



**Executive Committee Meeting w/Committee Chairs
July 24, 2025 (3:00 pm - 4:30 pm MDT)**

Attendees (Bold = Present):

Board Role	Name	Committee	Committee Chair
Past President	David Lucas	Advertising	Kordel Braley
President	Chris Sobie	Annual Mtg	Josh Saak
Vice President	Lindsay Saner	Awards	Ati Abad
Secretary/Treasurer	Lisa Nguyen	Communications	Melissa Gende
International Director	Ben Waldman	DEI	MariaAngelica Deeb
District Administrator	Jenny Grote	Service & Outreach	Jennifer Rosales
		Membership	Sanjay Paul Josh Hoffman
		Students & Young Members	Victoria Edington
		2025 LAC	Jon Kruse

Action Items for this meeting:

- Treasurer Report (Lisa)
- Review [Strategic Plan](#) and consider how to meet the Goals and Objective (2024-2026)
 - Consider how committees can support goals
 - ACTION: Draft progress update thru 2025 and include on Google Drive; share during lunch meet @ Santa Fe Annual Mtg (Lindsay)
- IBOD Update Brand Evolution (Ben)
 - Ben to work on getting an update from David Lucas
 - ACTION: David to send Victoria a list of Student Chapters that have not responded
- LAC Tasks
 - Add in historical data from previous meetings

- David has updated the doc with data from previous 3 meetings
 - https://docs.google.com/spreadsheets/d/1anvhOtPs60Wh6XxXZbT5YsV4WetMcVw/edit?usp=drive_link&oid=118354155074937597756&rtpof=true&sd=true
 - Contracts, final reports, and other important documents
 - ACTION: Josh will add to Google Drive
 - Planning Timeline
 - Mountain District LAC Manual (pages 27-29)
 - <https://docs.google.com/document/d/15ebnuENul-7D0Hk8t8YB2BEiKx3g-ltl/edit>
 - Western District schedule: [M_Communications Schedule.pdf](#)
 - MD Appendix - include final LAC spreadsheet updates (attendance, budget, etc.) as conference closes out
- 2025 Section Visits
 - Ben - MT & UT
 - Chris - ID & NV
 - NV Fall Transportation Conference
 - ID November 11th Section Meeting
 - David - CO/WY
 - Jenny - NV (2/27)
 - EC - AZ (Fall Leadership Retreat)
 - End of September / Beginning of October
 - Full Board Retreat - October 23/24
 - October 16 - Joint Meeting CO/WY, MT, ID @ Jackson Hole, WY
- 2025 Student Chapter Visits
 - Jenny
 - University of Colorado - Denver (2/19)
 - University of Nevada, Las Vegas (2/26)
 - Cal Poly, San Luis Obispo (3/13)
 - University of Utah (4/9)
 - BYU (4/10)
- **2025 Joint CO/WY, MY, ID ITE Meeting**
 - October 16, 2025
 - Venue: Snow King Resort in Jackson, WY

Annual Meetings

- **2025 Annual Meeting - Santa Fe, New Mexico - June 4-6, 2025**
 -
- **2026 Annual Meeting - Flagstaff, AZ - June 10-12, 2026 - David**
 - David Lucas & Ellie Volosin are co-chairing the LAC
 - High Country Conference Center, near NAU Campus
 - HCCC Contract has been signed, still negotiating re lodging, but do have a contract to be signed with the Drury Inn
 - Ellie and David are now signers on the Wells Fargo LAC - 1 account. David has a debit card

- Family/Social event will likely be at the [Lowell Observatory Astronomy Discovery Center](#)
 - Arizona ITE/IMSA Spring Conference will not be held in 2026 to help drive attendance to the District Annual Meeting
 - LAC roles almost all assigned with biweekly meetings beginning Feb 14th
 - Logo is under development along with sponsorship theme
- **2027 Annual Meeting (Joint with Western District) - Reno/Tahoe Area - Dates June 13-17**
 - Josh Saak, Andrew Jayankura, Devin Moore and Lindsay Saner leading the coordination with the Western District (Randy McCourt and Cathy Leong)
 - MOU has been signed with the Western District
 - Contract signed w/Silver Legacy Resort (thanks to Cathy Leong with WD for her efforts on this)
 - \$3k deposit paid by Western District as part of meeting advance
 - \$4K deposit due June 2026; Mtn District will provide second deposit
 - Need to provide Cathy a list of committee chairs for the conference
 - She suggested WD for finance and website since those are already set up separately from their District accounts
 - Mountain District may want to chair:
 - Hotel
 - Registration
 - Technical Tours
 - Volunteers

