



April 2017
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
April 26, 2017
10:00 am – 11:30 am
GDOT Office – One Georgia Center

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

State Chapter Representative:

☒ **Shahram Malek**
ARCADIS

✓ *Indicates present at meeting*

Directors (2016-2017):

☒ **Jim Tolson**
ARCADIS

☐ **Bill Andrews**
City of Sandy Springs

☒ **Mark Demidovich**
GDOT

☒ **Matt Glasser**
GDOT

Ex-Officio:

☐ **Greg Morris**
FHWA

Directors (2017-2018):

☒ **Winter Horbal**
Temple

☒ **Alvin James**
Kimley-Horn

☐ **Keary Lord**
Atkins

☒ **Whitney Nottage**
Intelight

☒ **Billy Stalcup**
360ns

☒ **Tom Udell**
CH2M

Other Attendees Present:

Bill Wells – ITSGA

Issues Discussed	Action
Welcome <ul style="list-style-type: none"> The February 2017 meeting minutes and April 2017 agenda were distributed. Alvin made a motion to approve the February 2017 meeting minutes. Whitney seconded the motion and approval was unanimous. 	
Budget/Financials <ul style="list-style-type: none"> Financial Report: Xuewen distributed the 2017 Annual Budget (as of April 26, 2017). 	<i>Xuewen to file tax return by mid-May.</i>
Other Business <ul style="list-style-type: none"> 2017 Annual Meeting: Jim Tolson distributed an update for the 2017 Annual Meeting. The meeting will be held from October 8-10, 2017 at the Hyatt Regency in Savannah, GA. Instead of Casino Night, there will be a progressive dinner on a river boat cruise and at Pink House. Historically, registration has been \$360. The committee has proposed a 10% increase to \$395. Exhibitors this year will be all-inclusive for \$350. The committee is also proposing slight raises in the varying level of sponsorship costs. Registration will still be separate from sponsorship and exhibitor costs. The hotel room rate is \$208/night. There was discussion on comping rooms for public sector members that may need it. The public sector room rate will be \$175/night for public sector agencies that actually request the financial assistance. Alan made a motion to approve the 2017 Annual Meeting Budget. Tom Sever seconded the motion and approval was unanimous. Tom made a recommendation to talk about the I-85 bridge collapse during one of the technical sessions. Keith Strickland is the Technical Committee Chair. 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. Jay Calhoun is the overall Conference Chair. The MOU will be revised to include ITSTN and ITS Carolinas. There will be 12 total committees. ITSGA will be required to lead the Speakers Committee and Exhibitors Committee; we will assist with the Local Arrangements Committee and the Golf Committee. ITSGA 20th Anniversary Celebration: We plan on having this celebration during the October Awards Monthly Meeting. We will invite all past presidents to give a panel presentation. 	<i>Mike Holt to contact past presidents about speaking during the ITSGA 20th Anniversary Celebration.</i>
Committee Updates <ul style="list-style-type: none"> Activities: The Monthly Speaker schedule was distributed. We currently have sponsors lined up through the August monthly meeting. We plan on doing the Awards in October, the GAITE/ITSGA joint holiday party on Sunday, November 12th, and a tentative technical seminar in December. We still are looking for speakers for the May, August, and September monthly meetings. There was discussion on having a monthly meeting at the Atlanta Braves and/or Atlanta Falcons stadiums. Awards: Award nominations will open around July/August. 	<i>Matt to secure monthly meeting speaker for May, August, and September monthly meetings.</i>

