



January 2017 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
January 25, 2017
10:00 am – 11:30 am
GA Tech Academy of Medicine

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2016–2017):

☒ **Mike Holt, *President***
Parsons Brinckerhoff

☒ **Alan Davis, *Vice President***
GDOT

☒ **Jenny Johnson, *Secretary***
Kimley-Horn

☒ **Xuewen Le, *Treasurer***
Atkins

☒ **Tom Sever, *Past President***
Gwinnett County DOT

Directors (2016-2017):

☒ **Jim Tolson**
ARCADIS

☒ **Bill Andrews**
City of Sandy Springs

☐ **Mark Demidovich**
GDOT

☒ **Matt Glasser**
GDOT

Directors (2017-2018):

☐ **Winter Horbal**
Temple

☒ **Alvin James**
Kimley-Horn

☒ **Keary Lord**
Atkins

☒ **Whitney Nottage**
Intelight

☒ **Billy Stalcup**
360ns

State Chapter Representative:

☒ **Shahram Malek**
ARCADIS

Ex-Officio:

☐ **Greg Morris**
FHWA

☒ **Tom Udell**
CH2M

✓ *Indicates present at meeting*

Other Attendees Present:

Bill Wells – ITSGA

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The November 2016 meeting minutes and January 2017 agenda were distributed. Bill Andrews made a motion to approve the November 2016 meeting minutes. Alvin seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Financial Report: Mike distributed the 2016 Annual Budget (as of December 31, 2016) and the 2017 Budget Proposal. In 2016, we profited \$24,533.83. Mike gave an overview of the 2017 Budget Proposal. In 2017, it is proposed to give Bill Wells a 10% salary increase. There is also a proposal to send our President, Mike Holt, to the ITS World Congress for a line item of \$3,000. Tom Sever recommended increasing the scholarship amount to \$15,000. Matt mentioned adding a line item in the Monthly Meetings for Speaker Reimbursements in the amount of \$1,000 and to increase the Meeting Room Rentals to \$1,500. Alan made a motion to approve the Amended 2017 Budget. Keary seconded the motion and approval was unanimous. ITE Membership Rebates: Mike made a motion that ITSGA's rebate policy will be that if an ITSA member firm receives a rebate check for the ITSGA chapter membership, upon request, we will apply the rebate to the following year's dues. Otherwise, the rebate will be applied to the ITSGA scholarship fund. Whitney seconded the motion and approval was unanimous. 	<p><i>Alvin to craft official policy for the ITE Membership Rebates that will be included on the invoice and on the website.</i></p> <p><i>Alvin and Bill Wells to send out 2017 membership invoices.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> 2017 Annual Meeting: The 2017 Annual Meeting will be held from October 8-10, 2017 at the Hyatt Regency in Savannah, GA. Arcadis has agreed to be the corporate sponsor. Mike ran the idea of having a Progressive Dinner in place of the typical Monday night hotel banquet. Details will be discussed as the Annual Meeting gets closer. Transpo 2018: The 2018 Chapter Summit will be from October 7-10, 2018 at the Hyatt Regency in Jacksonville, FL. ITSFL is organizing the joint meeting. The committee opportunities for our board members will be announced at a later date. ACEC E-Week: Steven Sheffield has agreed to coordinate. GEA is looking for 1-2 volunteers from ITSGA to help on their E-Week planning committee. Georgia Engineering Awards: The awards banquet will be held on February 25, 2017. ITSGA is an association sponsor, which is a \$1,000 sponsorship. There are six seats included with our sponsorship. Mike is going, and anyone else who is interested in going should contact Mike. 	

