ITS Georgia Monthly Board Meeting
July 30, 2015
10:00 am – 11:00 am
AECOM Office

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2014–2015):

✓ **Tom Sever**, *President*
Gwinnett County

✓ **Grant Waldrop**, *Vice President*
GDOT

✓ **Jennifer Johnson**, *Secretary*
Kimley-Horn & Associates, Inc.

Ashlyn Morgan, *Treasurer*
Atkins

Scott Mohler, *Past President*
URS Corporation

Directors (2014-2015):

✓ **Yancy Bachmann**
World Fiber Technologies

✓ **Mark Demidovich**
GDOT

Kenn Fink
Kimley-Horn & Associates, Inc.

✓ **Mike Holt**
Parsons Brinckerhoff

Directors (2015-2016):

✓ **Derrick Crowder**
City of Roswell

✓ **Winter Horbal**
Temple, Inc.

✓ **Alvin James**
Kimley-Horn & Associates, Inc.

Keary Lord
Serco

✓ **Andy Phlegar**
Atkins

✓ **Eli Veith**
Veith Traffic

State Chapter Representative:

✓ **Shahram Malek**
Arcadis

Ex-Officio:

✓ **Greg Morris**
FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

Whitney Nottage – Atkins
Bill Wells

Issues Discussed	Action
Welcome • The June 2015 meeting minutes and July 2015 agenda were distributed. • Winter made a motion to approve the June 2015 meeting minutes. Mike seconded the motion, and approval was unanimous.	
Budget/Financials • Budget Update: Whitney gave checks to Tom to deposit. The 2015 Budget Registry (thru July 2015) was distributed to the board. Moving forward, the Budget Registry will be separated by code. • D&O Insurance: Keary emailed a quote from Hartford to the board for review prior to the 2015 July board meeting. The total cost for the insurance is $425. The insurance does not cover embezzlement from within the organization. Eli made a motion to approve getting the D&O Insurance. Winter seconded the motion, and approval was unanimous. • W-9: Tom received a request to complete the W-9. He will coordinate with Bill in completing this.	*Keary and Tom to secure D&O Insurance.* *Tom and Bill to complete the W-9.*
Other Business • Georgia Engineering Alliance Seminar: They are hosting a "Best Practices for your Board of Directors" seminar at Pond & Company offices on September 2, 2015. It is free to board members. The GEA Board of Directors meeting will be held before the seminar and is open to the public. • Connected Vehicles 102 – Professional Capacity Building Training: Shahram said the date has been confirmed for the week of December 7th. The location and date have not been finalized. • SmartRail USA (Transit Conference): This will be held on October 28-29th in Charlotte, NC. We have 2 free full-access passes for government or operator employees. • 2015 Connected Fleets Conference: This will be held in November in Atlanta, GA. • ITS Carolinas: Mike mentioned that the chapter is going to have their inaugural Annual Meeting in Charlotte, NC on September 14th & 15th, 2015.	*Tom to send out GEA Seminar invite to the board.* *Shahram to finalize date and location for the Connected Vehicles 102 seminar.* *Tom to schedule Bylaws Review & Discussion for the August monthly meeting.*
Committee Updates • Activities: There will be a joint meeting with the GA Tech Student Chapter on October 29th. The meeting will be held at the Alumni House, and it is understood that ITSGA will pay for the room cost. The room cost is $425 and half of it needs to be paid up-front. Winter made a motion that ITSGA pay the room cost. Alvin seconded the motion, and approval was unanimous. There is currently no sponsor secured for the October monthly meeting. Tom mentioned that George Merritt from FHWA would be a good speaker for the	*Eli to finalize speaker and Alumni House contract for October monthly meeting.* *Eli and Winter to finalize a sponsor for the October monthly*

Issues Discussed	Action
January 2016 monthly meeting. Mark mentioned that he would like to host the March 2016 monthly meeting at the GDOT TMC once the renovation is complete. Eli is going to start working on securing locations for the 2016 monthly meeting locations. Some location ideas given were the AECOM or Atkins offices. If anyone has other location ideas, please let Eli know.	*meeting.* *Brent to send updated membership list to Alvin.*
• Membership & Finance: Alvin needs to get an updated membership list from Brent. Tom mentioned that if membership has not been paid by July 31, 2015, they will have to pay non-member registration fees for the 2015 Annual Meeting.	*Tom to pay the Jekyll Island Club deposit by August 14th.*
• 2015 Annual Meeting: We have received the final invoice from the Jekyll Island Club in the amount of $15,494.11. Half of the deposit must be paid by August 14th. The committee will provide a detailed budget at the August monthly meeting. There will be three diamond sponsors. All diamond sponsors must be ITSGA paid members. Greg made a suggestion that in the future, we require diamond sponsors to have been a member of ITSGA both in the current year and the previous year. Registration and sponsorship are open on the website. Hotel registration is also open. Winter made mention that the online hotel registration link wasn't working properly. We currently only have one platinum sponsor. The program is supposed to be developed within two weeks so the sponsorships need to be finalized as soon as possible. The keynote speaker has also been finalized. Bill is keeping track of the registration and exhibitors. Yancy is still coordinating the layout for the sponsors and exhibitors.	*Brent to finish a detailed budget for the 2015 Annual Meeting by the August monthly meeting.* *Brent to verify that Diamond Sponsors are paid ITSGA members.* *Whitney to finalize the Annual Meeting sponsorships and program.*
• 2016 Annual Meeting: The meeting has been finalized for Sunday, September 25th through Tuesday, September 27th, 2016, at Callaway Gardens. The hotel group rate is $141/room. The contract must be signed by August 15th. Mike mentioned that he would like to review the contract before it is signed.	*Brent to fix the online hotel registration link.* *Yancy to finalize the Annual Meeting exhibitors and sponsors layout.*
• Awards and Elections: Winter gave a summary of all election nominations. She mentioned that we should try and get more nominations from the public-sector. Nominees will be able to speak at the August monthly meeting. Award and election nominations are still open.	*Tom to sign and submit the 2016 Annual Meeting contract with Callaway Gardens by August 15th.*
• Communications & Outreach: Bill mentioned that the Engineering Georgia Magazine article is due tomorrow. The new magazine has been released online. Bill will have hardcopies at the August monthly meeting.	
• Social Activities: There will be a Braves game with GAITE on September 11th.	*Bill to send Awards nominations to Jenny and Derrick.*