Committees	Western	Mountain
LAC Co-Chairs	Cathy Leong	Josh Saak

Finance		
Hotel		Lindsay Saner
Registration		

Technical Program		MariaAngelica Deeb	Co-chairs
Technical Tours			
Sponsorship			
Exhibit			
Student Activities			Co-chairs
Social Activities			Co-Chairs (Family night, Banquet)
Publicity			Co-chairs
Website			
Volunteers			

- Request from Jonathan Upchurch to somehow include AASHTO Subcommittee on Traffic Engineering (CTE) and National Committee on Uniform Traffic Control Devices (NCUTCD) in our combined meeting
 - CTE usually meets Sunday to midday Wednesday
 - NCUTCD usually meets Wednesday morning to midday Friday
 - Randy McCourt has contacted Jonathan to let him know that a review of the available meeting spaces in the Silver Spur and the adjacent hotels shows that we would not have enough space on-site to accommodate their meeting needs. However, he is encouraging Jonathan to talk with those committees regarding co-locating their meetings in Reno in the same timeframe. At this point, no further actions are needed on our end. (Update 3/27/2025)
- Josh will send Section Rep and Nevada section president an email soliciting interest in committee chair assignments (sent 3/27/2025)

- **2028 Annual Meeting (Joint with International) - Albuquerque - Dates TBD**
 - Albuquerque Convention Center
 - Needs?
 - Separate Wells Fargo account?
 - Contract

- **2029 Annual Meeting - Colorado**
 - Should be decided by board. (Action: Include on Agenda for Board Meeting)
 - Section should also provide input on specific locations
 - Josh - Contact Kathi Driggs at ITE HQ to discuss finances between joint international/section meetings

- **2030 Annual Meeting (and beyond) - TBD**
 - Meetings will have been held in all MD states
 - Potential for return to Idaho?

Committee Updates

Advertising Committee - Kordel

May Update

- YTD - 12 paid job postings (\$3,450)
- 9 Annual sponsors are up for renewal, we need to follow up ASAP.
- 2025 Goal for Advertising Committee
 - 2025: 35K (\$10K job postings + \$25K sponsorships)
- We would like to add a couple more people to the committee, preferably outside of Utah. Please send any interested people to Kordel or Adam. One name received from CO
- Past sponsors that have not renewed
 - Lokahi
 - Benesch
 - Ironstride - Cara Odonnel
 - Miovision
 - Navjoy
 - Sidra
 - Toole
- Firms with offices in the Mountain District who have not sponsored
 - HNTB
 - WSP
 - Fehr and Peers
 - Avenue
 - Parametrix

- Wilson

Annual Meetings Committee - Josh

- Establish new LAC sub-accounts to our main MD account, through WellsFargo
 - Add Secretary-Treasurer, Chris Sobie, Josh Saak, and LAC Chair to each LAC sub-account. Josh Saak was added to the LAC sub-accounts as a "Viewer" with no transaction authority. Others can also be added as "Viewers" upon request.
- District is qualified as a 501(c)(3) in all states
- Consider having an annual meeting **lapel pin** or magnet each year
 - Jenny has quotes for 300 lapel pins (about \$1,000) and quotes for 250 lapel pins from Corporate Recognition (\$900) and ADZ-N-ENZ by Interstate Specialties (\$980)
- Have Google Drive that committee is beginning to collect resources
- Purchased a table runner for the Mountain District booth that can be used in future years and at various events
- Comments on LAC manual due 10/25 (thanks to those who weighed in)
 - Process for adoption - adoption at the June Annual Board meeting
 - Not the final version - will require constant and/or consistent updating with future meetings
 - Potential for annual updates at June Annual Board meetings in conjunction with District meeting
- **2025 Santa Fe, NM - June 3 - June 7, 2025**
 - See previous section.
- **2026 Flagstaff, AZ**
 - Family/Social event may be in Sedona
 - Moved up from 2027 to 2026
- **2027 Reno/Tahoe, NV - Joint with the Western District!**
 - MOU is in place
 - See previous section
- **2028 (Somewhere in Mountain District) - Joint with International**
 - See previous section
- **Need LAC Chairs to provide District Annual Meeting Final Numbers**[Historical Data for MD Annual Meetings.xls](#)

Awards Committee - Ati

- Website content has been updated.

- Currently working on the notice to the membership and the list of 2024 recipients.
- Recommending “Mountain District Distinguished Service Award” for expansion of the Awards Program this year.

