



January 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
January 27, 2016
10:00 am – 11:00 am
GDOT TMC

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2016–2017):

Mike Holt, *President*
Parsons Brinckerhoff

Alan Davis, *Vice President*
GDOT

Jenny Johnson, *Secretary*
Kimley-Horn

Xuewen Le, *Treasurer*
HNTB Corporation

Tom Sever, *Past President*
Gwinnett County DOT

Directors (2015-2016):

Derrick Crowder
City of Roswell

Winter Horbal
Temple

Alvin James
Kimley-Horn

Keary Lord
Atkins

Andy Phlegar
Atkins

Eli Veith
Veith Traffic

Directors (2016-2017):

Jim Tolson
ARCADIS

Bill Andrews
City of Sandy Springs

Mark Demidovich
GDOT

Matt Glasser
GDOT

State Chapter Representative:

Shahram Malek
ARCADIS

Ex-Officio:

Greg Morris
FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

Bill Wells
Kenn Fink – Kimley-Horn
Marc Start – AECOM
Whitney Nottage – Intelight

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The 2016 Strategic Planning Session meeting minutes and January 2016 agenda were distributed. Bill Andrews made a motion to approve the 2016 Strategic Planning Session meeting minutes. Winter seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> 2015 Budget: The 2015 Budget was finalized by Ashlyn. We are carrying a positive balance of \$66,492.44 from 2015. 2016 Budget: Mike distributed the 2016 Budget. Keary mentioned that the D&O Insurance needs to be added to the budget. As it stands, the proposed budget is projecting a positive balance of \$9,780 by the end of 2016. Winter made a motion to approve the 2016 Budget (with the addition of the D&O Insurance). Tom seconded the motion and approval was unanimous. The bank account was transferred to Xuewen. In 2015, we paid a lot in fees for the use of PayPal and Constant Contacts. Mike wants to explore more cost effective options. The Secretary of State corporate registration was filed the third week of January. 	<p><i>Mike to add D&O Insurance to 2016 Budget under Administrative Expenses.</i></p> <p><i>Bill and Xuewen to research more cost effective options for PayPal and Constant Contacts services.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> ACEC Legislative Reception: The reception will be held on February 10th. The deadline for early registration is today, January 27th. GA Tech ITS Student Chapter: Their inaugural meeting is today, January 27th. Esteban and Jim are coordinating with the student chapter on finding speakers for their upcoming student chapter meetings. 2018 5C Summit: There is rumor that the summit will be held in FL. ITS GA has also offered to host the meeting in Atlanta. 	<p><i>Tom to forward Jim the GA Tech ITS Chapter newsletter.</i></p> <p><i>Mike to continue coordination with other ITS state chapters for the 2018 5C Summit.</i></p> <p><i>Mike to look into options for a December Holiday Party.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: The February monthly meeting will be at GA Tech's Wardlaw Center. The March monthly meeting will be at AECOM Offices with the FHWA as the speaker. The April monthly meeting will be at Georgia World Congress Center with Troy Galloway as the host; the cost will be \$25/person, approximately \$10 more per person than our average 	<p><i>Eli to finalize speakers and sponsors for 2016.</i></p> <p><i>Tom to send Eli the list of the founding ITS GA Board Members.</i></p>

