



*August 2015
Board Meeting Documentation*

**ITS Georgia Monthly Board Meeting
August 27, 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

State Chapter Representative:

Shahram Malek
Arcadis

✓ *Indicates present at meeting*

Other Attendees Present:

Brent Harden – Atkins
Bill Wells

Directors (2014-2015):

Yancy Bachmann
World Fiber Technologies

Mark Demidovich
GDOT

Kenn Fink
Kimley-Horn & Associates, Inc.

Mike Holt
Parsons Brinckerhoff

Ex-Officio:

Greg Morris
FHWA

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

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The July 2015 meeting minutes and August 2015 agenda were distributed. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Budget Update: The 2015 Budget Registry (thru August 2015) was distributed and reviewed by the board. D&O Insurance: The premium has been paid for the next 12 months. 	
<p>Other Business</p> <ul style="list-style-type: none"> Georgia Engineering Alliance Seminar: They are hosting a “Best Practices of your Board of Directors” seminar at Pond & Company offices on September 2, 2015. It is free to board members. The GEA Board of Directors meeting will be held before the seminar and is open to the public. Connected Vehicles 102 – Professional Capacity Building Training: The PCB class will be held the week of December 7th. SmartRail USA (Transit Conference): This will be held on October 28-29, 2015 in Charlotte, NC. We have 2 free full-access passes for government or operator employees. Bylaws Review & Discussion: The Bylaws need to be reviewed to ensure the Policies & Procedures manual and membership structure changes are in line with them. 	<p><i>Shahram to continue coordination with ITSA for exact date and technical needs for the CV PCB class</i></p> <p><i>Tom to schedule Bylaws Review and Discussion for the October monthly board meeting</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: The joint October monthly meeting will be held on the 29th with the GA Tech Student Chapter. The contract with the Alumni House has been signed. 2015 Annual Meeting: We are on course to exceed financial expectations, and registration is ahead of pace in comparison to 2013. 2016 Annual Meeting: The contract has been signed with Callaway Gardens. The meeting will be held September 25-27, 2016. Tom has reached out to the ITSA President, Regina Hopper, to invite her to be the keynote speaker. Awards and Elections: Elections are open. Award nominations will close at that COB on September 9, 2015. Scholarships: Scholarship applications are due October 9th. Social Activities: There will be a Braves game with GAITE on September 11th. 	<p><i>Eli and Esteban to finalize speaker and details for joint meeting with GA Tech on October 29th</i></p>

Issues Discussed	Action
<p>Closing Remarks</p> <ul style="list-style-type: none"> • RETEL Services is today's meeting sponsor. • The next meeting will be the 2015 Annual Meeting at Jekyll Island Club on September 27-29, 2015. • The next board meeting will be held on October 29th at GA Tech. 	

Attachments:

2015 Budget Registry (thru August 2015)

<i>Checking account - balance from from 2014</i>							
CODE	DATE	CHECK	TO / FROM	DESCRIPTION	Received	Expended	\$ 20,551.54 NET
100	6/29/2015		Intuit	Fees		\$28.87	\$ 49,925.89
100	7/1/2015		Intuit	Fees		\$12.95	\$ 49,912.94
400	7/7/2015		Constant Contact	Registration Software		\$95.00	\$ 49,817.94
300	7/23/2015		Marco Promo	Annual Meeting Reg gifts		\$2,764.57	\$ 47,053.37
100	7/30/2015	1020	Bills Wells	July Invoice		\$2,131.88	\$ 44,921.49
600	7/31/2015		Corp Caterers	July Monthly meeting food		\$816.35	\$ 44,105.14
100	8/3/2015		Intuit	Monthly Meeting dues	\$465.00		\$ 44,570.14
100	8/3/2015		Intuit	Fees		\$12.95	\$ 44,557.19
100	8/3/2015		Intuit	Fees		\$12.89	\$ 44,544.30
100	8/5/2015		Hartford Insurance	Insurance Premium		\$425.00	\$ 44,119.30
400	8/7/2015		Constant Contact	Registration Software		\$95.00	\$ 44,024.30
300	8/12/2015		Marco Promo	Annual Meeting Speaker gifts		\$897.23	\$ 43,127.07
600	8/14/2015		Cash Deposit	Cash from July Meeting	\$200.00		\$ 43,327.07
600	8/14/2015	1058	Individual	Check Monthly Meeting	\$25.00		\$ 43,352.07
600	8/14/2015	813	Deposit	Sponsorship - Monthly meeting	\$500.00		\$ 43,852.07
	8/14/2015	6073	Deposit - ITS of America		\$100.00		\$ 43,952.07
500	8/14/2015	410801	Augusta-Richmond County	Membership Dues	\$300.00		\$ 44,252.07
500	8/14/2015	1220	Deposit	Membership Dues	\$350.00		\$ 44,602.07
300	8/14/2015	COD608CC4	Serco	Diamond Sponsor	\$3,500.00		\$ 48,102.07
300	8/14/2015	7161	Intelight	Diamond Sponsor	\$3,500.00		\$ 44,602.07
300	8/19/2015	1022	Jekyll Island Club Hotel	Annual Meeting Deposit		\$15,000.00	\$ 29,602.07
TOTAL					\$11,525.00	\$7,472.77	
CODES							
Adminstration	100						
Activities	200						
Annual Meeting	300						
Communications	400						
Membership	500						
Monthly Meetings	600						