Communications Committee - Melissa

- Committee Update
 - Posted June and July board meetings to website for members to register and receive link to join meeting
 - Posted meeting minutes to Mountain District downloads page
 - https://mountainite.org/Mountain_District_Downloads
 - Missing minutes from annual meeting board meeting
 - The Summer edition of the The Summit will be published on August 1st
 - Submit committee updates by Monday, July 28th to Darlene
 - Committee chairs - we want to keep the text in your sections as fresh as possible. Even if it's only a couple sentences we would really appreciate a brief update every quarter.
 - Summer magazine will focus on annual meeting
 - Thanks to Ati for sharing award information
 - Looking for presentation from awards luncheon for pulling pictures for magazine
 - Preparing LinkedIn posts to recognize award winners that will start being posted in August
 - Fall magazine will focus on students/young members
 - AZ section prepared an article about young member involvement
 - Plan to highlight student awards from Santa Fe in Fall edition
 - Will be looking for additional material related to students/young members to feature.
 - Monthly Newsletter/Magazine (The Summit)
 - Next magazine scheduled for **August 1st**
 - Next e-newsletter scheduled for **September 1st**
- Website Update
 - Will transition annual meeting link to direct to Flagstaff meeting material on August 6th (last day to claim PDHs for Santa Fe)
 - Will retire info from Santa Fe in the Mountain District History page link.
 - Will add photos from meeting to the website as soon as I get enough time!
 - Committee chairs - check your committee description and member list here: https://mountainite.org/Mountain_District_Committees
 - Send me copy for any updates to these descriptions and I will update the webpage.
- StarChapter Update
 - Send anyone with email issues to me, there are lots of different reasons people might not be receiving them.

- Reminder to add local contact for events so I know who to contact when I get event questions.
- Social Media
 - Send any material you would like featured on our LinkedIn page to Syeda Aziz (ID)
- Communications Committee Folder:
 - <https://drive.google.com/drive/folders/11dfNLVOhaa3N2Pv9C6bLJVBrVsrl1km?usp=sharing>
 - Committee meeting minutes
 - StarChapter steps lists
 - PDFs of The Summit editions, newsletter, etc.

Diversity, Equity, and Inclusion Committee - MariaAngelica/Ben

- Committee Update
 - The Diversity, Equity, and Inclusion (DEI) Committee had a well attended welcome session and Mountain-talk presentation.
 - Lessons learned:
 - Session to be hosted at a time when leaders can attend so they go and introduce themselves.
 - Session to be hosted in an more open venue
 - Scholarship winners to be honored at venue with others
 - After the annual meeting will work for the 2026 outreach effort with corporate partners & sponsors. Survey can be forwarded to review to those that would like to.
 - Will make it a practice to be part of the annual meeting agendas by hosting a welcome session to those attending for the first time and/or being students.
 - Currently working with chapters/section to support their DEI events:
 - Trainings
 - Scholarships
 - Events - Giving back to the community
 - Will present/chat/guide

Membership Committee - Sanjay

- Membership Status (as of 7/24/25)
 - 1,702 current members
 - 137 current student members
- 127 new members in 2025
- Agency membership is a high priority. Past President David Lucas is helping a lot in reaching out to ITE headquarters. We have a plan and are working with Colleen on developing video with our new agency members and to encourage other agencies to join as well.
- Committee Members
 - Vice Chair - Josh Hoffman

- CO-WY - Paul Brown
- AZ - Subhankar Dey
- ID - Devin Montgomery
- NM - Myra Candelaria
- UT - Conor Seat
- NV - Christina Richter
- MT - Audrey Stoltzfus
- Meeting even months
- Member and Student Member Spotlight
 - Future Spotlights - August Summit
 - Montana Section Reps
 - Service and Outreach Committee Chair
 - Arizona
 - New Mexico
 - Include members from Sections/Chapters not yet featured
- Promote ITE Membership
 - New Member Welcome Emails (Sections and District) Ben and local state/section's membership chairs
 - Future Activities
 - Flier to promote new chapters
 - Converting Student Members to Members
 - Section Membership Committees to review Agency memberships and reach out to their local and state agencies that are not currently members (SP reached out to Colleen Agan and Jennifer Childs about other states activities + will reach out to other districts Reps)
- Membership Outreach Initiative Budget
 - Next round of mailer will be out in September 2025
 - Discuss "graduation gift" (ITE logo item?) for Student to Young Professional

Service and Outreach Committee - Jennifer Rosales

Board Liaison - Jenny Grote (District Administrator)

- Vice Chair - vacant
- Committee - recruit committee members with a passion for service from each of sections to participate in the committee and assist with planning and organizing service and outreach activities at the Section/Chapter level.
- Committee direction/goals - add Committee Duties and Policy to the MD Procedures Manual (Appendix O) in compliance with the Strategic Plan; create service and outreach Best Practices and Activities that have been successful within each Section/Chapter; and, create a Toolbox of ideas that can be considered for the District, Sections, and Chapters.
- Use of newsletters and/or Summit Magazine to showcase successful volunteer activities throughout the District, Sections, and Chapters - "volunteer spotlight."