Issues Discussed	Action
<p>monthly meetings. The June monthly meeting will be at the GDOT TMC outdoor patio and will celebrate the 20th anniversary of the GDOT TMC, ITS GA, and the Olympics. The August monthly meeting will be at AECOM Offices with Alan Davis as the speaker. The AECOM conference room has been reserved for all other monthly meetings if needed. We still need a speaker for the May and July monthly meetings. We have four confirmed sponsors and one tentative sponsor. Tom mentioned having a future monthly meeting at Southern Poly/Kennesaw State to encourage involvement from their students.</p> <ul style="list-style-type: none"> • Membership & Finance: Alvin and Bill sent out online invoices the second week of January. We are allowing for online payment this year for membership dues. Mike will make an announcement at today’s monthly meeting that all unpaid members will pay non-member prices and have their logo removed from our website starting in March. We collected dues for approximately 57 members last year; our goal for 2016 is 70 members. The board thought it critical to focus on local government agencies in order to increase membership levels. • 2016 Annual Meeting: Marc distributed the 2016 Annual Meeting Budget. As it stands, the proposed annual meeting budget is projecting a positive balance of \$20,000. AECOM is heading up coordinating the annual meeting. The technical program committee is meeting next week to begin planning. The only committee chair needed is for the “material donations and raffle give-away” committee. The registration fees were slightly adjusted. The exhibitors will now register as individuals, and their registration fees will not be incorporated into their booth fees. The booth fees have been lowered to reflect this change. Exhibitors will not be able to register a booth until they have also registered a person. Eli made a motion to approve the preliminary budget. Andy seconded the motion and approval was unanimous. • 2017 Annual Meeting: Five locations were visited in Savannah, GA, including the Westin (\$239/night), Hyatt (\$218/night), Bryce (\$199/night), Marriott (\$169/night), and Hilton Desoto (\$155/night). The Marriott and Hilton were not recommended by Mike. For reference purposes, the room rate for Callaway Gardens for the 2016 Annual Meeting is \$141/night. The Bryce has an approximate 120 person capacity. Mike mentioned ITS GA subsidizing the room rates to encourage more attendance. The board recommends an ideal room rate to be under \$200/night. • Communications & Outreach: Bill is working on an updated version of the website. It is not live yet. Bill had a meeting with the Engineering Georgia Magazine yesterday. Please send all press releases, project articles, etc. to Bill to include in the publication. • Legislative: The committee chair was confirmed to be Joe Gillis. • Scholarships: We are proposing three \$2,000 scholarships (\$6,000 total) for 2016. The 2015 Scholarship winners will be presenting at the February monthly meeting. 	<p><i>Bill and Alvin to send a reminder email on February 1st and March 1st for members to pay dues.</i></p> <p><i>Mike to continue negotiating room rates with The Hyatt and The Bryce for the 2017 Annual Meeting.</i></p> <p><i>Andy to bring 2015 Scholarship winner plaques to the 2016 February monthly meeting.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> • Social Activities: The committee chair was confirmed to be Whitney Nottage. There is a \$1,000 budget for social activities. Whitney is concerned about the lack of attendance at the social events. Incentives, like a door prize, were recommended to increase attendance. Mike encouraged the board to be active participants in these activities. Tom mentioned having more family-friendly events, like a picnic by the lake. Whitney mentioned numerous ideas, including: Top Golf, Whirlie Ball, Braves game, and a Lake Lanier boating activity. There will be a small event in February, location and time TBD. • ITS Plan Review Training: Bill Andrews is coordinating with Mark to schedule another training session similar to the one held in January 2015. The training will more than likely be a classroom type instruction. 	<p><i>Whitney to finalize time and location for February social activity.</i></p> <p><i>Bill Andrews to coordinate ITS Plan Review training session.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • CohuHD is today's meeting sponsor. • The next board meeting will be held on February 24th at 10:00 AM at Georgia Tech's Wardlaw Center with the February monthly meeting to follow at 11:30 AM. 	

Attachments:

- 2016 Annual Budget
- 2016 Annual Meeting Organization
- 2016 Annual Meeting PRELIMINARY Budget

ITS Georgia 2016 Annual Budget
1/27/2016

Starting Balances	Checking =	\$ 60,987.44
	Savings =	\$ 5,505.00
		\$ 66,492.44

INCOME

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
Administrative					
Membership Dues	Private Sector-Small	\$ 150.00		5	\$ 750.00
Membership Dues	Private Sector-Large	\$ 350.00		65	\$ 22,750.00
				Subtotal	\$ 23,500.00
Annual Meeting					
Registration		\$ 50,425.00		1	\$ 50,425.00
Sponsorship		\$ 27,900.00		1	\$ 27,900.00
Miscellaneous		\$ 2,230.00		1	\$ 2,230.00
				Subtotal	\$ 80,555.00
Monthly Meetings					
Monthly Meeting Fees	Registration	\$ 1,500.00		9	\$ 13,500.00
Monthly Meeting Sponsors	Lunch meeting Sponsors	\$ 500.00		9	\$ 4,500.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00
				Subtotal	\$ 21,750.00
					TOTAL INCOME = \$ 125,805.00

