



April 2014
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
April 24, 2014
9:30 am – 11:00 am
Northpark/URS

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

Directors 2013–2014:

Eric Graves
City of Alpharetta

Winter Horbal
Temple, Inc.

Keary Lord
Serco

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

✓ *Indicates present at meeting*

Other Attendees Present:

Xuewen – HNTB

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The March 2014 meeting minutes and April 2014 agenda were distributed. Eric made a motion to approve the March 2014 meeting minutes. Scott seconded the motion and approval was unanimous. 	
<p>2014 Budget</p> <ul style="list-style-type: none"> Ashlyn distributed an updated 2014 budget (see attached). It shows that we will be in the negative by approximately \$1,000 by the end of the year assuming ITSGA gets a profit of \$10,000 from the ITS 3C Summit. Scott made a motion to approve the 2014 budget. Kenn seconded the motion and approval was unanimous. Transportation Engineer of the Future Scholarship – This item is still tabled and out of the budget because we have not been approached to sponsor this yet. We will re-address the topic when/if we are asked to become a sponsor. Clemson ITS Chapter Assistance – Jenny is the co-advisor for the Clemson ITS chapter. The chapter’s lead advisor, Dr. Ronnie Chowdhury, has asked ITSGA for assistance with their annual dues of \$1,250. Kenn mentioned that Dan Campbell had mentioned that they were actually starting an ITS Carolinas Chapter. Kenn is going to contact Dan after the meeting and see what the status of the Carolinas Chapter is. The group agreed that ITSGA isn’t really in a place to sponsor Clemson, especially since they are in SC. Jenny will reach out to Clemson once Kenn has gotten more information from Dan about them partnering up with the Carolinas ITS Chapter. 	<p><i>Kenn to contact Dan Campbell about Carolinas ITS Chapter and give update to Jenny. Jenny to follow-up with Clemson ITS after Kenn’s discussion.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> Georgia Engineer Magazine – Tom needs topics for the next issue of the magazine. Scott mentioned that we can just give Bill topics with bullet points, and he is really good at writing up an article. There were several ideas given by the group. Eric mentioned the SR 9 project. Roswell’s TCC ribbon cutting was on Tuesday, and Scott has pictures from the event. Scott also mentioned that the 511 stickers for signal failures are now installed on traffic cabinets. Winter recommended the VSL demo that was put into the field this week. The project will be completed in September. Tom mentioned Gwinnett’s GC Smart Commute website upgrades. Please contact Tom if you have any other ideas or photos. GEA Best Practices Training Session – The event will be held on Tuesday, May 6th from 9am-12:30pm at the Wolverton offices on Sugarloaf Parkway. There are 48 available spots. There is no cost, and lunch is provided. The session will focus on training officers and board members of organizations. Jenny is attending and will give an update to the Board at the May 22nd meeting. Please let Tom know if you plan on attending as well. ITSGA November Awards Banquet – There was much discussion on when, where, and what type of meeting/banquet should be held in November for the awards and scholarships presentation. Jenny made a motion to have an 	<p><i>Scott to send pictures of Roswell’s TCC and 511 stickers to Tom.</i></p> <p><i>Jenny to coordinate contract of November Awards Banquet with Crowne Ravinia and finalize with Ashlyn and Tom.</i></p> <p><i>Winter will do some research into possible entertainment options for the Awards Banquet.</i></p>

