



**Executive Committee Meeting w/Committee Chairs  
March 27, 2025 (3-4:30pm MST)**

**Attendees:** David, **Chris**, Lindsay, **Lisa**, **Ben**, **Jenny**, **Jennifer**, **Ati**, **Jonathon**, **Josh**, MariaAngelica, **Melissa**, Paul, **Sanjay**, **Kordel (Adam)**, **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
    - Complete
- 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)
- IBOD Update Brand Evolution (Ben)
  - Brand Ambassador
- LAC Tasks
  - Add in historical data from previous meetings
    - Boise is complete
    - Sent to David directly
  - Contracts, final reports, and other important documents
    - ACTION: Josh will add to Google Drive
  - Timeline (see template from International)
    - ACTION: Jenny will ask Western District for template
  - 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
  - EC - AZ (Fall Leadership Retreat)
  - Full Board - NM (Annual Meeting)

- **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**
  - Reminder: website is live
    - [www.ite2025SantaFe.com](http://www.ite2025SantaFe.com)
  - Sponsorship and Vendor Registration is open - Email Friday or Monday
    - Coordinate with Melissa
  - Registration is open
    - 60 registrations as of 3/27
  - Hotel block is active
    - 240/402 rooms booked
    - May have to reach out to sister properties if hotel reaches capacity
  - Technical Program is live on the website
    - \$50 registration discount to speakers
  - Call for moderators sent out on 3/25
  - Sponsorships
    - Only one top tier sponsorship available
    - Seeking additional event sponsors
  - Vendor Booths
    - Only three vendor booths 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/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
  - 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

<b>Committees</b>	<b>Western</b>	<b>Mountain</b>
LAC Co-Chairs	Cathy Leong	Josh Saak

Finance			
Hotel			Co-chairs
Registration			
Technical Program			
Technical Tours			
Sponsorship			
Exhibit			

Student Activities		Co-chairs
		Co-Chairs (Family night, Banquet)
Social Activities		
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) - 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: 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.

### 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
  - Welcomed new representatives from AZ (Ethan Meszaros) and MT (Ryan Sadowski)
- Monthly Newsletter/Magazine (The Summit)
  - Next e-newsletter scheduled for **April 1st**
  - Next magazine scheduled for **May 1st**
  - Melissa and Darlene will reach out for section and committee content in early April
- Website Update
  - 2025 Annual Meeting webpage is live - [https://mountainite.org/2025\\_Mountain\\_District\\_Annual\\_Meeting](https://mountainite.org/2025_Mountain_District_Annual_Meeting)
  - 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.
  - Added DEI webpage under committee dropdown
- 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.

### **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) and the applications are due March 31, and the recipients will be announced on April 16.
  - The committee is working (some have been completed) 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 committee knows that individual members are supported by the chapters or sections they belong to. The District committee intends to advertise these chapter/section virtual trainings and events so all ITE District members may choose to attend.
  - As individual members have the support at a local level, the committee is now seeking to support and learn the DEI policies and activities of the companies, consultants and agencies that work within the District's geographical boundaries. It is the intent to approach them via a survey and would like to obtain the Board's approval - survey engagement is voluntary but can provide knowledge and create a platform to discuss best practices and future growth.

- The committee will attend the Annual Meeting and has submitted for a TED talk to discuss the 2024-TRB video, the handouts and the mission/goal and hopefully the 2025 company-consultant-agency survey. The committee is open for a first timers/old timers meeting to break the ice and network. Let us know 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
  - 
  - 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 - Jennifer Rosales**

Board Liaison - Jenny Grote (District Administrator)

- Vice Chair - vacant
- 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 service activity
  - United Way (UW Hygiene Kits or Snack Packs)- left voice messages closest office to Santa Fe which in Los Alamos
  - Build-a-Bike: 50 volunteers to assemble 6 bikes - costs \$2,150, then bikes donated to local charity
  - Build-a-Bike: 50 volunteers to assemble 21 backpacks with school supplies - costs \$3,655, then backpacks donated to local charity
  - Local charity options: Boys and Girls Club of Santa Fe and Girls, Inc of Santa Fe
  - Santa Fe has a local road pantry with free food supplies
  - 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.
  - Coordination with Jonathon Kruse will be needed. If a room needed, then only available space would be on Wednesday morning.
- We welcome your ideas and comments!

### **Student and Younger Member Committee - Victoria**

- Young Member Engagement
  - 2025 Mentorship Program - working to get flyers/forms updated & distributed in the next week, kick-off in late April
  - International YMC Young Member Challenge “Orbiting Orlando” launches April 1st - encourage all members to participate!
- 2025 Awards
  - 1st round - Outstanding Student Chapter (2), Student Chapter Momentum (3), Student Paper (3)
    - Reviews underway, will be submitted to HQ by April 1st
  - 2nd round - Graduate, Undergraduate, Educator
    - Deadline April 4th
    - Multiple submissions received already
  - 2024 Traffic Bowl wall sign - has it been sent to BYU?
- Santa Fe Annual Meeting / SLS
  - SLS - Tuesday June 3rd
    - Schedule is posted on the website, registration integrated with the annual meeting registration
    - Sponsorship opening will be posted soon
    - Planning additional advertisement
  - Student Poster Session
  - Traffic Bowl
  - Traffic Bowl Test Session
  - Heads or Tails Competition
  - Networking Bingo
  - Student Competition RFP - considering not holding it this year due to time/space constraints
- Student Chapter website webinar
  - Aiming to hold this in early fall
  - Presentations of experiences from BYU and MSU (StarChapter and Weebly, respectively)
- Data Collection RFP -> Student Project Fund
  - will launch in Fall 2025 and will be open to both technical / data collection and outreach / service projects

#### **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 (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@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.*