



**Executive Committee Meeting w/Committee Chairs
January 23, 2025 (3-4:30pm MST)**

Attendees: David, Chris, Lindsay, Lisa, Ben, Jenny, Aubrey, Ati, Jonathon, Josh, MariaAngelica, Melissa, Paul, Sanjay, Kordel, Victoria, Jennifer, and Ellie

Action Items for this meeting:

- 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; maybe share during lunch meet @ Santa Fe Annual Mtg (Lindsay)
 - ACTION: Melissa to add/check Strategic Plan on Mtn Dist website
- Next Year Board Meeting Schedule:
 - [Link](#)
 - Invite for Board Meeting was sent to hold time
 - ACTION: Invite Committee vice chairs to bi-monthly exec meeting (Lindsay)
- LAC Tasks
 - Add in historical data from previous meetings
 - Contracts, final reports, and other important documents
 - Timeline (see template from International)
 - Appendix- include final LAC reports as conference closes out
- 2025 Section Visits
 - Ben - MT & UT
 - Chris - ID & NV
 - NV Fall Transportation Conference
 - ID Fall Meeting?
 - David - CO/WY
 - EC - AZ (Fall Leadership Retreat)
 - Full Board - NM (Annual Meeting)
- **2025 Intermountain ITE Meeting**
 - October 16, 2025 - Joint Meeting CO/WY, MT, ID
 - Venue: Snow King Resort in Jackson, WY
- **2025 Orientation Meeting Schedule**
 - Annual Leadership Orientation - 2/13
 - Annual Financial Orientation - 2/12
- **Nominations Committee (David Lucas- Chair)**

- Consider candidates to nominate for Mtn Dist roles (Secretary/Treasurer, Int'l Board Director)

Annual Meetings

- **2025 Annual Meeting - Santa Fe, New Mexico - June 4-6, 2025**
 - Reminder: website is live
 - www.ite2025SantaFe.com
 - Sponsorship and Vendor Registration is open - Email Friday or Monday
 - Coordinate with Melissa
 - Updating budget and ticket prices
 - Hotel block is active; sent link to Mtn Dist leadership
 - Call for abstracts is open; will likely extend abstract deadline
 - Sponsorship and vendor registration is open
 - Top 2 tiers taken
 - Many vendor booths still available
 - Technical tours
 - Thurs- Bike tour; multi use trail along Santa Fe river
 - Fri- Walking tour; City of Santa Fe complete streets project
- **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 w/debit cards
 - Family/Social event will likely be at the [Lowell Observatory Astronomy Discovery Center](#)
 - Arizona ITE/IMSAs 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)
 - 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 (last update 7/25/2024)
 - Mountain District may want to chair:
 - Family Night

- Traffic Bowl
- 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
 - Meeting space availability?
 - Combined attendance?
 - Hotel availability?
- **2028 Annual Meeting (Joint with International) - Dates TBD**
 - As of January 2025, still looking into it
 - Denver still an option - Convention Center looking for agency to “combine” meetings, due to venue size (could still work)
 - Location TBD; aiming for decision by end of Q1
 - Considering ABQ
- **2029 Annual Meeting - Location and Dates TBD**
 - International ITE in Texas in 2029
 - Push joint meeting to 2030?
 - 2028 location will be a factor
 - Any discussion needed on potential locations?
 - Any locations we would particularly like to visit?

Committee Updates

Advertising Committee - Adam Hill (filling in for Kordel)

March Update

- Off to a good start with 7 paid job postings (\$1950)
- 5 Annual sponsors are up for renewal, so we’ll be following up with them in the next couple of weeks.
- Will there be a goal for the Advertising Committee again for 2025?
 - 2022: 30k (34k actual)
 - 2023: 34k (32k actual)
 - 2024: 29k (33k actual)
 - 2025: ?
- 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.

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
 - Note new email address (mgende@y2keng.com) but you can ALWAYS reach me at communications@mountainite.org!
- Monthly Newsletter/Magazine (The Summit)
 - Next magazine scheduled for **February 1st**
 - Send Section and Committee updates to Darlene by Jan 28th
- Website Update
 - 2025 Annual Meeting webpage is live - [https://mountainite.org/2025 Mountain District Annual Meeting](https://mountainite.org/2025_Mountain_District_Annual_Meeting)
 - Sent call for abstracts out on 11/20
 - Call for vendors, sponsors, registration and hotel information will be announced soon
 - Committee chairs - check your committee description and member list here: [https://mountainite.org/Mountain District Committees](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
 - Will be updated with The Summit editions, newsletter, etc.
- ACTION: Please send any Section Swearing-In ceremony photos to Melissa/Darlene (Deadline for Newsletter materials- Feb 28)

Diversity, Equity, and Inclusion Committee - MariaAngelica/Ben

- Committee Update (Ben)
 - Lisa Fischer has agreed to be the Vice Chair (til 2026)
 - The DEI scholarship is to be increased to \$2,000 (2 scholarships of \$1,000/each). We are currently reviewing the application form and the information to post on it. The application will be posted on March 1, due March 31, and the recipients will be announced on April 16.
 - The committee is working with the communications committee to include the following information on the district page: When each of the items listed below is ready, they will be added and maintained.

