These include: (1) 1-day course in Idaho (contact ITS Rocky Mountain Senator Jim Larsen about potential topic); (2) NHI course in New Mexico; and (3) short-course held prior to ITE Intermountain meeting. Board members present will coordinate with Traci Ulberg as to potential locations/topics. The one-day course in Idaho will be pursued first.

2006 Conference Ideas. Steve Albert proposed that the next conference be held in conjunction with the 2006 National Rural ITS Conference. Everyone present agreed and the August 2006 date will be placed on the Chapter's website.

Other Business

Action Items

- Identify potential senatorial candidates from New Mexico (Steve Albert)
- Solicit sample documents to post on website (Traci Ulberg)
- Contact Montana FHWA office about using Service Plan monies for travel portion of Student Award (Traci Ulberg)
- Pursue one-day workshop in Idaho (Jim Larsen/Keith Trimels/Traci Ulberg)
- Begin coordination with NRITS planning committee for 2006 Annual Meeting (Traci Ulberg)