



November 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
November 7, 2016
11:30 am – 1:30 pm
WSP Parsons Brinckerhoff

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2016–2017):

Mike Holt, President
Parsons Brinckerhoff

Alan Davis, Vice President
GDOT

Jenny Tassan, Secretary
Kimley-Horn

Xuewen Le, Treasurer
Atkins

Tom Sever, Past President
Gwinnett County DOT

State Chapter Representative:

Shahram Malek
ARCADIS

Ex-Officio:

Greg Morris
FHWA

✓ *Indicates present at meeting*

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

New Directors (2017-2018):

Whitney Nottage
Intelight

Billy Stalcup
360ns

Tom Udell
CH2M

Other Attendees Present:

Bill Wells – ITSGA

Marc Start – AECOM

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The August 2016 meeting minutes and November 2016 agenda were distributed. Bill made a motion to approve the August 2016 meeting minutes. Winter seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Financial Report: Xuewen/Mike distributed an updated 2016 Annual Budget (as of October 30, 2016). ITE Membership Rebates: Winter made a motion that when members request a refund we then apply that rebate to their next year's dues. Keary seconded the motion and 12 board members approved. Tom made a motion to contact each member as we receive their rebate check from ITSA and to offer them a rebate for their next year's dues. Mike made a motion to table this until January 2017. The motion will carry for 2016 that any member who requests a refund will receive the rebate for next year's dues. 	<p><i>Mike to establish a procedure moving forward on how to handle ITE Membership Rebates.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> Transpo 2018: The conference will be held at the Hyatt Regency in Jacksonville, FL. The proposed dates are 9/30-10/3/18 or 10/7-10/10/18. The committee opportunities for our board members will be announced at a later date. 2016 Holiday Party: The party will be jointly held with GAITE at the Country Club of the South in John's Creek on Sunday, November 13th. We have approximately 70 registrants. Registration will close this Friday, November 11th. ACEC E-Week: GEA is looking for 1-2 volunteers from ITSGA to help on their E-Week planning committee. Mike will get more information on the responsibilities and present it to the board. 	<p><i>Alan and Mike to coordinate the joint Holiday Party with GAITE.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: AECOM is leaving Northpark; we will need to secure a new meeting location for next year. Matt mentioned that GDOT downtown is a great potential location for future meetings. Membership & Finance: Our goal membership for 2016 is 70 members; we currently have approximately 72 members. Scholarships: The plaques will be presented at the February 2017 monthly meeting. We had three scholarship winners this year. GA Tech Student Chapter: Jim is having a very hard time getting connected to the student chapter. Jim reached out to Dr. Guin, a current GA Tech professor, but has not heard back yet. Mike would like to continue to coordinate with them as it appears there is some student interest. He has given the students some action items for them to engage in starting in January 2017 in order for us to work with them more effectively. Jim and Tom to coordinate with the GA Tech ASCE student chapter to see if we can 	<p><i>Matt to coordinate meeting space at GDOT downtown and to begin finding speakers for 2017.</i></p> <p><i>Alvin & Keary to continue reaching out to secure new members.</i></p> <p><i>Jenny to order plaques for Scholarship winners.</i></p>

Issues Discussed	Action
<p>join on with them to get participation up with the ITS student chapter.</p> <ul style="list-style-type: none"> • Social Activities: Whitney mentioned that Top Golf and Trivia Night are popular events that we will do again next year. There will be one more Trivia Night on December 8th. • ITS Plan Review Training: “Constructability by Design” is the title for the training course. Bill Andrews and Tom are currently drafting up the course. The target discussion time is approximately 2.5 hours; the entire session will be a 1/2 day event including introductions, credits, and breaks. This training course is scheduled for December 7th at Northpark. • 2016 Annual Meeting: Marc Start distributed a Final Financial Results report and gave a brief overview of the conference and conference financials. Our sponsorship dollars were increased by about 50% over last year. Our total profit of the meeting was \$41,417. The board is to discuss considering room rate comps for the 2017 Annual Meeting. • Committee Chairs: <ul style="list-style-type: none"> • Activities – Matt Glasser & Billy Stalcup • Awards – Jenny Tassan & Tom Sever • Communications/Outreach – Bill Wells • Elections – Winter Horbal • Legislative – Joe • Membership/Finance – Alvin James, Keary Lord, Tom Sever • Networking/Social – Whitney Nottage & Rachel Cohen • Scholarship – Keary Lord & Whitney Nottage • Student Chapter – Jim Tolson & Tom Udell 	<p><i>Jim & Tom to coordinate with GA Tech ITS Student Chapter and with ASCE Student Chapter.</i></p> <p><i>Bill Wells to open up online registration for the ITS Plan Review Training meeting.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • The next meeting will be January 25, 2017. 	

