



April 2011 Board Meeting Documentation

ITS Georgia Board Meeting
 April 28, 2011
 10:00 am – 11:30 am
 Georgia Tech

ITS GEORGIA BOARD OF DIRECTORS		
<p><i>Officers/Directors (2010-2011):</i> Marion Waters, President Gresham Smith & Partners Mark Demidovich, Vice President Georgia DOT Kristin Turner, Secretary Wolverton & Associates, Inc. Christine Simonton, Treasurer Delcan</p>	<p><i>Directors 2010-2011:</i> Marwan Abboud ARCADIS Ronald Boodhoo Georgia DOT Susie Dunn ARC John Hibbard Atkins Carla Holmes Gresham Smith & Partners Scott Mohler URS Tom Sever Gwinnett County</p>	<p><i>State Chapter Representative</i> Kenny Voorhies Cambridge Systematics</p> <p><i>Directors 2011-2012:</i> Kenn Fink Kimley Horn & Associates Patrece Keeter DeKalb County Bayne Smith URS</p>

Attendance:

Members Present	Members Not Present	Other Attendees Present
Waters, Marion – GSP Smith, Bayne – URS Abboud, Marwan – ARCADIS Holmes, Carla – GSP Mohler, Scott – URS Sever, Tom – Gwinnett County Simonton, Christine – Delcan Dunn, Susie - ARC Voorhies, Kenny – Cam. Sys. Keeter, Patrece – DeKalb County	Hibbard, John - PBS&J Morris, Greg – FHWA Robbins, Dana – FHWA Turner, Kristin – Wolverton & Assoc. Demidovich, Mark – GDOT Fink, Kenn - Kimley Horn & Associates	Wells, Bill – ITSGA Sinha, Prasoon – ARCADIS Wolf, Kay - Stantec

<u>Issues Discussed</u>	<u>Action</u>
<p>Recognition of special events this week</p> <ul style="list-style-type: none"> • Congratulations to Bill Wells on the marriage of his son, and on his upcoming birthday. • Congratulations to Kenny Voorhies on recently being given an award at the Southern District ITE Annual Meeting, and on his upcoming birthday. 	
<p>Approval of May Meeting Agenda and February Meeting Minutes</p> <ul style="list-style-type: none"> • May meeting agenda was approved as proposed. • Correction noted for agenda and meeting minutes to change Director / Officer terms to 2010 -2011 and 2011-2012. • A motion to approve the minutes from February 24, 2011 was made and seconded. Approval was unanimous. 	
<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Christine distributed copies of the 2011 Budget. • Went over financial statement. A correction was noted - the February Luncheon catering expense was shown incorrectly as "March Luncheon". • Christine advised that we have more money than indicated on the statement since there is a delay in getting money deposited from PayPal. This has been a problem, but we will now only use Google since Constant Contact now uses Google. • Four membership checks have been received – GS&P, Douglas County, Peachtree Telecom, and GDOT. There may also be some additional membership checks sent in. Christine will retrieve from mailbox. • It was noted that we should have made a profit from joint March meeting with GASITE since World Fiber provided the food and the two organizations were to split the profits. Scott Mohler volunteered to check with Dwayne Tedder (GASITE Secretary / Treasurer). Understanding was that registration fees would be divided up according to whether or not people registered as an ITSGA or GASITE member. • Motion made and passed unanimously to approve the Treasurer's Report. 	<p>Christine to correct statement to show catering expense as February Luncheon instead of March.</p> <p>Scott to contact GASITE regarding profit from March joint meeting.</p>
<p>Membership Committee</p> <ul style="list-style-type: none"> • Scott reported that membership recruitment activities are going well • Kay Wolf has called and emailed member agencies who have not renewed. Contacts were very successful - only one company said no. She anticipates that there are more renewal checks on the way. • Kay advised that the member contact database is very outdated – there are several wrong names, phone numbers, and email addresses. She made updates to the membership list she had, but contacts need to be updated in one master database. • There are several membership databases – Bill has member list and blast list for emails; the Membership Committee has one; there is a member contact page on the website; and the Secretary/Treasurer has another database. Christine advised that her list is the most accurate since agencies are not officially a member until the Treasurer receives their check. • It was suggested to send out a blast email to ask member agencies to update their designated representative's contact information. It was also suggested to have a primary and an alternate contact in case the primary representative does not respond. • Patrece Keeter advised that she and Taylor Stukes will be reaching out to members soon as part of the Annual Meeting Sponsorship Committee, and can also ask for updated contact information then. She has information 	<p>Membership Committee to lead the effort to update member databases with current contact information and merge all of the different lists into a current master database.</p> <p>Scott to contact ACCG and GMA to get public official education activities underway with TIME and GASITE.</p>