Issues Discussed	Action
<ul style="list-style-type: none"> • Communications/Outreach: The article on the I-85 bridge collapse brought a lot of social media attention to ITSGA. • Elections: Winter will be contacting those board members who are up for re-election in the near future. • Legislative: The session is closed. No updates to report at this time. • Membership & Finance: Our goal membership for 2017 is 80 members; we currently have 61 paid members. As of today, all non-members will be forced to pay non-member rates. There are currently about 10 members who are going to be paying their dues in the next week or so. Alvin mentioned ex-officio (FHWA and FTA) member organizations have historically not been forced to pay dues. Shahram mentioned that ITSA doesn't force the members to pay either. Mike mentioned that Greg should at least look into FHWA paying membership dues. • Social Activities: The next social event will be held Friday, June 2nd at Top Golf Midtown. The July social will be Trivia. The joint Atlanta Braves game with GAITE will be held on Friday, August 4th. • Scholarships: The committee will solicit the board for essay question topics in June. The scholarship winners will be presented at the October monthly meeting. • ITS@GT Student Chapter: Jim Tolson gave an update on the GA Tech Student Chapter. The last meeting of the school year was held two weeks ago. • ITS America Liaison: ITS World Congress will be held from October 29-November 2, 2017 in Montreal. Shahram is looking to step down from the ITSA Liaison position as soon as a replacement is selected. The responsibility is to attend the ITSA monthly calls, bring ITSA up-to-date with a discussion about ITSGA items, and attend the ITSA annual meeting and the 4-hour state chapter workshop. If interested in nominating or self-nominating for this position, email Mike Holt. It must be a current or past ITSGA board member. Jim Tolson did volunteer to be considered for this position. 	<p><i>Alan to reach out to Falcons about possible tour/meeting at stadium.</i></p> <p><i>Winter to contact those board members who are up for re-election.</i></p> <p><i>Alvin, Tom Sever, & Keary to continue reaching out to secure new members.</i></p> <p><i>Mike to coordinate selecting a new ITSA Liaison.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Intelight is today's meeting sponsor. • Speakers from CISCO will be presenting at today's meeting on ITS in the IoT. • The next board meeting will be held at One Georgia Center on May 31st at 10:00am with the monthly meeting to follow at 11:30am. The May monthly meeting speaker is TBD. 	

Attachments:

ITS Georgia 2017 Annual Budget (as of April 26, 2017)
ITS Georgia 2017 Annual Meeting Updates
ITS Georgia Monthly Speaker Schedule
2018 ITS Summit – Executive Committee Spreadsheet & Descriptions

ITS Georgia 2017 Annual Budget
1/25/2017

Jan-17 Feb-17 Mar-17 Apr-17

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

INCOME

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
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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

\$ 1,100.00 \$ 300.00 \$ 150.00
\$ 8,050.00 \$ 4,900.00 \$ 4,100.00

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

\$ 1,605.00 \$ 1,705.00 \$ 1,745.00 \$ 2,050.00
\$ 500.00 \$ 500.00 \$ 500.00 \$ 500.00

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

\$ (2,200.00) \$ (2,206.00) \$ (2,212.00) \$ (2,210.00)
\$ (31.76) \$ (31.17) \$ (30.57) \$ (14.06)
\$ (287.50) \$ (84.00) \$ (84.00)
\$ (30.00)
\$ (66.39)

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

\$ (200.55) \$ (284.11)

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

\$ (65.00) \$ (65.00) \$ (65.00) \$ (65.00)
\$ (325.00) \$ (315.00)
\$ (1,782.98) \$ (1,469.00) \$ (1,510.22)

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

\$ (91.35) \$ (91.40) \$ (58.86)
\$ (290.20)
\$ (2,907.44) \$ 7,027.09 \$ 3,335.26 \$ 4,083.97

TOTAL EXPENSE = \$ 148,025.00

NET INCOME = \$ 7,125.00

ITS Georgia 2017 Annual Meeting
Hyatt Regency Savannah
10/8-10/10/17

REVENUE

Type	Number	Cost	Subtotal
Registration:			
Members (early)	125	\$ 395	\$ 49,375
Members (late)	15	\$ 425	\$ 6,375
Non-members (early)	10	\$ 550	\$ 5,500
Non-members (late)	5	\$ 580	\$ 2,900
Guest	15	\$ 95	\$ 1,425
Subtotal =	170		\$ 65,575
Exhibitors:			
Diamond	3	\$ -	
Regular (includes power service)	22	\$ 350	\$ 7,700
Subtotal =	25		\$ 7,700
Sponsorship:			
Diamond	3	\$ 3,500	\$ 10,500
Platinum	7	\$ 2,000	\$ 14,000
Platinum (Arcadis)	1	\$ 1,000	\$ 1,000
Gold	6	\$ 1,500	\$ 9,000
Silver	8	\$ 1,000	\$ 8,000
Subtotal =	25		\$ 42,500