Issues Discussed	Action
<p>Committee Updates</p> <ul style="list-style-type: none"> 2017 Committee Chairs (summarized from the November 2016 meeting minutes): <ul style="list-style-type: none"> Activities – Matt Glasser & Billy Stalcup Awards – Jenny Tassan & Tom Sever Communications/Outreach – Bill Wells Elections – Winter Horbal Legislative – Alan Davis Membership/Finance – Alvin James, Keary Lord, Tom Sever Networking/Social – Whitney Nottage & Rachel Cohen Scholarship – Keary Lord & Whitney Nottage Student Chapter – Jim Tolson & Tom Udell ITS America Liaison (Shahram) Activities: Matt distributed the 2017 Monthly Meeting schedule. Five (potentially six) of the meetings have already been finalized, and there are several interested sponsors. Matt Glasser mentioned that the meeting sponsorship costs are significantly higher than GAITE's rates. Whitney recommended adding some more incentives to sponsors by giving them a sponsored table at the Annual Holiday Dinner, etc. It was decided that the sponsorship rates will remain the same for 2017 in order to help fund the increase in scholarships. Matt mentioned that certain vendors only sponsor for certain speakers. He mentioned that we could "auction off" sponsorships for meetings that we know will have high attendance. The board decided that this would not be a good idea. Tom mentioned adding another monthly meeting on October 25th at Maggiano's in order to present scholarships and awards and also have a brief speaker. Awards: 2016 Scholarships will be presented at today's monthly meeting. Communications/Outreach: Bill Wells has updated the website with the new 2017 Board of Directors. We had 439,000 website page views in 2016. There are approximately 800 emails on our e-blast list. We have 158 Facebook followers, and on Google search engine, we appear right under ITSA. Bill is also in the process of creating a Wikipedia page for ITSGA. Bill mentioned that this is information that should be shared with our sponsors so that they can realize the benefits of sponsoring. Elections: Nothing to report at this time. Legislative: ACEC's Building Georgia Legislative Reception will be held on February 8, 2017. Alan mentioned that a new AV legislation was just introduced today by Senator Josh McKoon. It refers to levels 4 and 5 of automation. Alan was nominated as the 2017 Legislative Committee Chair. Membership & Finance: We ended 2016 with 73 total members. Our goal membership for 2017 is 80 members; we currently have 4 total paid members for 2017. Alvin and Bill Wells are preparing the 2017 membership invoices. Membership dues are due by the March meeting; if dues are not paid by the March meeting, rates will be increased for the 	<p><i>Alvin, Tom Sever, & Keary to continue reaching out to secure new members.</i></p> <p><i>Bill Wells to send Shahram total membership numbers to present to ITSA.</i></p> <p><i>Mike to forward the ITSA Member Survey link once received.</i></p>

Issues Discussed	Action
<p>following month's meetings.</p> <ul style="list-style-type: none"> • Social Activities: The next social event will be held on Thursday, February 2, 2017, at Monday Night Brewing. Some of the big events planned for 2017 include: Trivia, Top Golf, Whirly Ball (in conjunction with GAITE), Braves, and a Red Hare Brewery event. • Scholarships: Shahram mentioned to add a question on the application on how the applicant plans to stay and work in Georgia and how they plan to contribute to our local industry. • GA Tech Student Chapter: Jim mentioned that there is interest in the student chapter. Dr. Guin has agreed to be the student advisor, and there are three very interested students that will help get the chapter up and running. The ITS@GT Student President will also briefly speak at today's monthly meeting. • ITS America Liaison: Shahram gave an ITSA Membership Report. ITSA is now considered an Advocacy organization. Mike will forward the link for the Member Survey once it is released. The Tech Showcase will be held from March 22-23, 2017 on Capital Hill. ITS World Congress will be held from October 29-November 2, 2017 in Montreal. 	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • SESA is today's meeting sponsor. • The 2016 Shackelford Scholarship winners will be presenting at today's meeting. • The next board meeting will be held at North Park on February 22, 2017, at 10:00 AM with the February monthly meeting to follow at 11:30 AM. 	

Attachments:

ITS Georgia 2016 Annual Budget (as of December 31, 2016)

ITS Georgia 2017 Ammended Budget

2017 Monthly Meeting Schedule

ITS Georgia 2016 Financial Summary
1/8/2017

2016 Budget
INCOME

Starting Balances	2015 YE		2016 YE		Notes
	Checking =	\$ 60,987.44	\$ 10,574.26		
	Savings =	\$ 5,505.00	\$ 80,452.01		
		\$ 66,492.44	\$ 91,026.27		Checking \$4965.10, Paypal \$5609.12

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	BUDGET	Actual
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Administrative

Membership Dues	Private Sector-Small	\$ 150.00		5	\$ 750.00	\$ 1,225.00	1. Total 73 members (8 small, 64 large, 1 individual). 2. ITSA rebate \$300 (Atkins/MetroTech/Control Tech)
Membership Dues	Private Sector-Large	\$ 350.00		65	\$ 22,750.00	\$ 22,700.00	
Subtotal					\$ 23,500.00	\$ 23,925.00	

Annual Meeting

Registration		\$ 52,675.00		1	\$ 52,675.00	\$ 55,990.00	
Sponsorship		\$ 27,900.00		1	\$ 27,900.00	\$ 37,900.00	\$1200 unpaid Grice sponsorship
Miscellaneous		\$ 2,230.00		1	\$ 2,230.00	\$ 6,650.00	\$1085 refund to Falcon Electric
Subtotal					\$ 82,805.00	\$ 100,540.00	