REVENUE

Type	Number	Cost	Subtotal
Registration:			
Members (early)	59	\$ 360	\$ 21,240
Members (late)		\$ 410	\$ -
Non-members (early)	5	\$ 535	\$ 2,675
Non-members (late)		\$ 635	\$ -
		\$ -	\$ -
Comped member	5	\$ -	\$ -
Exhibitor (member)	11	\$ 710	\$ 7,810
Exhibitor (non-member)	4	\$ 885	\$ 3,540
		\$ -	\$ -
Guest	9	\$ 200	\$ 1,800
Subtotal =			93 \$ 37,065
Sponsorship:			
Diamond Entertainment	1	\$ 3,500	
Diamond	2	\$ 3,500	\$ 7,000
Platinum <i>Atkins</i>	3	\$ 1,600	\$ 4,800
Platinum (KMA)		\$ 800	\$ -
Gold	5	\$ 1,200	\$ 6,000
Silver	3	\$ 900	\$ 2,700
Subtotal =			14 \$ 20,500
Additional Items:			
			\$ -
			\$ -
Electrical Service	14	\$ 125	\$ 1,750
			\$ -
Golf	7	\$ 60	\$ 420
Subtotal =			21 \$ 2,170

TOTAL REVENUE = \$ 59,735
 TOTAL EXPENSES = \$ (47,075)
TOTAL INCOME = \$ 12,660

EXPENSES

Type	Number	Cost	Serv. Chg.	Tax	Subtotal
Rooms:					
Comped room nights	24	\$ 144		\$ 19	\$ 3,905
Hotel subsidy (Sun/Mon)				\$ -	\$ -
Subtotal =					\$ 3,905
Meals:					
Sunday dinner (buffet)	125	\$ 44	\$ 9	\$ 4	\$ 7,113
Sunday grill fee/bartender	4	\$ 75		\$ 5	\$ 321
Event drinks (3 drinks each)	375	\$ 7	\$ 2	\$ 1	\$ 3,520
Monday Breakfast (continental)	130	\$ 12	\$ 2	\$ 1	\$ 1,936
Monday Afternoon Break	130	\$ 8	\$ 2	\$ 1	\$ 1,544
Monday lunch (buffet)	130	\$ 20	\$ 4	\$ 2	\$ 3,358
Monday Night Bartender Fee	2	\$ 75		\$ 5	\$ 161
Monday Dinner (plated)	125	\$ 39	\$ 8	\$ 3	\$ 6,304
Tuesday Breakfast (continental)	130	\$ 12	\$ 2	\$ 1	\$ 1,936
Tuesday AM break	130	\$ 10	\$ 2	\$ 1	\$ 1,932
Subtotal =					\$ 301 \$ 32 \$ 23 \$ 28,123
Audio/Visual:					
Monday Session	1	\$ 1,035	\$ 290	\$ 93	\$ 1,418
Awards Dinner	1	\$ 365	\$ 102	\$ 33	\$ 500
Tuesday Session	1	\$ 1,035	\$ 290	\$ 93	\$ 1,418
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Subtotal =					\$ 2,435 \$ 682 \$ 218 \$ 3,335
Entertainment:					
Casino Night	1	\$ 3,500			\$ 3,500
Door prizes	0	\$ 100			\$ -
Subtotal =					\$ 3,500
Miscellaneous:					
Golf	6	\$ 44			\$ 264
Golf lunch	6	\$ 13			\$ 78
Speaker gifts	40	\$ 22			\$ 897
Attendee gifts/Program	125	\$ 22			\$ 2,765
Award dinner speaker	0	\$ 100			\$ -
Speaker travel costs	0	\$ 25			\$ -
Program	125	\$ 6			\$ 750
Postar Signs	15	\$ 35			\$ 525
Golf awards	1	\$ 200			\$ 200
Committee shirts	18	\$ 41			\$ 733
Raffel Prizes	10	\$ 200			\$ 2,000
Subtotal =					\$ 8,212

TOTAL EXPENSES = \$ 47,075