- Mission & Values
- Link to case studies and research done by others and endorsed by ITE/WTS
- DEI corner articles
- DEI scholarship opportunities (w. Testimonial of past winner)
- DEI survey link
- Handouts
- Section efforts and link to them
- The survey previously sent out was updated. It will be sent out for one month in March 2025. The committee will coordinate with others to ensure its wide distribution. The committee will send all section leaders the link to the survey so their members can complete it.
- The committee will attend the Annual Meeting and discuss how best to participate and support the district's DEI efforts.

Membership Committee - Sanjay

- Membership Status (as of 1/23/25)
 - 1,524 contacts
 - 1,425 current members
 - 99 current student members
 - 220 new members in 2024
 - 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 - Amir Almotahari and Max Barnes
 - MT - Audrey Stoltzfus
- Meeting even months
- Member and Student Member Spotlight
 - Future Spotlights - April Summit
 - MD Section Reps
 - Agency Membership

- Include members from Sections/Chapters not yet featured
 - Award recipients
- Promote ITE Membership
 - New Member Welcome Emails (Sections and District) Ben and local state/section's membership chairs
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 - 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
 - SP asked LS to allocate some extra budget for agency membership initiatives
 - Next round of mailer will be out in March 2025 after the logo issue is squared away
 - Discuss "graduation gift" (ITE logo item?) for Student to Young Professional

Service and Outreach Committee - Aubrey

- Board Liaison - Jenny Grote (District Administrator)
- Vice Chair - Jennifer Rosales
- Committee - we will conduct outreach to all Section Representatives to solicit individuals from their Section/Chapter to participate on the committee.
- 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 (potential S&O activity depending on discussions with United Way) - UW Hygiene Kits or Snack Packs
 - Discussions with United Way to determine their needs and what level of effort we will need to coordinate.
 - Coordination with Jonathon Kruse will be needed.
- We welcome your ideas and comments!

Student and Younger Member Committee - Victoria

- Data Collection RFP
 - 2024 - Both reports were submitted and checks were sent
 - 2025 and beyond
 - “Student Project Fund” will launch in Fall 2025 and will be open to both technical / data collection and outreach / service projects
 - Planning to release RFP in early Fall, with project reports due by end of school year
 - Award amount increased to \$2000 per chapter - consider providing \$1k upon selection and \$1k upon completion?
- SLS
 - Funding (\$650) provided to 3 chapters to go to UCLA SLS in Jan 2025
 - No details on website about how the fires in LA may have impacted the SLS
 - MSU emailed this morning (1/23) to say that they will no longer be able to go, but also that they never received their check
 - Victoria will be following up with UNLV and USU about their plans
 - UNM is on board for an SLS in conjunction with Santa Fe Annual Meeting
 - Need to check in with the team about proposed schedule of activities on June 3rd
 - Funding / ticketing discussion ongoing
 - Potential session to test new Traffic Bowl format? - Possibly Wednesday AM?
- 2025 Mentorship Program
 - Working to get flyers/forms updated & distributed
- Young Member Roundtable on January 29th hosted by ITE HQ
- 2025 Awards
 - Working to get updated documents sent to Melissa to go on the website
- Coordination with new/potential Student Chapters
 - Ongoing with Colorado School of Mines, no recent response
 - No updates from Utah Valley University

Next Meetings:

- Board Meeting w/Section Reps - February 27 (Teams) 3-4:30PM MST
- Executive Committee w/Committee Chairs - March 27 (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
- Colorado School of Mines - Golden, CO (Charter was approved 10-24-2024)

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 (Dixie State)
- 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
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Advertising	Kordel Braley kordel.braley@aecom.com kordel@gmail.com		Lisa Nguyen	2025-2026
Annual Meeting	Josh Saak jsaak@achdidaho.org		David Lucas	2022-2024
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@hdrinc.com	Josh Hoffman (2024-??) joshuah9@gmail.com	Chris Sobie	2024-2025
Nominations	David Lucas david.lucas@aecom.com			2025
Service & Outreach	Aubrey Thomas aubrey.thomas@jacobs.com thomas.aubrey25@gmail.com	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.