Monthly Meetings

Monthly Meeting Fees	Registration	\$ 1,500.00		9	\$ 13,500.00	\$ 17,651.00	
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		9	\$ 4,500.00	\$ 4,000.00	
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00	\$ 3,020.00	
Subtotal					\$ 21,750.00	\$ 24,671.00	

TOTAL INCOME = \$ 128,055.00 \$ 149,136.00

EXPENSES

Administrative

Wells Communication Inc	Bill Wells' contract	\$ 2,000.00		12	\$ 24,000.00	\$ (24,321.17)	\$2000 per month with misc. expenses e.g. parking
Website Fee	Annual fee for web/domain reg.	\$ 125.00		1	\$ 125.00	\$ (155.40)	
Inuit/Paypal fees	CC and reader usage fees	\$ 200.00		9	\$ 1,800.00	\$ (2,999.14)	
ACEC	Administrative fee and magazine	\$ 1,200.00		1	\$ 1,200.00	\$ (1,173.00)	
Secretary of State	Corporate registration	\$ 30.00		1	\$ 30.00	\$ (30.00)	
Insurance	Hartford liability	\$ 425.00		1	\$ 425.00	\$ (425.00)	
Taxes	ITS America filing	\$ 250.00		1	\$ 250.00	\$ -	not paid
ITSA memberships	Membership dues	\$ 270.00		1	\$ 270.00	\$ -	not paid
Networking/Social Committee	Networking activities	\$ 1,000.00		1	\$ 1,000.00	\$ (1,167.78)	
Training	Webinars, ITS plan review training	\$ 1,000.00		1	\$ 1,000.00	\$ -	part of Dec. meeting
Miscellaneous	President's discretion	\$ 500.00		1	\$ 500.00	\$ (450.01)	Nov. board meeting lunch, gifts, mail etc
Subtotal					\$ 30,600.00	\$ (30,721.50)	

Annual Meeting

Hotel contract	Callaway Gardens - see AM budget	\$ 45,600.00		1	\$ 45,600.00	\$ (45,835.55)	
Entertainment	Casino night - paid by ITSQA	\$ 3,500.00		1	\$ 3,500.00	\$ (4,368.80)	
Miscellaneous	Golf, speaker gifts, shirts, prizes, etc	\$ 11,300.00		1	\$ 11,300.00	\$ (11,293.09)	
Subtotal					\$ 60,400.00	\$ (61,497.44)	

Monthly Meetings

Constant Contact	Web hosting for registration	\$ 75.00		10	\$ 750.00	\$ (730.00)	
Mtg Room rentals	Monthly meeting location	\$ 150.00		6	\$ 900.00	\$ (865.92)	
Hanrahan Caterers	Food for monthly meetings	\$ 900.00		9	\$ 8,100.00	\$ (16,022.47)	
Annual Holiday Dinner	Dinner & entertainment	\$ 7,500.00		1	\$ 7,500.00	\$ (6,658.72)	
Subtotal					\$ 17,250.00	\$ (24,277.11)	

Sponsorships/Scholarships

Engineers Week	Association Sponsor	\$ 500.00		1	\$ 500.00	\$ (500.00)	
PE Recognition Dinner	Provides for one ITSQA attendee	\$ 300.00		1	\$ 300.00	\$ -	not paid
Georgia Tech student chapter	Meeting reimbursements	\$ 100.00		6	\$ 600.00	\$ (195.68)	
Awards Banquet	Shackelford Scholarships	\$ 2,000.00		3	\$ 6,000.00	\$ (6,910.44)	Scholarship \$6000 and award trophies \$910.44
GT Exploring Engineering Academy	Exploring Engineering Academy Sponsorship					\$ (500.00)	
Subtotal					\$ 7,400.00	\$ (8,106.12)	

TOTAL EXPENSE = \$ 115,650.00 \$ (124,602.17)

NET INCOME = \$ 12,405.00 \$ 24,533.83

ITS Georgia 2017 Annual Budget
1/25/2017

Starting Balances	Checking =	\$ 10,574.26
	Savings =	\$ 80,452.01
		\$ 91,026.27

INCOME

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
Administrative					
Membership Dues	Private Sector-Small	\$ 150.00		8	\$ 1,200.00
Membership Dues	Private Sector-Large	\$ 350.00		72	\$ 25,200.00
				Subtotal	\$ 26,400.00
Annual Meeting					
Registration		\$ 56,000.00		1	\$ 56,000.00
Sponsorship		\$ 38,000.00		1	\$ 38,000.00
Miscellaneous		\$ 6,000.00		1	\$ 6,000.00
				Subtotal	\$ 100,000.00
Monthly Meetings					
Monthly Meeting Fees	Registration	\$ 2,000.00		10	\$ 20,000.00
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		10	\$ 5,000.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00
				Subtotal	\$ 28,750.00
					TOTAL INCOME = \$ 155,150.00

