



*August 2014*  
**Board Meeting Documentation**

**ITS Georgia Monthly Board Meeting**  
**August 28, 2014**  
**10:30 am – 11:15 am**  
**HNTB Offices**

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**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**

**Kristin Turner**  
Wolverton & Associates

**Directors 2014–2015:**

**Yancy Bachmann**  
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*

**ITS GEORGIA BOARD OF DIRECTORS**

**Other Attendees Present:**

Bill Wells  
Xuewen Le – HNTB

Issues Discussed	Action
<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>The July 2014 meeting minutes and August 2014 agenda were distributed.</li> <li>Mike made a motion to approve the July 2014 meeting minutes. Mark seconded the motion and approval was unanimous.</li> </ul>	
<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>Currently, there is \$9,700 in the bank, and this total does not include PayPal for the August monthly meeting. There is still \$25,000 in the CD that can be taken out at anytime if needed. The \$1,250 deposit for the ITSGA November Awards Banquet has been paid.</li> </ul>	
<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>Membership Options Update – Winter and Keary are still researching this. They asked that this be tabled until the next meeting.</li> <li>Shackleford Scholarship Update – Mike and Kristin finalized the application. Kristin distributed the application to GA Tech, GA Southern, and Southern Poly student chapters. The deadline for applications is in September. All applications are being sent to Kristin. A committee will be formed in order to evaluate the application essays.</li> <li>Complete Streets Symposium – Shahram provided the group with an update. The event will be held on October 20<sup>th</sup> and 21<sup>st</sup>. The conference and reception will be on the top floor of the Sloppy Floyd Building. Negotiations for the venue are currently under way. The event schedule is still tentative. The next conference call with ITSA is scheduled for tomorrow (August 29<sup>th</sup>). Registration details will be discussed during this conference call. ITSGA’s role at this point is to help ITSA identify speakers in the local GA market. From this point forward, ITSA will handle all marketing and registration.</li> <li>November Awards Banquet Update – The contract with the Kurt Thomas Band has been finalized. The band will cost \$2,000, which will be paid at the banquet. Bill mentioned that there have been 17 nominations for the board and only one nomination for awards. The nominations for the board are closed. Nominations for awards close on September 1<sup>st</sup>. The group decided to push the deadline for award nominations back to the end of September. Prasoon will host the awards banquet and will coordinate with Kenn in creating an agenda for the entire banquet evening. Registration for the banquet is currently open.</li> <li>ITS Plan Review Training Course for GDOT – Mike mentioned that we are still waiting for confirmation from GDOT on exactly who they want to attend and when they want the training to be held. Matt Glasser is still coordinating with people at GDOT. Tentatively, the group is leaning towards a first introduction session during a GDOT lunch-and-learn.</li> </ul>	<p><i>Winter and Keary to continue researching membership options and present findings at next board meeting.</i></p> <p><i>Jenny to send band information to Bill to post online.</i></p> <p><i>Kenn to email the ITSGA distribution list in order to help promote nominations for awards. Bill to send the email distribution list to Kenn.</i></p> <p><i>Prasoon to create agenda for Awards Banquet.</i></p> <p><i>Mike to follow-up with Jonathan Moore in order to coordinate next steps of Training Course with Matt Glasser.</i></p>

Issues Discussed	Action
<p>Jonathan Moore, Mike, and Mark are going to coordinate with Matt about next steps with the training program and report back to the group at the next board meeting.</p> <ul style="list-style-type: none"> <li>2014 GDOT/ACEC Transportation Summit – They are looking for one ITSGA volunteer for the ACEC side of the Summit planning committee. Shahram volunteered for the group last year and highly recommends the networking opportunity. It is a one-day event. The volunteer will help set the agenda and topics for the technical sessions. Kristin and Yancy both showed interest. The event will be held in either late November or early December.</li> <li>Job Postings on ITSGA Website – Bill found a couple of free widgets to put on the homepage. He needs someone to test the listings and to tell him which one is best. Mike mentioned he would coordinate with Bill on this.</li> <li>2015 Annual Meeting Site Update – Mike and Scott have gotten a final draft contract with the Jekyll Island Club. Mike made a motion to get the board’s approval to hold the 2015 Annual Meeting at the Jekyll Island Club on September 27-29<sup>th</sup>, 2015. Grant made a comment that we should reach out to GRITS, Tennessee ITS, and Florida ITS chapters to make sure that the dates are not conflicting with the other chapters’ conferences. Mark made a motion to approve the conference date and location. Keary seconded the motion. Approval was unanimous contingent on the fact that these dates are not conflicting with FL ITS, TN ITS, or GRITS 2015 Annual Conferences. (After the board meeting, Ashlyn confirmed that the GRITS conference will be held on October 10-14<sup>th</sup>, 2015.)</li> </ul>	<p><i>Mike to coordinate with Bill on testing the widgets for the ITSGA website job postings.</i></p> <p><i>Mike to verify dates of Florida ITS, Tennessee ITS and GRITS conferences for the 2015 Annual Meeting.</i></p>
<p><b>Committee Updates</b></p> <ul style="list-style-type: none"> <li>Activities – Yancy is coordinating with GA ITE for the upcoming Braves game on Thursday, September 25<sup>th</sup> at 7:30pm. The deadline to reserve tickets will be Friday, September 5<sup>th</sup>. Yancy is also coordinating the pre-game tailgate to be held in the Green Lot beginning at 5:30pm. Yancy is to coordinate with Ashlyn about paying for the tickets.</li> <li>C3 Summit – Deadline to submit presentations is September 5<sup>th</sup>. Registration is just under 500 right now. Registration is still open. ITSGA is still expected to make approximately \$20,000 from the conference.</li> <li>Membership and Finance – Keary and Winter are going to continue researching membership options and will compile the information and present suggestions to the board at the next board meeting. Bill is going to remove all non-member’s company ads from the website. This will cut the ads in about half. The board agreed that they should be removed.</li> <li>Communications and Outreach – World Congress is allowing us to submit information about ITSGA to include in the PowerPoint presentation at the state chapter kiosk. Bill is going to put something together and submit our information.</li> </ul>	<p><i>Bill to remove company ads from the website for anyone who is a non-member.</i></p> <p><i>Winter and Kenn to review final board nomination list to ensure that all are members. They are to also contact all of those who have been nominated.</i></p> <p><i>Bill to submit ITSGA information to World Congress for the state chapter kiosk.</i></p>

Issues Discussed	Action
<p><b>Closing Remarks</b></p> <ul style="list-style-type: none"> <li>• The next Board meeting will be held on Wednesday, October 15<sup>th</sup> at the Kimley-Horn midtown office at 11:30 am.</li> <li>• Tom would also like to hold an end of the year planning meeting in early December.</li> </ul>	<p><i>Kenn to verify that the Kimley-Horn conference room is open on October 15th.</i></p>