



April 2015
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
April 29, 2015
10:00 am – 11:00 am
AECOM Office

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2014–2015):

- Tom Sever, *President***
Gwinnett County
- Grant Waldrop, *Vice President***
GDOT
- Jennifer Johnson, *Secretary***
Kimley-Horn & Associates, Inc.
- Ashlyn Morgan, *Treasurer***
Atkins
- Scott Mohler, *Past President***
URS Corporation

Directors (2014-2015):

- Yancy Bachmann**
World Fiber Technologies
- Mark Demidovich**
GDOT
- Kenn Fink**
Kimley-Horn & Associates, Inc.
- Mike Holt**
Parsons Brinckerhoff

Directors (2015-2016):

- Derrick Crowder**
City of Roswell
- Winter Horbal**
Temple, Inc.
- Alvin James**
Kimley-Horn & Associates, Inc.
- Keary Lord**
Serco
- Andy Phlegar**
Atkins
- Eli Veith**
Veith Traffic

State Chapter Representative:

- Shahram Malek**
Arcadis

Ex-Officio:

- Greg Morris**
FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

Bill Wells
Brent Harden – Atkins

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The March 2015 meeting minutes and April 2015 agenda were distributed. Mike made a motion to approve the March 2015 meeting minutes. Alvin seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Tax Return: Ashlyn plans on filing the tax return tomorrow. Brant will be filling in as Treasurer while Ashlyn is out. D&O Insurance: General insurance coverage is \$425/year. Keary mentioned that we will also need additional coverage for our Annual Meeting, which will cost about \$1,100/year. He is expecting to receive more policy information from Hartford Insurance. 	<p><i>Ashlyn to file 2014 tax return by Thursday, April 30th.</i></p> <p><i>Keary to forward D&O Insurance policy information to Board for review.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> Engineering Georgia Magazine: Bill had a conference call yesterday with them. He mentioned that the meetings will be held every other month for about an hour and half downtown. Mike volunteered to help Bill on the Editorial Board. Bill said to send any article ideas, project spotlights, company press releases, or notices of appointments to him to forward on to the Editorial Board. Mark mentioned that we could include the renovation of the GDOT TMC once it's finished. Tom mentioned there is also an online version of the magazine. Georgia Tech ITS Student Chapter: Eli volunteered to be the liaison if Shahram was unable to find someone. GA Tech has also requested guest speakers from the ITSGA chapter once they start back up with meetings in the fall and even a joint meeting in October with ITSGA. Kenn mentioned that we could give them a discounted membership rate if they are willing to volunteer within the ITSGA chapter, especially at the Annual Meeting. Bylaws Review & Discussion: The board will vote on updating the Bylaws to match the new membership levels at the May Board Meeting. 	<p><i>Eli to follow-up with Shahram about a GA Tech ITS liaison.</i></p> <p><i>Tom to setup Bylaws Review & Discussion for the next board meeting.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: Eli mentioned that we still need speakers for the July and August monthly meetings. Starting in May, monthly meetings will be held every last Thursday per ARC's request. Membership & Finance: We currently have 33 paid members and 40 unpaid members. Alvin and Keary are still working on collecting unpaid dues and are looking for ways to recuperate lost membership dues. Non-members will be expected to pay higher rates at this month's meeting. 2015 Annual Meeting: Ashlyn plans on keeping the registration and 	<p><i>Eli to secure speakers for the July and August monthly meetings.</i></p>

Issues Discussed	Action
<p>sponsorship rates the same as the 2013 rates. In 2013, early registration was \$360 for members and \$500 for non-member; exhibitors were \$710 for members and \$850 for non-members. Deadline for the next Engineering Georgia Magazine is May 22nd, and we want to include all details about the Annual Meeting in the magazine. Mike and Brent are going to form a finance committee and finalize the budget. We need to determine how we want to handle vendor/exhibitor registrations so that everyone pays appropriately. Kenn mentioned to lower the booth cost to encourage participation while also removing the free registration associated with the booth and to offer meal tickets for purchase at the door. Spouse registration will be offered for meals/social events. Scott mentioned we could also sell the extra “premium” vendor spaces; Diamond Sponsors will get a “premium” vendor space automatically. We still need one more Diamond Sponsor for the Sunday night cookout. Temple is sponsoring the Awards Banquet; Utilicom is sponsoring Casino Night. The entertainment space has been secured for Casino Night as well as dinner space for the Awards Banquet. Jim Tolson has finalized the golf outing for Sunday for about \$60 per person. Whitney is working to finalize the technical agenda by next Wednesday. She also has the closing speaker and is working on finding a keynote speaker. The theme of the meeting is “Back to the Future.”</p> <ul style="list-style-type: none"> • 2016 Annual Meeting: Scott mentioned that Savannah was a possible location. They are currently coordinating with the Westin and the Hyatt. Scott mentioned that fees will be increasing in 2016 for hotels. The board decided that the rates threshold should be \$170/night. The Westin rate is \$213/night, and the Hyatt is \$188/night for the end of September. Scott and Mike mentioned that the Hyatt was a great event location. The Marriott is \$169/night, but it is a little dated and has mediocre meeting spaces. The Hilton is \$149/night and is located about 10 blocks inland. Scott plans on visiting the Hilton. Scott is also going to follow-up with Callaway Gardens as an alternative location. • Awards and Elections: The nomination process will begin in late May/early June after the first push for the Annual Meeting is completed. Results need to be finalized by early September in time to order the awards. • P&P Manual: Greg is going to wait on finalizing the manual until after the Bylaws have been reviewed. 	<p><i>Ashlyn to submit final 2015 Annual Meeting details, including registration costs and logo, to Bill by May 21st to include in the Engineering Georgia Magazine.</i></p> <p><i>Brent to form a finance committee and finalize the budget for the 2015 Annual Meeting.</i></p> <p><i>Brent to follow-back up with the hotel coordinator and to see when hotel registration will open.</i></p> <p><i>Scott to follow-up with the Hyatt to see about getting lower rates and to visit the Hilton in Savannah.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Utilicom Supply Associates is today’s meeting sponsor. • The next board meeting will be held on May 28th at 9:30 AM at AECOM offices with the May monthly meeting to follow at 11:30 AM. The board meeting will begin early with a webinar from the National Operations Center of Excellence. • <i>Please be sure to respond to Tom’s Board Meeting calendar request so that we can know in advance if quorum will be met. It is critical that we have</i> 	<p><i>Tom to send out the website link to the board for the National Operations Center of Excellence.</i></p>

Issues Discussed	Action
<i>quorum at the next couple of board meetings so please be sure to do your best to attend!</i>	

Attachments:

2015 Budget Registry (thru April 2015)