Issues Discussed	Action
• Scholarships: The scholarship will be given at the October 2015 monthly meeting. The main winners will present their responses at the February 2016 monthly meeting. Andy distributed the scholarship application to the board for review. Winter mentioned that a dollar amount needs to be included on the scholarship application. Andy made a motion that all applicants be invited to the October 2015 monthly meeting and receive a free lunch, and the winner will attend the February 2016 monthly meeting for free as well. Mike seconded the motion, and approval was unanimous.	*Andy to finalize the scholarship application and distribute to the colleges.*
Closing Remarks • RideCell is today's meeting sponsor. • The next board meeting will be held on August 27th at 10:00 AM at AECOM offices with the August monthly meeting to follow at 11:30 AM.	

Attachments:

 2015 Budget Registry (thru July 2015)
 2015 ITSGA Wayne Shackelford Engineering Scholarship Application (for Board Review)

CODE	DATE	CHECK	TO / FROM	DESCRIPTION	Received	Expended	NET	
600	6/1/2015		Intuit	Monthly Meeting dues	$905.00		$	21,624.86
100	6/1/2015		Intuit	Fees		$31.42	$	21,593.44
100	6/1/2015		Intuit	Fees		$12.95	$	21,580.49
400	6/8/2015		Constant Contact	Registration Software		$95.00	$	21,485.49
600	6/15/2015	1016	AECOM	May Room Rental		$100.00	$	21,385.49
100	6/16/2015		Deposit	CD Transfer	$27,639.22		$	49,024.71
500	6/16/2015		Deposit	Membership Dues	$5,199.00		$	54,223.71
600	6/19/2015		Carlyles	March Monthly meeting food		$1,129.50	$	53,094.21
100	6/24/2015	1014	ACEC	Magazine(May/June)		$99.00	$	52,995.21
100	6/24/2015	1017	ACEC	Admin Fee (Jan to June)		$280.50	$	52,714.71
100	6/24/2015	1018	ACEC	Magazine		$99.00	$	52,615.71
100	6/25/2015	1019	Bills Wells	June Invoice		$2,000.00	$	50,615.71
600	6/25/2015		Corporate Caterers	June Monthly Meeting		$908.58	$	49,707.13
300	6/26/2015		Lands End	Annual Meeting Workers Shirts		$732.37	$	48,974.76
100	6/29/2015		Intuit	Monthly Meeting dues	$980.00		$	49,954.76
100	6/29/2015		Intuit	Fees		$28.87	$	49,925.89
100	7/1/2015		Intuit	Fees		$12.95	$	49,912.94
400	7/7/2015		Constant Contact	Registration Software		$95.00	$	49,817.94
300	7/23/2015		Marco Promo	Annual Meeting Reg gifts		$2,764.57	$	47,053.37
300	7/28/2015		Marco Promo	Annual Meeting Speaker gifts		$897.23	$	46,156.14

2015 ITS Georgia Wayne Shackelford Engineering Scholarship

Criteria

1. Students must be enrolled in an ABET accredited university in Georgia.
2. Each applicant shall submit a transcript for any college coursework completed (an unofficial transcript is acceptable). A GPA of 3.0 or higher is required.
3. The candidate should be currently enrolled in an undergraduate or graduate degree program in a transportation related field, such as civil engineering, urban planning, computer engineering or electrical engineering.
4. Applicants are asked to submit an essay (maximum of 1,000 words) in response to the following question:

   In transportation, new data collection and connectivity technologies are creating incredible opportunities to improve the safety and efficiency of our vehicles and highways. Discuss at least two of the benefits and two of the challenges that these new technologies will present.

Deadlines:
September 25 – Responses Due

October 15 – Award winners notified (maybe)

October 29 – Awards presented at meeting at Georgia Tech

February 2016 – Main winners present their responses at February meeting

Questions for Board Approval
1) Does ITS-GA cover the cost of the winners attending the October 29 and February 2016 meeting?

2) Does ITS-GA cover the cost of ALL respondents at the October 29 meeting
   a. If so, do winners get notified before the meeting, or at the meeting?