



ITS Rocky Mountain Chapter Board of Directors

Zoom Meeting Minutes

September 13, 2022 - 9:00 am MDT

Board Members Attending:

Brian Christensen, Horrocks Engineers, Inc.
Jim Larsen, JBL Consulting
John Hansen, Olsson
Keil Ova, Traffic Technology Services, Inc.
Jim Fox, Colorado Department of Transportation
Keith Trimels, IDT Group, LLC
Troy Torgersen, Utah Department of Transportation
Tony Wheeler, Swarco

Board Members Not Attending:

Bill Kaseck, EST
Caitlin Yong, HNTB Corporation
Jesse Lassandro, Western Systems
Josh Richardson, Retired from City of Gillette
Ryan Saville, TransCore
Tyler Laing, Utah Department of Transportation
Stan Brelin, Montana Department of Transportation

Others in Attendance:

Autumn Gilleard, Meetings Northwest, Inc.

Agenda

Initially, there were not enough ITS Rocky Mountain board members to meet the quorum minimum for the meeting to proceed with official business. However, while the board members on the Zoom meeting reviewed the information for the upcoming ITS Rocky Mountain Annual, an additional board member joined the meeting allowing the minimum quorum to be met. The ITS Rocky Mountain (ITS RM) President Jim Larsen welcomed everyone and proceeded to lead the agenda — the July 12, 2022, meeting minutes (previous meeting) had been emailed to everyone before the call. Jim Larsen moved to approve the minutes, and Tony Wheeler seconded the motion, which passed unanimously.

Treasurer's Report

Brian Christensen reported the checking account had a balance of \$16,614.63, and the savings account had a balance of \$3,239.80 with a pending Meetings Northwest, Inc invoice for \$1,830.34, leaving a combined balance of \$14,784.29.

2022 ITS Rocky Mountain Annual Meeting Planning Prep Review

Autumn Gilleard reported that \$11,800 had been collected via sponsor/vendor registration and \$1,820 via attendee registrations. With all Gold Sponsor spots filled, four out of the six Silver

Sponsor spots filled, one out of the six Refreshments Sponsor spots filled, twenty-four of the thirty-four vendor spots filled, and 53 attendees.

For on-site, Autumn Gilleard will provide Jim Larsen with a master attendee lunch selection list. Jim Larsen will provide on-site registration help, programs, sponsor signs, printed speaker/moderator nametags, blank nametags, markers, masks, hand sanitizer, and design the sponsor PowerPoint slides. John Hansen will provide lanyards for speakers and moderators. Brian Christensen will provide on-site AV and admin support and is the point of contact for catering.

After some discussion, the board opted not to move forward with a formal Happy Hour after the conference.

Jim Larsen organized two informal golf outings, one on Wednesday at noon with three people signed up and one on Friday at nine with four people signed up.

Next Board Meeting

Tuesday, November 15, 2022, @ 9:00 am MST.