



March 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
March 30, 2016
10:00 am – 11:00 am
AECOM Office

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 – ITSGA
Kenn Fink – Kimley-Horn
Mark Start – AECOM

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The February 2016 meeting minutes and March 2016 agenda were distributed. Keary made a motion to approve the February 2016 meeting minutes. Alan 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 March 29, 2016). There were no major updates to report. 2015 Taxes: Our 2015 taxes need to be filed. The state chapter level has more information on this. Ashlyn Morgan also has information from previous years that may be beneficial. 	<p><i>Xuewen to file 2015 taxes.</i></p> <p><i>Mike to follow-up with state chapter for more details on filing 2015 taxes.</i></p> <p><i>Keary to find out when the deadline for filing taxes is for non-profits.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> ITS 5C Summit: The committee opportunities for our board members will be announced at a later date. 2016 Holiday Party: Mike gave an update on the 2016 Holiday Party planning. Mike met with the Country Club of the South in John’s Creek last week. They gave us a proposal of \$3200, which is well within our budget. Mike proposed holding the party on Sunday, November 13th. The reception would be from 6-7 PM with dinner and entertainment to follow. Mike made a motion to enter into a contract with Club Corp for the 2016 Holiday Party to be held on Sunday, November 13. Winter seconded the motion and approval was unanimous. Kimley-Horn will help coordinate the Holiday Party. ITS America: The 2016 ITSA Conference will be in San Jose this year from June 12th-14th. The hotel and conference registrations are now open. ITSA is now offering new PCB Workshops for this year – Connected Vehicles 201, Improving Highway Safety with ITS, ITS Standards, ITS Procurement, and Applications & Future Trends. These are ½ day seminars. The deadline for application is Friday, April 8th. Alan made a motion to apply for the Highway Safety with ITS seminar. Jenny seconded the motion and approval was unanimous. State Chapters Task Force: ITSA wants there to be more collaboration between ITSA and the state chapters. Mike volunteered to be on this task force to see what ITSGA can do to get more engaged with ITSA. 	<p><i>Mike to sign contract with Club Corp for the 2016 Holiday Party.</i></p> <p><i>Mike to follow-up with Kenn about Kimley-Horn helping coordinate the 2016 Holiday Party.</i></p> <p><i>Mike to send in the application for the “Highway Safety with ITS” PCB Workshop.</i></p>

Issues Discussed	Action
<p>Committee Updates</p> <ul style="list-style-type: none"> • Activities: We still need to secure speakers for the July and October monthly meetings. We also need to secure three more meeting sponsors. We have a standing reservation at AECOM for monthly meetings but can always change venues if needed. • Membership & Finance: Our goal membership for 2016 is 70 members; we currently have 54 members (including 45 large and 5 small companies). Non-member prices went into effect starting March 1st; Bill setup the online registration to where people have to select their organization when registering. Bill has removed all non-member logos from the website. • 2016 Annual Meeting: Mike gave an update on the 2016 Annual Meeting planning. The conference theme is Star Wars based – “ITS Awakens.” Registration will open June 1st. A call for abstracts will be used to secure technical speakers; the deadline to submit abstracts is April 8th. We currently only have 3 abstracts submitted. The committee is also trying to get Regina Hopper from ITSA as the keynote speaker as well as some national experts to speak on Connected Vehicles. The prices for exhibitors and vendors have been set; they are going to begin securing sponsorships soon. The next Technical Committee meeting is on March 31st. • 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 October 8th-10th. Mike mentioned that we could possibly subsidize the hotel rates in order to get them under \$200, but this may also require raising the registration rates. Mike also mentioned Hotel Indigo which is opening March 2016 on Bay Street (\$185/night). Mike got room layouts and capacities from Hotel Indigo; capacity for technical session and exhibit hall rooms seems to be a bit limited. Keary made a motion to enter into a contract with the Hyatt with the understanding that we will discuss subsidizing room rates at a later time. Matt seconded the motion and approval was unanimous • Communications & Outreach: The State Chapter of the Year application will be due sometime in May. The applications should come available sometime this week; the application will be sent to the chapter President and will also be posted online. The new <i>Engineering Outreach</i> magazine released their electronic version on March 29th. • Legislative: Mike gave an overview of legislation updates for both the House and Senate. Senate Bill 366 got tabled until next year. Senate Bill 346 and Senate Bill 369 passed. • GA Tech Student Chapter: Billy has requested speakers for their chapter meetings. Matt spoke at the last meeting and mentioned that they only had 2 people in attendance; he said they need to give more consideration to when they are scheduling their meetings. • Social Activities: The next social event is Thursday, March 31st at 7pm. The event is Trivia Night at the Wing Factory in Smyrna. 	<p><i>Eli to finalize speakers and sponsors for remaining monthly meetings.</i></p> <p><i>Mark to finalize speakers for June 29th “GDOT Pioneers” monthly meeting.</i></p> <p><i>Alvin & Keary to continue reaching out to secure new members.</i></p> <p><i>Mike to sign contract with the Hyatt in Savannah for the 2017 Annual Meeting.</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 GA Tech Student Chapter on their proposed mentoring program.</i></p> <p><i>Kenn to call Mike Hunter to see if he wants to get involved with the GA Tech Student Chapter.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> ITS Plan Review Training: Bill Andrews and Mark are in the process of assembling the material and putting a program together. Bill met with GDOT last week (Mark and Matt); he thinks we may need to rethink the scope of what we are doing since a lot of GDOT folks are more familiar with the ITS Plan Review process. Bill thinks we may need to re-tool the program for a different target audience; the goal may be to focus more on training local governments rather than internal GDOT staff. The program can be more geared towards Plan Review or more towards Equipment/Field Review or more towards Constructability. The training session should be approximately three hours and will be open to everyone. 	<p><i>Bill Andrews to provide a proposed outline of an ITS Training class by the April monthly meeting.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> Southern Lighting and Traffic Systems (SLTS) is today's meeting sponsor. George Merritt of the FHWA is today's speaker. The next board meeting will be held on Wednesday, April 27th at 10:00 AM at the Georgia World Congress Center with the April monthly meeting to follow at 11:30 AM. 	

Attachments:

ITS Georgia 2016 Annual Budget (as of March 29, 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

\$ 750.00 \$ 750.00
\$ 12,600.00 \$ 15,750.00

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
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

\$ 3,505.00 \$ 5,405.00
\$ 1,000.00 \$ 1,500.00

TOTAL INCOME = \$ 128,055.00

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	\$ 1,200.00		1	\$ 1,200.00
Secretary of State	Corporate registration	\$ 30.00		1	\$ 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

\$ (4,031.00) \$ (6,043.00)
\$ (386.50) \$ (485.50)
\$ (30.00) \$ (30.00)

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

\$ (89.69) \$ (89.69)

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

\$ (60.00)
\$ (250.00)
\$ (2,556.14) \$ (3,447.23)

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

\$ (500.00) \$ (500.00)
\$ (99.53) \$ (99.53)

TOTAL EXPENSE = \$ 115,650.00

NET INCOME = \$ 12,405.00