EXPENSES

Administrative					
Wells Communication Inc	Bill Wells' contract	\$ 2,000.00		12	\$ 24,000.00
Website Fee	Annual fee for web/domain reg.	\$ 125.00		1	\$ 125.00
Inuit/Paypal fees	CC and reader usage fees	\$ 200.00		9	\$ 1,800.00
ACEC	Administrative fee and magazine	\$ 2,000.00		1	\$ 2,000.00
Secretary of State	Corporate registration	\$ 30.00		1	\$ 30.00
Taxes	ITS America filing	\$ 250.00		1	\$ 250.00
ITSA memberships	Membership dues	\$ 270.00		1	\$ 270.00
Networking/Social Committee	Networking activities	\$ 1,000.00		1	\$ 1,000.00
Training	Webinars, ITS plan review training	\$ 1,000.00		1	\$ 1,000.00
Miscellaneous	President's discretion	\$ 500.00		1	\$ 500.00
				Subtotal	\$ 30,975.00
Annual Meeting					
Hotel contract	Callaway Gardens - see AM budget	\$ 45,600.00		1	\$ 45,600.00
Entertainment	Casino night - paid by ITSGA	\$ 3,500.00		1	\$ 3,500.00
Miscellaneous	Golf, speaker gifts, shirts, prizes, etc	\$ 11,300.00		1	\$ 11,300.00
				Subtotal	\$ 60,400.00
Monthly Meetings					
Constant Contact	Web hosting for registration	\$ 75.00		10	\$ 750.00
Mtg Room rentals	Monthly meeting location	\$ 150.00		6	\$ 900.00
Hanrahan Caterers	Food for monthly meetings	\$ 900.00		9	\$ 8,100.00
Annual Holiday Dinner	Dinner & entertainment	\$ 7,500.00		1	\$ 7,500.00
				Subtotal	\$ 17,250.00
Sponsorships/Scholarships					
Engineers Week	Association Sponsor	\$ 500.00		1	\$ 500.00
PE Recognition Dinner	Provides for one ITSGA attendee	\$ 300.00		1	\$ 300.00
Georgia Tech student chapter	Meeting reimbursements	\$ 100.00		6	\$ 600.00
Awards Banquet	Shackelford Scholarships	\$ 2,000.00		3	\$ 6,000.00
				Subtotal	\$ 7,400.00
					TOTAL EXPENSE = \$ 116,025.00
					NET INCOME = \$ 9,780.00

ITS Georgia Annual Meeting Organization

September 25 – 27, 2016, Callaway Gardens
January 26, 2016

Conference Leadership

Chair - Marc Start

- Location arrangements (Scott Mohler assistance)
- Committee coordination & oversight
- Financial oversight

Technical Program Committee

Chair - Grant Waldrop

- Theme & logo
- Selecting session topics & session moderators
- Presentations - speakers / presentation titles / bios / gifts
- Participants:
 - Tom Sever, Gwinnett County
 - Greg Morris, FHWA
 - Marc Plotkin, GDOT
 - Challa Bonja, City of Marietta
 - Jim Tolson, Arcadis
 - Jonathan Moore, Kimley-Horn
 - Casey Huskey, Atkins
 - Travis Hurt, AECOM (committee support)

Sponsorship/Finance Committee

Chair - Bayne Smith

- Conf sponsorships (incl. bag giveaway material opportunity)
- Event sponsorship opportunities

Welcome/Registration Committee

Chair - Ty Alexander

- Staff registration table at conference
- Assemble bag giveaway materials

Other committees

- Exhibitor Coordination
- Material donations and raffle give-away
- Golf outing
- Website and social media
- Awards Banquet
- Audio/Visual
- Publicity/Printing support
 - Logo design
 - Conference program design
 - Posters and other printed material at conference

Yancy Bachmann

TBD

Jeff Legg

Bill Wells

Jenny Johnson (chair)

Ken Keena

Scott Mohler

ITS Georgia 2016 Annual Meeting Preliminary Budget - for ITS GA Board Review

Callaway Gardens, September 25-27, 2016
Preliminary/In-Progress - January 26, 2016

