



January 2014 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
January 23, 2013
10:00 am – 11:15 am
URS Corporation

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2014–2015):

Tom Sever, *President*
Gwinnett County

Grant Waldrop, *Vice President*
GDOT

Jennifer Johnson, *Secretary*
Kimley-Horn and Associates, Inc.

Ashlyn Morgan, *Treasurer*
Atkins

Scott Mohler, *Past President*
URS Corporation

State Chapter Representative

Shaharm Malek
Arcadis

✓ *Indicates present at meeting*

Directors 2013–2014:

Eric Graves
City of Alpharetta

Winter Horbal
Temple, Inc.

Keary Lord
Douglas County

Prasoon Sinha
Arcadis

David Smith
DeKalb County

Kristin Turner
Wolverton & Associates

Directors 2014–2015:

Yancy Bachman
World Fiber Technologies

Mark Demidovich
GDOT

Kenn Fink
Kimley-Horn and Associates, Inc.

Mike Holt
Parsons Brinckerhoff

Ex-Officio

Greg Morris
FHWA

Andres Ramirez
FTA

Other Attendees Present:

Kaitlin Potnick – Atkins
Bill Wells

Issues Discussed	Action
<p>Welcome & Approvals</p> <ul style="list-style-type: none"> The January 2014 Agenda and 2014 Budget were distributed. Mike made a motion to approve the December 2013 Planning Meeting Minutes and January 2014 Agenda. Eric seconded the motion and approval was unanimous. 	
<p>Financials</p> <ul style="list-style-type: none"> 2014 Budget (see attached) – The scholarship increased to \$3,500 this year. There is no annual meeting this year, but the GA ITS awards banquet is included in this line item. To date, there is \$27,615.11 in the CD, \$9,634.02 in the bank account, and \$3,248.42 in the savings account. Tom said we will determine if the money should be taken out of the CD at the February meeting depending on the level of membership at that time. Scholarships & Sponsorships - David recommended that we sponsor EEA through scholarships for the GA Tech summer camp. Cost is \$1,000 per student. Mike also recommended that we sponsor the Transportation Engineers of the Future Scholarship. Tom suggested we add more line items under the scholarship category to include these opportunities. Tom also suggested that we start getting sponsors for the lunch meetings to help offset the costs of room rental and catering. Continuing our GEA membership was approved at the December 2013 meeting. This has been included in the 2014 budget. Tom passed around the contract for the group to review. The entire contract is for \$1,165. Tom wants to start a forum within GEA to promote ITS. Scott and Tom are on the board this year. Payment options for meetings are to be researched by Ashlyn and the new committee consisting of Shahram, Mark and Winter. PayPal is one viable option. For 2015 annual fees, it was proposed that companies pay a flat, one-time increased fee and then be able to send a certain number of employees to all meetings at no additional cost. The committee will report their findings back to the board by the February meeting. The latest version of Bill Wells' contract that we have is about 10 years old. Bill is to revise the old contract, and Tom will review and sign. 	<p><i>Ashlyn needs to finalize the 2013 Financials.</i></p> <p><i>Ashlyn to add projected revenue, to expand on scholarship category, to add a sponsorship category, and to add tax preparation as an administrative cost (ITS America) to 2014 budget.</i></p> <p><i>Ashlyn to coordinate with Winter, Shahram, and Mark to determine payment options for meetings. They are to present their research at the February monthly meeting.</i></p> <p><i>Bill to revise his contract. Tom to review and sign the contract.</i></p>
<p>Planning</p> <ul style="list-style-type: none"> David distributed some possible meeting locations and costs. Some locations included: GTRI, Gwinnett/DeKalb County DOTs, Northpark, North Atlanta Hilton (PIB in Gwinnett), ARC, and Le Petite Auberge. Due to location and cost benefits, Mike made a motion to try Le Petite Auberge for our February meeting. Mark seconded the motion and approval was unanimous. The cost is \$17/head. GA ITS's vision for 2014 is pointing towards the Complete Streets symposium. As Tom coordinates with ITSA, his focus will be promoting a holistic approach to traffic operations in a project's design phase. Winter 	<p><i>David to reserve Le Petite Auberge for February Board Meeting & Monthly Meeting.</i></p> <p><i>Bill to create a per-person cost estimate for each potential meeting location so the board can make a final decision on</i></p>