- Partner with other professional organizations for service and outreach activities, and participate in other organizations' activities.
- Annual District Meeting in Santa Fe, New Mexico - several service and outreach activity ideas were developed and discussed for the ITE Mountain District Meeting in Santa Fe. These ideas included the following:
 - **United Way Snack Pack Kits** to assemble snack pack kits for adults and children. The cost for 100 snack pack kits is about \$2,000.
 - **Build-a-Bike** activity for volunteers to participate in an event to put together bikes for children and then donated to a local charity. The cost for 6 bike kits for 50 volunteers to participate in is \$2,150 (cost from Build-a-bike non-profit organization).
 - **Assemble school backpacks** activity for 50 volunteers to participate in assembling backpacks with school supplies and then donated to a local charity. The cost for 21 backpack kits with supplies for 50 volunteers to participate in is \$3,655 (cost from Build-a-bike non-profit organization).
 - **Fundraising activity during the Vendor Reception and Cornhole Tournament** on the first evening such as 50/50 raffle, cornhole tournament team donations, or golf putting event with donations to a local charity in Santa Fe.
 - Service activity associated with Cornhole tournament such as asking for team entry donations to go to local charity, "betting" with ½ going to local charity, and/or 50/50 raffle with half going to local charity during Cornhole tournament.
 - Local charity options: Boys and Girls Club of Santa Fe and Girls, Inc of Santa Fe and Santa Fe has a local road pantry with free food supplies.

The planned activity for the Mountain District meeting is a **Putting Contest Fundraiser** to be held during Vendor Reception and Cornhole Tournament on the first evening of the Annual Meeting in Santa Fe. The draft flyer is provided below for the event



Fundraiser for the Service & Outreach Committee to benefit the Boys & Girls Club of Santa Fe

(50% to charity/50% to top 3 player prizes)

\$5 for 1 putt or \$20 for 5 putts/try

A hole in 1 wins \$10 automatically!

Jenny Grote
@Jenny-Grote



or

venmo

The LAC provided the space for two putting courses and the room layout for the putting contest fundraiser near the cornhole tournament space.

The Putting Contest will have two courses for fundraising activity with a donation/entry fee for one putt and another donation/fee option for 5 putts. Jennifer Rosales, Jenny Grote, Wulf Grote and Committee volunteers will manage the putting contest fundraiser. **Need additional volunteers to assist (spotters, sign-in sheet with payment & golf balls, putters/line manager).**

The equipment that we will have for the golf putting contest include:

- Advertising materials (flyers and posters) for the event
- Golf Balls
- Putters
- Golf putting course layout with Cup/Golf hole for each course, centerline between the two courses, and start line
- Sign-in sheet and fundraising tracking
- Cash for change
- Whiteboard with dry erase markers for score keeping
- Easel for the whiteboard

Collecting cash and Venmo for the fundraising entries.

Prizes for the contest (50% to Boys and Girls Club of Santa Fe/Del Norte and 50% to player prizes – 1st, 2nd, and 3rd places). A hole in 1 gets an automatic \$10 win.

The prizes for top three places and the donation to the Boys and Girls Club of Santa Fe/Del Norte will be awarded at the Awards Lunch on Friday, June 6.

- We welcome your ideas and comments!