REVENUE

Type	Number	Cost	Subtotal
Registration - actual 2015 attendance:			
Members (early)	125	\$ 350	\$ 43,750
Members (late)	0	\$ 400	-
Non-members (early)	5	\$ 525	\$ 2,625
Non-members (late)	0	\$ 625	-
Comped member	15	\$ -	-
Guest - Sun & Mon dinners only ¹	9	\$ 50	\$ 450
Exhibitor Booth (member) ²	11	\$ 200	\$ 2,200
Exhibitor Booth (non-member) ³	4	\$ 350	\$ 1,400
Subtotal =	169		\$ 50,425
Sponsorship - actual 2015 participants:			
Diamond - Mon Night Entertainment ⁴	1	\$ 3,500	\$ 3,500
Diamond	2	\$ 3,500	\$ 7,000
Platinum	4	\$ 1,600	\$ 6,400
Platinum (AECOM 1/2 price)	1	\$ 800	\$ 800
Gold	7	\$ 1,200	\$ 8,400
Silver	2	\$ 900	\$ 1,800
Subtotal =	17		\$ 27,900
Add'l Items - actual needs from 2015:			
Exhibitor upgrade	0	\$ -	-
Electrical Service (X amp)	0	\$ -	-
Electrical Service (X amp)	0	\$ -	-
Electrical Service (X amp)	14	\$ 125	\$ 1,750
Golf	8	\$ 60	\$ 480
Subtotal =	22		\$ 2,230
TOTAL REVENUE =		2016	2015
		\$ 80,555	\$ 82,055
		\$ (61,942)	\$ (50,115)
		\$ 18,613	\$ 31,940

Optional Changes in Conference Charges

- ¹ New option, targeted for spouses and significant others; 2015 option was \$200
- ² 2015 cost was \$710; vendor personnel registration also required starting in 2016
- ³ 2015 cost was \$885; vendor personnel registration also required starting in 2016
- ⁴ Need to verify potential cost of local entertainment (casino night)
- ⁵ New option, a hospitality suite opportunity for Monday night
- ⁶ Estimate, need to discuss with Hotel
- ⁷ Estimate, the Hotel will provide an estimate after needs are defined; power only
- ⁸ New option to get top notch talent in specific areas; may not be necessary

EXPENSES

Type	Number	Cost	Serv. Chg.	Tax	Subtotal
Rooms - Callaway Gardens Rates:					
Comped room nights (if needed)	30	\$ 141	5	\$ 18	\$ 4,930
Hospitality Suite (cottage rental) ⁵	2	\$ 1,000	5	\$ 130	\$ 2,270
Subtotal =					\$ 7,200
Meals - Callaway Gardens Rates:					
Sunday dinner (buffet)	125	\$ 40	9	\$ 4	\$ 6,588
Sunday attendant & bartender fees	6	\$ 75	17	\$ 7	\$ 592.92
Event drinks (4 drinks/person) ⁶	580	\$ 8	2	\$ 1	\$ 6,113.66
Monday break (incl. breakfast)	130	\$ 13	3	\$ 1	\$ 2,226.74
Monday Afternoon Break	150	\$ 13	3	\$ 1	\$ 2,569.32
Monday lunch (at tables)	130	\$ 25	6	\$ 2	\$ 4,282.20
Monday bartender fee	3	\$ 75	17	\$ 7	\$ 296.46
Monday dinner (plated)	125	\$ 38	8	\$ 4	\$ 6,258.60
Tuesday breakfast (buffet)	0	\$ -	-	\$ -	-
Tuesday AM break (incl. breakfast)	150	\$ 16	4	\$ 2	\$ 3,162.24
Subtotal =					\$ 32,090
Audio/Visual - Callaway Gardens Rates:					
Monday Session & Dinner	1	\$ 1,200	264	\$ 117	\$ 1,581
Monitor for Registration Area	3	\$ 325	72	\$ 32	\$ 1,285
Tuesday Session	1	\$ 1,200	264	\$ 117	\$ 1,581
Power for Exhibit Booths ⁷	14	\$ 125	28	\$ 12	\$ 2,306
Subtotal =		\$ 2,850	\$ 627	\$ 278	\$ 6,753
Entertainment:					
Monday night entertainment	1	\$ 3,500			\$ 3,500
Subtotal =					\$ -
Miscellaneous - actuals from 2015:					
Golf	8	\$ 125			\$ 1,000
Programs	1	\$ 810			\$ 810
Speaker gifts	40	\$ 22			\$ 880
Attendee gifts/Program	125	\$ 36			\$ 4,500
Award banquet awards	1	\$ 654			\$ 654
Speaker travel costs ⁸	2	\$ 500			\$ 1,000
Miscellaneous Cost	1	\$ 28			\$ 28
Refund checks (combines total)	1	\$ 1,095			\$ 1,095
Golf awards	1	\$ 200			\$ 200
Committee shirts	18	\$ 41			\$ 733
Raffle Prizes	10	\$ 150			\$ 1,500
Subtotal =					\$ 12,400