EXPENSES

Administrative					
Wells Communication Inc	Bill Wells' contract	\$ 2,200.00		12	\$ 26,400.00
Website fee	Annual fee for web/domain reg.	\$ 150.00		1	\$ 150.00
Inuit/Paypal fees	CC and reader usage fees	\$ 300.00		9	\$ 2,700.00
ACEC	Administrative fee and magazine	\$ 1,200.00		1	\$ 1,200.00
Secretary of State	Corporate registration	\$ 30.00		1	\$ 30.00
Insurance	Hartford liability	\$ 425.00		1	\$ 425.00
Taxes	ITSGA filing	\$ -		1	\$ -
ITSA memberships	Membership dues	\$ 270.00		1	\$ 270.00
ITSGA member rebates	Assume 5 requested	\$ 100.00		5	\$ 500.00
Networking/social committee	Networking activities	\$ 1,200.00		1	\$ 1,200.00
Training	Webinars, ITS plan review training	\$ 1,000.00		1	\$ 1,000.00
2018 ITS Summit - Jacksonville	Seed money for promotions	\$ 1,000.00		1	\$ 1,000.00
President's travel to ITSWC	Registration, hotel, travel expenses	\$ 3,000.00		1	\$ 3,000.00
Miscellaneous	President's discretion	\$ 500.00		1	\$ 500.00
				Subtotal	\$ 38,375.00
Annual Meeting					
Hotel contract	Hyatt Regency Savannah	\$ 34,000.00		1	\$ 34,000.00
Entertainment	Progressive dinner	\$ 16,000.00		1	\$ 16,000.00
Miscellaneous	Golf, speaker gifts, shirts, prizes, etc	\$ 12,000.00		1	\$ 12,000.00
				Subtotal	\$ 62,000.00
Monthly Meetings					
Constant Contact	Web hosting for registration	\$ 75.00		10	\$ 750.00
Meeting room rentals	Monthly meeting location	\$ 150.00		10	\$ 1,500.00
Catering	Food for monthly meetings	\$ 1,800.00		10	\$ 18,000.00
Speaker travel	Travel expenses	\$ 500.00		2	\$ 1,000.00
Annual Holiday Dinner	Dinner & entertainment	\$ 7,500.00		1	\$ 7,500.00
				Subtotal	\$ 28,750.00
Sponsorships/Scholarships					
Engineers Week	Association Sponsor	\$ 500.00		1	\$ 500.00
PE Recognition Dinner	Provides for one ITSGA attendee	\$ 300.00		1	\$ 300.00
GA Engineering Awards Sponsorship	Sponsorship and table for 6	\$ 1,000.00		1	\$ 1,000.00
Georgia Tech student chapter	Meeting reimbursements	\$ 100.00		6	\$ 600.00
GT Exploring Engineering Academy	EEA Sponsorship	\$ 500.00		1	\$ 500.00
Scholarships	Student scholarships (ITS/TEOF)	\$ 3,000.00		5	\$ 15,000.00
Awards	ITSGA awards & scholarship plaques	\$ 1,000.00		1	\$ 1,000.00
				Subtotal	\$ 18,900.00
					TOTAL EXPENSE = \$ 148,025.00
					NET INCOME = \$ 7,125.00

Month	Date	Location	Topic	Speaker	Sponsor
January	Wed, Jan 25, 2017	Georgia Tech	Student Research	Student award winners	SESA
February	Wed, Feb 22, 2017	North Park	Drones	Said ElSaid - TNDOT	360 NS
March	Wed, Mar 29, 2017	OGC	Legislative update	Brandon Beach	Wavetronix
April	Wed, April 26, 2017	OGC	IoT	Cisco	
May	Wed, May 31, 2017	Douglas County Weigh Station	WIM		
June	Wed, Jun 28, 2017	OGC	Braves Stadium?		Belden - Tami Healey
July	Wed, Jul 26, 2017	OGC	Positive Train Control	Lisa Wilson	
August	Wed, Aug 30, 2017	OGC	Braves Stadium?		
September	Wed, Sept 27, 2017		Braves Stadium?		
October	Annual Meeting				
November	open				
December	open				