



February 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
February 24, 2016
10:00 am – 11:00 am
Wardlaw Center, Georgia Tech

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

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The January 2016 meeting minutes and February 2016 agenda were distributed. Bill Andrews made a motion to approve the January 2016 meeting minutes. Alvin seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Financial Report: Xuewen distributed an updated 2016 Annual Budget (as of February 23, 2016). He mentioned that the February catering bill was higher than normal because we are required to use the venue's caterer and a lot more people than normal registered for the meeting. We are still in the positive for the February monthly meeting. PayPal/Constant Contact: Bill Wells and Xuewen have done some research and have found options to reduce the cost for Constant Contacts. The typical rate we pay for PayPal is 2.4% on all transactions. Bill does not think that there is much room to save with PayPal, and most of the competitors have similar rates. The board is okay with continuing to use PayPal. 	
<p>Other Business</p> <ul style="list-style-type: none"> ITS 5C Summit: Mike provided a planning update although not much activity has occurred yet. The ITS FL board is moving forward with planning the summit and plans on hosting it in 2018 somewhere in the Florida panhandle. The committee opportunities for our board members will be announced at a later date. 2016 Holiday Party: Jim is a member of several country clubs which may be a venue possibility for the party (clubcorpatlanta.com). Northwood Country Club in Lawrenceville has provided a cost estimate that seems affordable. Alan Davis also mentioned having the party at a brewery, and Winter mentioned the Berkeley Lake clubhouse. ACEC: Mike signed the 2016 contract with ACEC earlier this month. ITS America: Shahram mentioned that ITSA wants the state chapters to focus on everything mobility, including phones and apps, etc. This will be the theme of the 2016 ITSA Conference in San Jose this year. The hotel and conference registration are now open. 	<p><i>Jim to send Mike more details on Club Corp.</i></p> <p><i>Winter to check into Berkeley Lake clubhouse for the holiday party.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: The FHWA will speak in March, and the Georgia World Congress Center will be the April meeting venue. John Hibbard will speak on GDOT's Connected Vehicle program in May, and the June meeting will be at the GDOT TMC to celebrate the 20th Anniversary. Alan Davis will speak at the August meeting. We still need to find speakers for the July and October 	<p><i>Tom Sever to send a list of the GDOT "Pioneers" to speak at the June meeting.</i></p>

Issues Discussed	Action
<p>meetings and need to secure three meeting sponsors. We have a standing reservation at AECOM for monthly meetings but can always change venues if needed.</p> <ul style="list-style-type: none"> • Membership & Finance: We currently have 42 members as of February 23rd. Our goal for 2016 is 70 members. Non-member prices will be enforced starting March 1st. Bill Wells also setup online payment options for membership dues that have been working very well. • 2016 Annual Meeting: Mike gave an update on the 2016 Annual Meeting planning. The kickoff planning meeting was held on February 3rd. The conference theme is “ITS Awakens.” Registration will open June 1st. The plan for this year is to have a call for abstracts in order to secure technical speakers. • 2017 Annual Meeting: Mike gave an update on the 2017 Annual Meeting planning. Mike highly recommends the Hyatt (\$208/night), but they are only available the second week in October. Mike also mentioned Hotel Indigo which is opening March 2016 on Bay Street (\$185/night). Mike mentioned that we could possibly subsidize the hotel rates in order to get them under \$200, but this would also require raising the registration rates. • Communications & Outreach: The State Chapter of the Year application will be due sometime in April. • Legislative: Mike received an update from Joe Gillis and will present it at the February monthly meeting. Tom highlighted the implications of Senate Bill 366. ACEC is in support of House Bill 943, but they are not in support of Senate Bill 366. • GA Tech Student Chapter: Billy has requested speakers for their chapter meetings. • Scholarships: The 2015 scholarship winners will speak at the February meeting. Mike and Tom will present the winners with their plaques. • Social Activities: The next social event is Thursday, February 25th at 7pm. The event is Bingo night at the Wing Factory in Smyrna. • ITS Plan Review Training: Bill Andrews and Mark are in the process of assembling the material and putting a program together. Mike recommends an actual sit-down training rather than a webinar training. 	<p><i>Alvin to continue reaching out to secure new members.</i></p> <p><i>Bill Wells to send an e-blast for membership dues on March 1st.</i></p> <p><i>Bill Wells to figure out the most optimal way to enforce the non-member dues.</i></p> <p><i>Bill Wells to remove non-member logos from the website by the March meeting.</i></p> <p><i>Mike to get more information on Hotel Indigo.</i></p> <p><i>Bill Wells and Tom to work on the State Chapter of the Year application.</i></p> <p><i>Esteban and Joe to coordinate with the Student Chapter on their proposed mentoring program.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • 360 NS is today’s meeting sponsor. • The next board meeting will be held on Wednesday, March 30th at 10:00 AM at AECOM offices with the March monthly meeting to follow at 11:30 AM. 	

Attachments:

ITS Georgia 2016 Annual Budget (as of February 23, 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	\$ 750.00	
Membership Dues	Private Sector-Large	\$ 350.00		65	\$ 22,750.00	\$ 12,600.00	
					Subtotal	\$ 23,500.00	
Annual Meeting							
Registration		\$ 52,675.00		1	\$ 52,675.00		
Sponsorship		\$ 27,900.00		1	\$ 27,900.00		
Miscellaneous		\$ 2,230.00		1	\$ 2,230.00		
					Subtotal	\$ 82,805.00	
Monthly Meetings							
Monthly Meeting Fees	Registration	\$ 1,500.00		9	\$ 13,500.00	\$ 3,505.00	
Monthly Meeting Sponsors	Lunch meeting Sponsors	\$ 500.00		9	\$ 4,500.00	\$ 1,000.00	
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00		
					Subtotal	\$ 21,750.00	
					TOTAL INCOME =	\$ 128,055.00	

EXPENSES

Administrative							
Wells Communication Inc	Bill Wells' contract		\$ 2,000.00	12	\$ 24,000.00	\$ (4,000.00)	
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		\$ 1,200.00	1	\$ 1,200.00	\$ (386.50)	
Secretary of State	Corporate registration		\$ 30.00	1	\$ 30.00	\$ (30.00)	
Insurance	Hartford liability		\$ 425.00	1	\$ 425.00		
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	\$ 30,600.00	
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	\$ (89.69)	
					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	\$ (2,556.14)	
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	\$ (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	\$ (99.53)	
Awards Banquet	Shackelford Scholarships		\$ 2,000.00	3	\$ 6,000.00		
					Subtotal	\$ 7,400.00	
					TOTAL EXPENSE =	\$ 115,650.00	
					NET INCOME =	\$ 12,405.00	