Attachments:

- ITS Georgia 2016 Annual Budget (as of October 30, 2016)
- ITS Georgia 2016 Annual Meeting – Final Financial Results

2/23/2016 3/29/2016 4/26/2016 5/24/2016 6/29/2016 7/27/2016 8/31/2016 9/25/2016 10/30/2016 Sub Total Notes

Starting Balances	Checkings		Savings		Total
	\$	\$	\$	\$	\$
	602,987.44		5,505.00		608,492.44

DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
Private Sector-Small	\$ 150.00		5	\$ 750.00
Private Sector-Large	\$ 350.00		65	\$ 22,750.00
Subtotal				\$ 23,500.00

Registration	\$ 1,500.00	\$ 13,500.00	9	\$ 13,500.00
Lunch meeting Sponsors	\$ 500.00	\$ 4,500.00	9	\$ 4,500.00
Members & spouses/guests	\$ 3,750.00	\$ 3,750.00	1	\$ 3,750.00
Subtotal				\$ 21,750.00

Bill Webb's contract	\$ 2,000.00	\$ 20,000.00	12	\$ 20,000.00
Admission fee for webstodmain reg.	\$ 375.00	\$ 1,125.00	3	\$ 1,125.00
GC and resale badge fees	\$ 1,200.00	\$ 1,200.00	2	\$ 1,200.00
Admission fee and magazine	\$ 1,200.00	\$ 1,200.00	1	\$ 1,200.00
Concessions	\$ 30.00	\$ 30.00	1	\$ 30.00
Harford liability	\$ 425.00	\$ 425.00	1	\$ 425.00
ITS America filing	\$ 350.00	\$ 350.00	1	\$ 350.00
Membership dues	\$ 270.00	\$ 270.00	1	\$ 270.00
Networking activities	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
Webinars, ITS plan review training	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
President's discretion	\$ 500.00	\$ 500.00	1	\$ 500.00
Subtotal				\$ 30,600.00

TOTAL INCOME = \$ 126,055.00

Callaway Gardens - see AM budget	\$ 45,600.00	\$ 45,600.00	1	\$ 45,600.00
Casino night - paid by ITSGA	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00
Golf, speaker gifts, shirts, prizes, etc.	\$ 11,300.00	\$ 11,300.00	1	\$ 11,300.00
Subtotal				\$ 60,400.00

Web hosting for registration	\$ 75.00	\$ 750.00	10	\$ 750.00
Monthly meeting location	\$ 150.00	\$ 900.00	6	\$ 900.00
Food for monthly meetings	\$ 900.00	\$ 8,100.00	9	\$ 8,100.00
Dinner & entertainment	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00
Subtotal				\$ 17,250.00

Association Sponsor	\$ 500.00	\$ 500.00	1	\$ 500.00
Provides for one ITSGA attendee	\$ 300.00	\$ 300.00	1	\$ 300.00
Meeting reimbursements	\$ 100.00	\$ 600.00	6	\$ 600.00
Shauckelord Scholarships	\$ 2,000.00	\$ 6,000.00	3	\$ 6,000.00
Exploring Engineering Academy				\$ 500.00
Sponsorship				\$ 34,723.47
Subtotal				\$ 7,400.00

TOTAL EXPENSE = \$ 115,650.00

NET INCOME = \$ 12,405.00

TOTAL INCOME = \$ 126,055.00

ITS Georgia 2016 Annual Meeting - Final Financial Results

Callaway Gardens, September 25-27, 2016
Updated October 31, 2016

REVENUE			
Type	Number	Cost	Subtotal
Registration			
Members (early)	124	\$ 360	\$ 44,640
Members (late)	10	\$ 400	\$ 4,000
Non-members (early)	12	\$ 525	\$ 6,300
Non-members (late)	0	\$ 625	-
Comped ¹	7	\$ -	-
Attend to speak only	10	\$ -	-
Guest - Sun & Mon dinners only	21	\$ 50	\$ 1,050
Subtotal =			\$ 55,990
Sponsorship			
Diamond - Casino Night (and exhibitor booth)	1	\$ 3,500	\$ 3,500
Diamond (and exhibitor booth)	2	\$ 3,500	\$ 7,000
Platinum	7	\$ 1,600	\$ 11,200
Platinum (conf manager, AECOM, 1/2 price)	1	\$ 800	\$ 800
Gold	7	\$ 1,200	\$ 8,400
Silver	9	\$ 900	\$ 8,100
Golf hole (\$100/hole)	1	\$ 100	\$ 100
Subtotal =			\$ 39,100
Add'l Items			
Exhibitor Booth (member)	16	\$ 200	\$ 3,200
Exhibitor Booth (non-member)	4	\$ 350	\$ 1,400
Electrical Service	15	\$ 125	\$ 1,875
Golf	18	\$ 70	\$ 1,260
Subtotal =			\$ 7,735