<p>Membership Committee (cont'd) from Mike Holt, and Bayne advised that he has the information used last year for Annual Meeting sponsorships that he can provide.</p> <ul style="list-style-type: none"> • Scott advised that the ITE Public Education Committee and TIME Task Force want to partner with ITSGA on educating policy-makers on transportation issues. He will contact ACCG and GMA to get this process started, and will work with the other organizations on next steps. • Susie advised that ARC's Local Government Group also provides training for local officials. She will get that committee's contact info and give to Scott. • Bayne advised that a lot of local government officials' training is done at the Carl Vinson Center at UGA. He has contacts there and volunteered to provide them if needed. 	<p>Susie to provide Scott with contact info for ARC's Local Government Group.</p> <p>Bayne to pass along UGA's Carl Vinson Center contact info for public official training, as well as 2010 Annual Meeting sponsorship information.</p>
<p>Program Committee</p> <ul style="list-style-type: none"> • Prasoon distributed copies of the updated monthly meeting report. • Prasoon advised that there are some speakers flying in from out of town at their own expense. Has submitted a budget request of \$2600 that can be used to reimburse for some speaker travel. • It was suggested that speakers who travel in at their own expense be given a nice speaker gift, such as a \$50 gift card. Prasoon to propose speaker gift ideas. • Susie Dunn stressed the importance of promoting the July transit-focused meeting. Maximum transit agency attendance is desired. The max room capacity for the regular room is 75-80 people. If more, then we would need to use the auditorium, however food is not allowed in that space. • It was proposed that all transit agency personnel only pay \$5 for the July luncheon. A motion was made and unanimously approved. • Susie requested a write-up of the July program so that she can begin promoting the meeting. • It was suggested to invite Donna Shelton as a special guest, as well as the MARTA Board, Chari, Jim Durrett. May also want to ask Beverly Scott to make welcoming remarks. 	<p>Prasoon to provide Susie with a write-up of the July meeting so that she can begin promoting to ARC and transit agencies.</p> <p>Prasoon to work with Susie to identify and make contact with special transit guests proposed.</p>
<p>Legislative Committee</p> <ul style="list-style-type: none"> • Susie reported on the outcome of several of the transportation-related bills presented this session. • Marion provided an update on the latest Transportation Investment Act (TIA) activities. 	
<p>Scholarship Committee</p> <ul style="list-style-type: none"> • Marion reported that the scholarship applications have been sent out to universities for distribution to students. 	
<p>Elections Committee</p> <ul style="list-style-type: none"> • Anthony Bradford will no longer chair the Elections Committee. • Marwan Abboud has volunteered to serve as Chair. • It was noted that there will be 12 Directors and Officers up for election this year; only 3 Directors will serve another year. Board needs to implement a process to balance out the terms so there is not as much turn-over at one time. It has been previously discussed to have Director candidates receiving the most votes to serve a two-year term, while those receiving the least votes to serve only a one-year term. This would only have to be done once in order to "reset" the terms for a more balanced cycle. 	<p>Committee to consider a process to "reset" Board terms to better balance election cycle.</p>

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<p>Elections Committee (cont'd)</p> <ul style="list-style-type: none"> • Marwan recommended that all Officer and Director candidates be allowed to write up a blurb about themselves for use during the “campaign”, and that the Officer candidates be given the opportunity to make campaign remarks at a monthly luncheon. 	
<p>Awards Committee</p> <ul style="list-style-type: none"> • No report. 	
<p>Communications Committee</p> <ul style="list-style-type: none"> • Bill advised that the draft 2010 Chapter Annual Report has been prepared, and distributed to the Board for review and comment. He needs to insert financial information and do some clean-up before it is ready to send out to the membership. • The Annual Report will be submitted for the ITSA State Chapters Award. • Bill reported that the Chapter’s social media networking is working well. We now have a YouTube site. Can use it to upload videos to promote meetings, special announcements, etc. • The Chapter’s Facebook posts automatically populate Twitter and LinkedIn sites. We now have over 100 Twitter followers. • Bill advised that anyone can post a Facebook message. He monitors the site for appropriate messages. He can also give administrative privileges to someone else if needed. 	
<p>Annual Meeting Technical Program Committee</p> <ul style="list-style-type: none"> • Tom reported on the progress of the Committee, and updated the Board on 20/20 Vision theme and proposed session topics: <ul style="list-style-type: none"> ○ Opening Session –Shelly Row, RITA ○ Session 1 – Vehicle Evolution ○ LUNCH – Todd Long to talk about HB277, other funding options ○ Session 2 – Infrastructure Evolution ○ Session 3 – ITS applications outside the freeway ○ Session 4 – Safety Evolution ○ Session 5 – Future of ITS Perspectives of different agencies 	
<p>Annual Meeting Arrangements Committee</p> <ul style="list-style-type: none"> • Carla distributed copies of the Annual Meeting Committee Report and provided a brief overview of progress. • Carla presented two versions of the proposed conference budget to the Board for consideration. One version proposes to comp 10 public sector attendees (resulting in an estimated \$9742 profit); and one version shows 15 attendees to be comped (resulting in an estimated \$6405 profit). • Since the adopted 2011 budget was based on the Annual Meeting profiting \$12,000, requested Board approval of these options and concurrence to have a lesser profit than anticipated this year in order to comp more public sector attendees and not raise registration fees. • Board gave approval to make lesser profit in order to comp the necessary number of attendees. No specific amount was determined. • It was requested that the proposed budget be reviewed to determine what changes there are from last year’s meeting financials. Since the 2010 meeting netted over \$16,000, it was requested that Carla review the proposed budget and the assumptions made to provide clarification on why the anticipated profit is so much lower. 	<p>Carla to revisit proposed budget numbers and assumptions, and provide explanation about differences between anticipated 2011 profit and 2010 actual profit.</p>
<p>New Business</p> <ul style="list-style-type: none"> • No new business. Meeting adjourned. 	

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