TOTAL REVENUE = \$ 115,775
TOTAL EXPENSES = \$ (99,790)
TOTAL INCOME = \$ 15,985

EXPENSES

Type	Number	Cost	Serv. Chg.	Tax	Subtotal
Rooms:					
Comped room nights	20	\$ 208	\$ 6	\$ 27	\$ 4,821
Subtotal =					\$ 4,821
Hotel Meals:					
Sunday dinner (buffet)	165	\$ 72	\$ 18	\$ 5	\$ 15,682
Sunday beer/wine (open bar)	165	\$ 35	\$ 9	\$ 2	\$ 7,623
Monday breakfast (continental)	150	\$ 28	\$ 7	\$ 2	\$ 5,544
Monday AMI break	150	\$ 5	\$ 1	\$ 0	\$ 990
Monday lunch (buffet)	150	\$ 40	\$ 10	\$ 3	\$ 7,920
Tuesday Breakfast (continental)	150	\$ 37	\$ 9	\$ 3	\$ 7,326
Tuesday AMI break	150	\$ 5	\$ 1	\$ 0	\$ 990
Subtotal =		\$ 222	\$ 56	\$ 16	\$ 46,075
Monday Night Progressive Dinner:					
Georgia Queen rental	165	\$ 36			\$ 5,940
GQ beer/wine	165	\$ 27	\$ 7	\$ 2	\$ 5,881
Appetizers	495	\$ 6	\$ 2	\$ 0	\$ 3,920
Pink House dinner	150	\$ 68	\$ 17	\$ 5	\$ 13,464
PH beer/wine	150	\$ 20	\$ 5	\$ 1	\$ 3,960
Subtotal =		\$ 157	\$ 30	\$ 8	\$ 33,165
Miscellaneous Cost:					
Audio/visual	1	\$ 6,000			\$ 6,000
Printing	1	\$ 700			\$ 700
Speaker gifts	25	\$ 25			\$ 625
Attendee gifts	165	\$ 25			\$ 4,125
Tickets, tags, badges, ribbons, etc	1	\$ 500			\$ 500
Speaker travel costs	1	\$ 500			\$ 500
Committee shirts	24	\$ 45			\$ 1,080
Raffel Prizes	10	\$ 150			\$ 1,500
Tech Committee Lunch Mtg	1	\$ 200			\$ 200
Planning site visit (Mike, Jim, Yancy)	1	\$ 500			\$ 500
Subtotal =					\$ 15,730

TOTAL EXPENSES = \$ 99,790



2017 Annual Meeting and Exposition

The Hyatt Regency, Savannah

October 8-10, 2017

Conference Chair: Jim Tolson

Technical Committee: Keith Strickland

Jonathan Wallace

Bill Andrews

Brent Harden

Austin Averkamp

Casey Huskey

Sam Harris

Emily Horne

Jonathan Coleman

Juan Duarte

Marc Plotkin

Randall Jordan

Tom Sever

Sponsorship Coordinator: Marwan Abboud

Exhibit Coordinator: Yancy Bachman

Registration & Website Support: Bill Wells

Registration Table Coordinator: Vamshi Mudumba

Dino Pampolina

Anaga Krishna

Raffle Prize Coordinator: Farrah Glasgow

Audio/Visual Support: Ken Kenya

Networking Reception Coordinator:

2017 ITS Ga Annual Meeting Technical Committee Biweekly Conference Call April 14, 2017

Technical Committee Members:

Keith Strickland – Technical Committee Chair, Stantec
Jim Tolson – Arcadis,
Mike Holt – Parsons Brinkerhoff
Jonathan Coleman, AECOM
Marc Plotkin, GDOT
Sam Harris, GDOT
Tom Sever, Gwinnett DOT
Casey Huskey, Atkins
Brent Harden, Atkins
Bill Andrews, Sandy Springs
Austin Averkamp, Atkins
Jonathan Wallace, Arcadis
Emily Horne, GDOT
Randall Jordon, Atkins
Juan Duarte, Kimley Horn

Conference Theme: Keith suggested that the official theme be: The Big Two “O” as the main title with the subtitle “20 Years of Technological Innova**TionS** in **GA**”. Each session leader has the flexibility to play on this theme. It could be something related to ITS-GA’s 20th birthday or anniversary. Each session could show photos, videos or audio tracks of ITS GA members, television, movies or popular music over the last 20 years and give door prizes for the first person to identify the specific clip.

Action: Jim will inform Board on April 26th of committee’s decision related to the meeting theme.

Sessions: the following are suggested session topics.

Opening Session (Monday, 10/9/17, 8:00-9:15)

- Someone on ITS National Board – Mike H. is still trying to get a commitment for the keynote speaker other than the same key note speaker that came last year.

Session 1 (Monday, 10/9/17, 10:00-11:30): **ITS Performance Measures**

Sam Harris (chair), Tom Sever

The potential topics are below but no further progress has been made on this session.

- Darcy Bulloch
- Universities Performance Measure Research- Chris Day from Purdue University
- Arcadis – Performance Dashboards
- Bluetooth Technology
- RTOP Data Analytics

Session 2 (Monday, 10/9/17, 1:00-2:30): Coastal ITS or Existing ITS Projects

Jonathan Coleman (chair), Casey Huskey

The potential topics are below with their status.