	2016	2015
REVENUE =	\$ 102,825	\$ 82,055
EXPENSES =	\$ (61,408)	\$ (50,115)
Surplus =	\$ 41,417	\$ 31,940

Annual Meeting Financial Summary

Notes:

- Registrant bag paid for by AECOM (with ITSGA logo on it), approx. \$295.
- ¹Comped registration: Wells, Sheffield, 1 out-of-state speaker, 4 local agency scholarships.
- ²Comped rooms: Wells, Smith, 2 Gwinnett Co, 4 GDOT, 4 local agency scholarships.
- Local agency scholarships (registration + hotel) for Atlanta, Macon, Columbus, and Marietta.
- ³Contract incl. complimentary 1-per-40 nights (6.125 nights), and Presidential Suite (3 nights).
Drink tickets: 4 provided per registrant (approx. 90% used).
- Callaway Gardens invoice item (\$46,978.26)
(FY) - spreadsheet numbers total \$46,958.75)
- ⁴FHWA paid for travel costs for UDOT speaker.
- ⁵Refund checks: Hotel room - Smith (\$328.66), registration - Sheffield (\$360),
Novosod (\$175), Bean (\$175), Holte (\$175), Clance (\$325), Trafficware (\$705).

EXPENSES								
Type	Number	Cost	Serv. Chg.	Tax	Subtotal			
Rooms								
Comped rooms, at conference rate (\$141/night) ²	17	\$ 141	\$ 5	\$ 18	2,793.61			
Comped rooms, at reduced rate (\$99/night) ²	3	\$ 99	\$ 5	\$ 13	350.61			
Free room nights per contract (1-per-40) ³	-6.125	\$ 141	\$ -	\$ -	-863.63			
Hospitality Suites (2 provided for price of 1)	2	\$ 300	\$ 5	\$ 39	688.00			
Subtotal =					2,968.60			
Meals								
Sunday dinner (buffet)	168	\$ 48	\$ 11	\$ 4	10,483.20			
Sunday alcohol/bartender fees	137	\$ 1,341	\$ -	\$ -	1,340.80			
Monday break (incl. breakfast)	150	\$ 13	\$ 3	\$ 1	2,535.00			
Monday Afternoon Break	150	\$ 13	\$ 3	\$ 1	2,535.00			
Monday lunch (at tables)	150	\$ 25	\$ 6	\$ 2	4,875.00			
Monday alcohol/bartender fee	397	\$ 4,033	\$ -	\$ -	4,032.80			
Monday dinner (plated)	168	\$ 38	\$ 8	\$ 3	8,299.20			
Tuesday AM break (incl. breakfast)	150	\$ 16	\$ 4	\$ 1	3,120.00			
Subtotal =					37,221.00			
Audio/Visual								
Monitor for Registration Area	3	\$ 325	\$ 72	\$ 26	1,267.50			
Audio for sessions	2	\$ 280	\$ 62	\$ 22	728.00			
Projection for sessions	2	\$ 675	\$ 149	\$ 54	1,755.00			
Audio/Video for Casino Night	1	\$ 715	\$ 157	\$ 57	929.50			
Audio for banquet	1	\$ 156	\$ 34	\$ 12	202.80			
Damage Waiver	1	\$ 300	\$ -	\$ -	300.48			
Power for Exhibit Booths	14	\$ 52	\$ 11	\$ 4	950.95			
10% discount per contract					-488.28			
Subtotal =					\$ 2,504	\$ 485	\$ 176	5,645.95
Entertainment								
Casino Night entertainment (Monte Carlo)	1	\$ 4,369	\$ -	\$ -	4,368.80			
Subtotal =					4,368.80			
Miscellaneous								
Golf fee	18	\$ 62	\$ -	\$ -	1,123.20			
Printing - Programs (200), posters (12)	1	\$ 639	\$ -	\$ -	639.18			
Speaker gifts (with extras for monthly mtgs)	1	\$ 564	\$ -	\$ -	563.76			
Attendee gifts (padfolio, hat)	160	\$ 21	\$ -	\$ -	3,409.60			
Speaker travel costs ⁴	0	\$ -	\$ -	\$ 0.00	0.00			
Vendor hunt stamps	1	\$ 28	\$ -	\$ -	28.00			
Tickets, tags/badges/ribbons, table tents	1	\$ 450	\$ -	\$ -	450.00			
Refund checks (total) ⁵	1	\$ 2,244	\$ -	\$ -	2,243.66			
Golf prizes	1	\$ 300	\$ -	\$ -	300.00			
Shirts for organizers (11 persons, 2/person)	22	\$ 43	\$ -	\$ -	946.00			
Raffle Prizes (not including donated items)	10	\$ 150	\$ -	\$ -	1,500.00			
Subtotal =					11,203.40			