



ITS Rocky Mountain Chapter Board of Directors

Zoom Meeting Minutes

August 24, 2021 - 10:00 am MDT

Board Members Attending:

Brian Christensen, Horrocks Engineers, Inc.
Caitlin Yong, Muller Engineering
John Hansen, 2 ITS-Help
Josh Richardson, City of Gillette
Keith Trimels, IDT Group, LLC
Ryan Saville, TransCore
Saeed Sobhi, EST
Stan Brelin, Montana Department of Transportation
Tony Wheeler, Image Sensing Systems

Board Members Not Attending:

Crystal Grasmick, Idaho Transportation Dept.
Jim Larsen, JBL Consulting
Troy Torgersen, Utah Department of Transportation
Tyler Laing, Utah Department of Transportation

Others in Attendance:

Autumn Gilleard, Meetings Northwest, Inc.
Cara O'Donnell,

Agenda

Chapter Vice President John Hansen welcomed everyone and proceeded to lead the agenda. The July 13, 2021 meeting minutes (previous meeting) had been emailed to everyone prior to the call. Tony Wheeler moved to approve the minutes, and Keith Trimels seconded the motion, which passed unanimously.

Treasurer's Report

Brian Christensen reported the checking account had a balance of \$16,409.45 and savings account \$2,239.55 with a combined balance of \$18,649.00

2021 Conference Update

John Hansen reviewed the following conference updates and encouraged the board to review the ITS RM website for the conference agenda and updates. John Hansen requested an update from Autumn Gilleard on registrants. Autumn Gilleard reported registration was off to a slow start with only 35 registrants. John Hansen anticipates registration to pick up.

- Boxed lunch - Registration is free, with the option to purchase a \$20 boxed lunch. The boxed lunch registration deadline is September 14, 2021.
- AV Support – Caitlin Yong will supply a laptop for presentations, and John Hansen will provide a backup. In addition, Lamar Street will supply a projector.
- Speakers – All speakers have been notified and confirmed.

- Jim Larsen – Will work the registration desk.
- John Hanson – Will provide 25 lanyards for speakers etc.
- Covid Response – Jim Larsen will provide hand sanitizer and a handful of masks. Current CO Mask Guidance: The Colorado Department of Public Health and Environment (CDPHE) encourages people who are not fully vaccinated to wear masks in all other public indoor spaces to help prevent the spread of COVID-19. Autumn Gilleard suggested posted signs and adding a slide to the sponsor PowerPoint reminding everyone of the current mask guidance, proper hygiene, and social distancing.
 - Saeed Sobhi asked about seating distance and distribution of lunch. Autumn Gilleard reviewed that currently, registration is set at 150 people (50% of the capacity of the venue). With the option to increase capacity. With only 150 attendees, social distancing can be accommodated if needed. Additionally, Saeed Sobhi asked if we had received any feedback requesting a hybrid meeting. Currently, no requests have been made. ITE reached out and asked about a hybrid meeting. However, the current budget does not allow for a hybrid meeting.
 - September 7 will be the decision point for moving forward with the in-person event.
- Sponsor/Vendor review – Only seven booths are still available.
- Golf Outing – West Woods Golf Course in Arvada, Wednesday, September 22.
- CV Demo – Will be posted to the website this week.
- Caitlin Yong – Has received a few Covid concerns and was wondering about adding a Zoom Link. John Hansen asked if this was something that could be supported. Autumn Gilleard reported that would add the hybrid component to the conference. John Hansen will review with Jim Larsen.
- Cara O'Donnell, the ITE representative report that they are planning an evening social at the Denver Beer Co. and will be reaching out shortly.
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Next Board Meeting

Tuesday, September 7, 2021, @ 9:00 am MST.