Student and Younger Member Committee - Victoria

- Young Member Engagement
 - 2025 Mentorship Program has started; pairs have been instructed to start meeting and first group meeting will be held in September
 - International YMC Young Member Challenge “Orbiting Orlando” ongoing - encourage all members to participate!
 - Meet a Young Member feature on ITE eCommunity - I will be sending out a call for interest to section reps soon
- Santa Fe Annual Meeting / SLS
 - SLS - Tuesday June 3rd
 - Debrief was held with UNM, SYMC, and NAU representatives
 - NAU is still considering logistics of hosting an SLS next year
 - Student Poster Session
 - went well; hoping to include on schedule again next year
 - Traffic Bowl
 - Congrats BYU!
 - Trophy will be engraved and wall sign needs to be ordered
 - Networking Bingo
 - Prizes have been distributed - check line item in budget?
- Student Chapter website webinar
 - Aiming to hold this event in early fall
 - Planning to discuss website options and promote LinkedIn pages more - easier for students to update and maintain
- Student Project Fund
 - will launch in Fall 2025 and will be open to both technical / data collection and outreach / service projects
 - RFP currently being updated

Next Meetings:

- In-Person Board Retreat - October 23 and 24 (Flagstaff)
- Board Meeting w/Section Reps - August 28 (Teams) 3-4:30PM MST
- Executive Committee w/Committee Chairs - September 25 (Teams) 3-4:30PM MDT

Potential New Student Chapters in the Mountain District

- New Mexico State University - Las Cruces, NM
- Montana Tech - Butte, MT

- Carroll College - Helena, MT
- Utah Valley University - Orem, UT
- Colorado School of Mines - Golden, CO (Charter was approved 10-24-2024)
- Colorado State University campus - Pueblo, CO

Potential New Chapters in the Mountain District

- No by-laws required (but an Operating Manual is recommended or informal by-laws)
- Requires financial support from their home Section
- Jenny developed a draft checklist of Chapter Representative Duties in the Procedures Manual

- Southern New Mexico – Las Cruces, NM and El Paso, TX members
- Northern New Mexico – Santa Fe
- Western Colorado – Grand Junction
- Northern Colorado – Fort Collins
- Wyoming – Laramie
- Southern Arizona (already an established chapter) – Tucson (Arizona)
- Northern Arizona – Flagstaff (NAU)
- Southern Utah – St. George (SUU and Utah Tech (used to be Dixie) are two different universities)
- Northern Nevada – Reno (UNR)
- Push for this in 2024
 - Maybe a task for the Membership Committee, or Communications Committee
 - Put together a “Benefits of Being a Chapter”
 - You get a “name”
 - Help tie in student chapters
 - Get a budget line item from your Section (possibly)
 - Could have someone on the Chapter Board as an officer position on the Section Board

SECTION REPS:

Section	Representative	Email	Term
Arizona	Darlene Yellowhair	darlene.yellowhair@psomas.com	2024-2025
Idaho	Cody Luper	cody.luper@jacobs.com	2024-2025
Nevada	Ati Abad	atefeh.abad@atkinsrealis.com	2024-2025
Utah	Peter Jager	pjager@utah.gov	2024-2025
Colorado-Wyoming	Rae Stephani (AP)	rstephani@y2keng.com	2025-2026
Montana	Sarah Nicolai	snicolai@rpa-hln.com	2025-2026
New Mexico	Carl Vermillion	cvermillion@bhinc.com	2025-2026

***(AP) = Appointed (all others elected)**

COMMITTEE CHAIRS/VICE CHAIRS:

Committee	Chair	Vice Chair	EC Liaison	Term
Advertising	Kordel Braley kordel.braley@aecom.com kordel@gmail.com		Lisa Nguyen	2025-2026
Annual Meeting	Josh Saak jsaak@achdidaho.org		David Lucas	2025-2026
Awards	Ati Abad atefeh.abad@atkinsrealis.com		Ben Waldman	2020-2024
Communications	Melissa Gende mgende@y2keng.com		David Lucas	2022-2025
Diversity, Equity, & Inclusion	MariaAngelica Deeb mariaacafe2002@yahoo.com	Lisa Fischer (2025-2026) lisa.fischer@hdrinc.com	Ben Waldman	2023-2024
Membership	Sanjay Paul sanjay.paul@MobityMatrixLLC.com	Josh Hoffman (2024-??) joshuah9@gmail.com	Chris Sobie	2024-2025
Nominations	Paul Barricklow pbarricklow@lee-eng.com			2025
Service & Outreach	Jennifer Rosales jrosales@ardurra.com		Jenny Grote	2024-2025
Students & Younger Members	Victoria Edington Victoria.Edington@stantec.com		Lindsay Saner	2023-2025
2024 LAC	Dillon McLain dillon.mclain@kljeng.com			2024
2025 LAC	Jonathon Kruse jkruse@lee-eng.com Paul Barricklow pbarricklow@lee-eng.com			2025
2026 LAC	Ellie Volosin ellie_volosin@tempe.gov David Lucas david.lucas@aecom.com			2026

Note: The expectation of committee chairs is to serve an initial two-year term, with unlimited renewals.