

**Western Association of State Highway and Transportation Officials  
Resolution 03- 19**

**Purchase of Registration Software for Use by All Committees of WASHTO**

**WHEREAS**, the WASHTO Bylaws establish the Standing Committees; and

**WHEREAS**, the Guidelines for the Standing Committees indicate the need for meetings to establish and accomplish the annual work program and to, in general, accomplish the responsibilities of the Standing Committees; and

**WHEREAS**, currently each member agency that hosts a meeting must arrange for registration software to accomplish the required registration process; and,

**WHEREAS**, it is in the best interest of the association to provide a common registration software package to be used by any member for WASHTO meetings; and,

**WHEREAS**, the Standing Committee on Construction / Materials made a profit on its annual meeting of \$8,000, in addition to recouping the \$15,000 in seed money authorized by Resolution 04-18.

**WHEREAS**, an estimate has been obtained that indicates a cost of \$10,000 for an annual WASHTO software license that includes \$3,000 for the professional license, \$7.20 for 500 participants, a mobile app for the WASHTO annual meeting, \$500 for a live polling option, and an additional cost of \$8.20 for each additional registration; and,

**WHEREAS**, the cost of the registration software for the 2019 WASHTO meeting was \$8,000 and included \$4,200 for the professional license and \$8 each for 480 participants; and,

**WHEREAS**, it is anticipated that operating under one common registration software package would result in cost savings;

**NOW, THEREFORE, LET IT BE RESOLVED**, that the WASHTO Treasurer is hereby authorized to explore options and purchase registration software to be used by all member agencies for WASHTO meetings; and

**BE IT FURTHER RESOLVED**, the WASHTO Board of Directors shall develop guidelines for the use of and the funding of future expenses due to the use of this registration software.

**Adopted by the WASHTO Board of Directors on**

  
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Roger Millar  
WASHTO President

6/12/19  
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Date