Issues Discussed	Action
<p>evening Awards Banquet dinner at the Crowne Ravinia on a Thursday night at 7pm. David seconded the motion. After a 4-1 vote in favor of the motion, the motion passed. Jenny will coordinate with Crowne Ravinia on finalizing a contract. She will verify that the \$5,000 food and beverage minimum includes the cash bar. Kenn made a motion to allow Jenny, Tom, and Ashlyn to make decisions about the Awards Banquet moving forward without Board approval. Winter seconded the motion and approval was unanimous. Winter suggested that there be some form of entertainment at the event. Some ideas included a comedian, horse race, team building exercises, or trivia. She will do more research and present her findings to Jenny at a later date.</p> <ul style="list-style-type: none"> • Complete Streets Symposium – They are looking for ideas for any technical topics or professional building courses. Please email Tom any ideas or suggestions. • ITS Plan Review Training Course for GDOT – Tom would like the Board/ITSGA to help in developing a training course for GDOT for ITS Plan Review for presentation sometime this year or the first of next year. This would be a separate training/technical course (at least one day) and not a monthly meeting event. The goal is to create a committee that involves key stakeholders, including vendors, contractors, agencies, and consultants, which all provide input into developing the training materials. David would like to assist with this and help instruct the course. He mentioned they did something similar while he was at Gresham Smith. Grant is willing to facilitate from the GDOT side as well. Winter would be willing to bring in one of Temple’s ITS folks. Tom mentioned that the head person doesn’t have to be on the board. Kenn mentioned Jonathan Moore with Kimley-Horn as a possible lead facilitator for this. Winter made a motion to move forward with the idea. Eric seconded the motion and approval was unanimous. 	<p><i>Kenn to follow-up with Jonathan Moore about heading up the committee for developing an ITS Plan Review Training Course. Kenn to give an update of Jonathan’s decision at the May 22nd Board Meeting.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • The next Board meeting will be held on May 22nd, 2014 at 10:00 am with the May Monthly meeting to follow at 11:30 am. The meetings will be held at GCDOT Operations and Maintenance Central Facility in Lawrenceville. Bill Andrews is the speaker. • Winter mentioned that July and August sponsors have been taken care of. • Due to ITE Summer Seminar, the July meeting will be moved to Thursday, July 31st. Winter made a motion to approve the meeting date change. Jenny seconded the motion and approval was unanimous. 	<p><i>David and/or Xuewen to coordinate with Bill Wells about updating the ITSGA website with the new meeting date for the July monthly meeting.</i></p>

Attachments:

2014 Budget

Administrative	Description	Revenue	Cost	Duration	Total
Wells Communication Inc	Bill Wells		(\$2,000.00)	12	(\$24,000.00)
Inuit fees/paypal fees	CC reader usage fees and CC fees; .024% per deposit + applicable cc fees - varies monthly depending on amt deposited		(\$15.00)	12	(\$180.00)
GEA	Georgia Magazine		(\$82.50)	6	(\$495.00)
ACEC	Mail services		(\$561.00)	1	(\$561.00)
Secretary of State	Online Payment Monthly Fee			12	\$0.00
EIG	Web hosting		(\$55.00)	1	(\$55.00)
Taxes	ITS America filing		(\$125.88)	1	(\$125.88)
ITSA memberships	Membership dues		(\$250.00)	1	(\$250.00)
Miscellaneous			(\$150.00)	1	(\$150.00)
Membership Dues		\$ 14,200.00		1	\$14,200.00
				Subtotal	(\$12,616.88)

Sponsorships/Scholarships	Description	Revenue	Cost	Duration	Total
Sponsorship	Engineers Week		(\$500.00)	1	(\$500.00)
Sponsorship	PE Recognition Dinner		(\$350.00)	2	(\$700.00)
Scholarships	Awards Banquet		(\$3,500.00)	1	(\$3,500.00)
Sponsorship	Legislative Reception		(\$500.00)	1	(\$500.00)
				Subtotal	(\$5,200.00)

Monthly Meetings	Description	Revenue	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)
Monthly Meeting Fees	Attendance fees	\$ 1,200.00		9	\$10,800.00
Monthly Meeting Sponsors	Lunch Meeting Sponsors	\$ 500.00		9	\$4,500.00

Subtotal	\$5,970.00
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Annual Meeting	Description	Revenue	Cost	Duration	Total
Awards	Awards for banquet		(\$900.00)	1	(\$900.00)
Intuit fees/paypal 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)
Sponsorships	Sponsorship for Banquet	\$1,000.00		1	\$1,000.00
ITS3C	Income	\$10,000.00		1	\$10,000.00
	Subtotal				\$4,850.00

Total	(\$1,796.88)
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