- Champ Program
- Savannah Mini RTOP – Scott Mohler, AECOM (confirmed)
- TIM Strategies for Intracoastal Waterway Bridges – Bob Murphy, AECOM (confirmed)
- FDOT Fiber Contract – Vamshi/Shahram has contact (pending)
- FDOT – D2 Arterial ITS Deployment (pending)

Session 3 (Monday, 10/9/17, 3:00-4:00): Connected Vehicles

Keith Strickland (chair), Emily Horne, Juan Duarte

The potential topics are below with their status.

- AT&T/General Motors – Jim Tolson has tentatively confirmed a speaker
- Recent Developments in Connected Automated Vehicles and Installation of CV Roadside Units in Edmonton, Alberta, Canada – Dan Baxter, Stantec (confirmed)
- Connected Vehicle Speaker from WSP (Confirmed)
- Connected Vehicle Speaker from Jacobs via Dino Pampolina (Confirmed)
- SR 141 and SR 8 Connected Vehicle Pilot Project (Keith to investigate)

Session 4 (Tuesday, 10/10/17, 8:15-9:15): Smart Cities

Brent Harden (chair), Jonathan Wallace, Randal Jordan

The potential topics are below with their status.

- Atlanta Smart Cities Application (Pending)
- What Does Zero Highway Fatalities Really Mean (Speaker from Alta Planning) (Pending)
- Another idea for Session 4 is “Innovative ITS Technology” and have vendors submit for topic (Pending)
- Vendor that supplies CV related equipment to auto Original Equipment Manufacturers

Session 5 (Tuesday, 10/10/17, 10:00-11:15): Past/Future ITS Experience Panel Discussion

Marc Plotkin (chair), Bill Andrews, Austin Averkamp

The potential topics are below with their status.

- Panel discussion with personal past/future experience. Challenges, Experience, Future (Pending). Send suggestions for panelists to Marc as soon as possible.

Closing Session (11:30-12:15)

- Message from President of ITS GA.

Deadlines: Need to have session topics finalized as soon as possible.

Next Meeting: Friday May 5, 2017, Noon, Conference call. Meeting invite will be sent.

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			WaveTronix
April	Wed, April 26, 2017	OGC	IoT	Cisco	Intelight - Whitney Nottage
May	Wed, May 31, 2017	OGC			Movision - Lisa Wilhelm
June	Wed, Jun 28, 2017	OGC	Legislative Update	Brandon Beach	Beiden - Tami Healey
July	Wed, Jul 26, 2017	OGC	Positive Train Control	Lisa Wilson	Utilicom - Bennett Thompson
August	Wed, Aug 30, 2017	OGC	Braves Stadium?		Cohn - Bonnie Bird
September	Wed, Sept 27, 2017		Braves Stadium?		
October	25-Oct	Magglano's	Awards/ITS GA 20th Anniversary	Mike Holt/Past Presidents	
November	open				
December	open				

2018 ITS Summit - Executive Committee Spreadsheet

	ITS FLORIDA	GRITS	ITS GEORGIA	ITS TENNESSEE	ITS CAROLINA
Executive Committee	P	P	P	P	P
Key Speakers	S	P			
Speakers	S			P	
Registration	P	S			S
Communications			P		S
Sponsors		P		S	
Local Arrangements	P	S			
Exhibitors			P		
Printed Materials				S	P
On-site	P		S		
Golf	P		S		
Budget	S	S	S	S	S

2018 ITS Summit – Executive Committee Descriptions

Executive Committee

- Responsible for the success of the conference;
- Makes all ultimate decisions.

Key Speakers

- Determine speakers for all plenary sessions (Overall topics to be determined by the Executive Committee);
- Obtain commitments from all key speakers;
- Serve as liaison to key speakers;
- Provide speaker bios/photos to Printed Materials.

Speakers

- Develop technical tracks based on conference themes;
- Obtain commitments from speakers and slot into tracks;
- Provide speaker bios to Printed Materials.

Registration

- Set up registration on website;
- Run registration desk at conference.

Communications

- Develop marketing material for conference;
- Develop list of advertising opportunities;
- Coordinate attendance at those opportunities;
- Product giveaways.

Sponsors

- Develop list of potential sponsors;
- Develop sponsor budget;
- Obtain sponsors;
- Provide sponsor information to printed materials.

Local Arrangements

- Arrange and run technical tours;
- Organize and run evening events.

Exhibitors

- Develop list of potential exhibitors;
- Develop exhibitor budget;
- Obtain exhibitors;
- Provide exhibitor information to printed materials.

Printed Materials

- Develop program;
- Liaison with press.

On-site

- Liaison with hotel;
- Go to for any local issues.

Golf

- Develop budget;
- Organize and run golf tournament.