



April 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
April 27, 2016
10:00 am – 11:00 am
Georgia World Congress Center

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*
Atkins

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

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The March 2016 meeting minutes and April 2016 agenda were distributed. Mark made a motion to approve the March 2016 meeting minutes. Keary 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 April 26, 2016). The April meeting is over budget because of the GWCC catering restrictions/costs. 2015 Taxes: Xuewen filed a tax extension. Taxes will need to be filed within the next couple of months. E-Week Sponsorship: Mike made a motion to give a \$500 sponsorship towards the Exploring Engineering Academy Camp at GA Tech. Andy seconded the motion and approval was unanimous. 	<p><i>Mike to coordinate with Xuewen on filing 2015 taxes.</i></p> <p><i>Mike to follow-up with GA Tech student chapter about volunteering with E-Week in June.</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 signed the contract with Club Corp for the party to be held at the Country Club of the South in John’s Creek on Sunday, November 13th. Kimley-Horn will help coordinate this event. ITS America: The 2016 ITSA Conference will be held in San Jose from June 12th-14th. Mike applied for the “Highway Safety with ITS” PCB workshop. This will be a ½ day seminar and will include lunch. According to responses from the board, June 7th or June 8th would be the best day to have this event. 	<p><i>Mike to follow-up with Carlos and finalize date and venue for the PCB workshop. Keary and Derrick to also check on room availability.</i></p> <p><i>Tom to give original charter to Mike.</i></p>
<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. Mark is continuing to secure speakers for the June 29th “GDOT Pioneers” meeting. Membership & Finance: Our goal membership for 2016 is 70 members; we currently have 55 members. Non-member prices went into effect starting March 1st. 2016 Annual Meeting: The conference theme is Star Wars based – “ITS Awakens.” Registration will open June 1st. The committee is trying to get Regina Hopper from ITSA as the keynote speaker as well as some 	<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>

Issues Discussed	Action
<p>national experts to speak on Connected Vehicles. The prices for exhibitors and vendors have been set; they are going to begin securing sponsorships. The logo has been finalized.</p> <ul style="list-style-type: none"> • 2017 Annual Meeting: Mike gave an update on the 2017 Annual Meeting planning. Mike received the Hyatt contract today and will review it before signing it. The board discussed the room block amounts (11 Saturday night, 93 Sunday night, and 93 Monday night) and agreed that these amounts seem reasonable. The room rate will be \$208/night, and the board will discuss subsidizing the room rates at a later date. • Communications & Outreach: The State Chapter of the Year application will be due on May 13th. Bill Wells has drafted the application, and Tom is currently reviewing it. Bill Wells has updated the website with the Star Wars themed Annual Conference logo and information. • GA Tech Student Chapter: Mike mentioned that participation is lacking. Their current advisor is stepping down, and the current president, Billy, is graduating. Their semester is over this week so meetings will not pick up until the fall. Kenn reached out to Dr. Hunter to become the new advisor for the student chapter, but he is not interested because of GA Tech liability laws. Esteban and Jim will coordinate with the student chapter when they begin classes in the fall to help increase participation. • Social Activities: The next social event will be held at TopGolf Midtown on Friday, May 6th from 3:00-6:00 pm. • ITS Plan Review Training: “Constructability by Design” is the working title for the training course. Tom has drafted up an outline for the course. The course will be about 2.5 hours and is potentially going to take the place of the October monthly meeting. The tentative location is the AECOM office. 	<p><i>Alvin & Keary to continue reaching out to secure new members.</i></p> <p><i>Mike to review and sign 2017 Annual Meeting contract with the Hyatt.</i></p> <p><i>Bill Wells and Tom to finalize the State Chapter of the Year application and give to Mike for review. Bill to submit the application by May 13th.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Wavetronix is today’s meeting sponsor. • Troy Galloway with GWCC is today’s speaker. • The next board meeting will be held on May 25th at 10:00 AM at AECOM offices with the May monthly meeting to follow at 11:30 AM. 	

Attachments:

ITS Georgia 2016 Annual Budget (as of April 26, 2016)

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

INCOME

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
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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	\$ 775.00
\$ 12,600.00	\$ 15,750.00	\$ 16,800.00

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	\$ 5,155.00	\$ 7,440.00
\$ 1,000.00	\$ 1,500.00	\$ 2,000.00

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)	\$ (8,101.29)
\$	\$ (50.65)	\$ (75.68)
\$ (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)
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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)	\$ (120.00)
\$	\$ (250.00)	\$
\$ (2,556.14)	\$ (3,447.23)	\$ (6,455.48)

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)
\$	\$ (195.68)

TOTAL EXPENSE = \$ 115,650.00

NET INCOME = \$ 12,405.00