Issues Discussed	Action
<p>proposed getting some roadway engineers more involved in helping us reach this vision in efforts of integrating ITS into early stages of roadway designs. Prason proposed that ITS GA as an organization reach out to agencies to include ITS in their complete streets guidelines. We will revisit this at the February board meeting and form a committee then.</p>	<p><i>future meeting locations.</i></p> <p><i>Form a Complete Streets committee at the February board meeting.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> • Activities – Speakers have been set through June for our Monthly Meetings. There are leads for the remaining meetings, but the committee is open for any other ideas (especially for federal government and/or public policy topics/speakers). • C3 Summit – Keary will let everyone know at today’s Monthly Meeting that registration is open and will illicit sponsorships as well. • Complete Streets with ITSA – ITSA wants to start coordinating in February. Currently, the top priority is finding a meeting location. • Annual Meeting 2015 – Scott said his next step is to start setting up visits to various locations around the state. Mike and Scott will coordinate. • Membership and Finance – Keary and Winter to coordinate with Ashlyn on any companies/agencies that are outstanding on membership dues. • Legislative – Yancy announced that the Legislative Reception will be on February 19th. • P&P Manual – Greg said that his and Carla’s goal is to be more detailed on Section IV – Duties of Committee of the P&P Manual. He distributed the Table of Contents of the P&P Manual for the Board to review. • Due to time constraints, no other committees were able to provide updates. 	<p><i>Tom and Ashlyn to coordinate with ITSA on finding a location for the Complete Streets symposium.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> • The next Board Meeting will be held on February 27th, 2014 at 10 am at Le Petite Auberge (N Druid Hills Road at I-85). The Monthly Meeting will directly follow the Board Meeting. • Currently, the Complete Streets symposium is scheduled for October 27th and 28th, 2014 (Location TBD). • The Legislative Reception will be held on February 19th (Location TBD). GA ITE will be sending out an E-blast for registration. 	

Attachments:

2014 Budget

Administrative	Description	Cost	Duration	Total
Wells Communication Inc	Bill Wells	\$ 2,000.00	12	\$ 24,000.00
Inuit fees	CC reader usage fees and CC fees; .024% per deposit + applicable cc fees - varies monthly depending on amt deposited	\$15	12	\$ 180.00
GEA	Georgia Magazine	\$ 100.67	6	\$ 604.02
GEA	Annual fee	\$ 200.00	1	\$ 200.00
ACEC	Mail services	\$ 561.00	1	\$ 561.00
Secretary of State	Online Payment Monthly Fee		12	\$ -
ElG	Web hosting	\$ 55.00	1	\$ 55.00
Constant Contact	Direct Marketing	\$ 125.88	1	\$ 125.88
Constant Contact	Marketing Subscription	\$ 100.00	1	\$ 100.00
		\$ 60.00	1	\$ 60.00
			Subtotal	\$ 25,885.90

Monthly Meetings	Description	Cost	Duration	Total
Constant Contact	Web hosting for registration	\$ 65.00	12	\$ 780.00
Mtg Room rentals	Monthly meeting location	\$ 150.00	9	\$ 1,350.00
Hanrahan Caterers	Food for monthly meetings - varies on attendance but this estimate based on last years invoices	\$ 800.00	9	\$ 7,200.00
			Subtotal	\$ 9,330.00

Annual Meeting	Description	Cost	Duration	Total
Awards	Awards for banquet	\$ 900.00	1	\$ 900.00
Scholarship	Scholarship Committee	\$ 3,500.00	1	\$ 3,500.00
Intuit fees	CC reader usage fees and CC fees; .024% per deposit + applicable cc fees - varies monthly depending on amt deposited	\$ 250.00	1	\$ 250.00
Banquet	Awards banquet in place of Annual Meeting	\$ 5,000.00	1	\$ 5,000.00
			Subtotal	\$ 9,650.00

Total	\$ 44,865.90
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CD = \$27,615.11

Bank = \$9,634.02

Savings = \$3,248.42