



ITS Rocky Mountain Chapter Board of Directors

Teleconference Meeting Minutes

March 10, 2020 - 10:30 am MDT

Board Members Attending:

Crystal Grasmick, Idaho Transportation Dept.

Jim Larsen, JBL Consulting

John Hansen, 2 ITS-Help

Keith Trimels, IDT Group, LLC

Ryan Saville, TransCore

Tony Wheeler, Image Sensing Systems

Board Members Not Attending:

Brian Christensen, Horrocks Engineers, Inc.

Saeed Sobhi, EST

Scott Thomas, Apex Design

Tyler Laing, Utah Department of Transportation

Others in Attendance:

Autumn Gilleard, Meetings Northwest, Inc.

Agenda

Chapter President Jim Larsen welcomed everyone and proceeded to lead the agenda. The January 14, 2020 meeting minutes (previous meeting) had been emailed to everyone prior to the call. Jim Larsen moved to approve the minutes, and John Hansen seconded the motion, which passed unanimously.

Treasurer's Report

A treasurer's report was not given for Brian Christensen was unable to make the call.

2020 Membership

Autumn Gilleard reported MNW had collected \$300 in public and \$2,800 in private in membership dues as of March 10, 2020.

Election Results

Autumn Gilleard reported MNW received 37 electronic ballots. Re-electing Jim Larsen as President, John Hanson as Vice president, Tory Torgersen as a Member-at-Large Senator, and Jim Hanson was a write-in for the 2nd Member-at-Large Senator position. Autumn will follow up with Jim Hanson to see if he is interested in fulfilling the engagement. No write-ins were received for the open Montana and Wyoming Senator positions.

2020 Conference/Lamar Street Center

Autumn Gilleard did three Colorado site visits in January:

- Radisson Hotel Denver, Aurora – The layout of the venue and square footage of meeting space did not meet ITS RM requirements.

- Hyatt Regency, Aurora – The venue does not book out past three months for events not requiring a room block.
- Doubletree by Hilton Denver Tech Center, Greenwood Village – The venue has an excellent layout and would be ideal location but requires a \$10,000 food and beverage minimum.

After reviewing the above sites, Autumn Gilleard reached out to the Lamar Street Center in Arvada, CO. ITS RM has held two conferences at this site with great success. The Lamar Street Center facility fee is \$4,000 per day but would honor ITS RM's previous rate of \$1,500. Autumn Gilleard sent the contract to Jim Larsen and John Hansen for review. Both Jim Larsen and John Hansen agreed it would be a good choice. Autumn Gilleard returned the signed contract to Lamar Street Center. The 2020 Annual Conference is set for September 22, 2020, at the Lamar Street Center, Arvada, CO.

Jim Larsen suggested offering the conference free of charge to attendees with the option to pre-purchase a boxed lunch. Both Tony Wheeler and John Hansen agreed it would be a good idea, and they both have seen it successfully done with other groups.

Call for Papers

Jim Larsen is going to send out an email previously sent out by Scott Thomas with a list of suggested call for paper topics. Jim Larsen asked those on the call to look them over and send him any changes or suggestions. The call for papers will go out the first of April with a submittal deadline of mid-May. John Hansen is working on narrowing down a lunch keynote speaker. Jim Larsen also asked John Hansen to reach out to the CO/WY ITE chapter in sponsoring the evening social.

Vendor

Autumn Gilleard will email the board members last years vendor/sponsors information for review/edit.

Next Board Meeting

Tuesday, May 12, 2020, @ 10:30 am MST.