



January 2018 Board Meeting Documentation

ITS Georgia Monthly Board Meeting

January 31, 2018

10:00 am – 11:00 am

Georgia Tech Alumni House, 190 North Avenue, Atlanta, GA 30313

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2018–2019):

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

☐ **Winter Horbal, *Vice President***
Temple

☒ **Marc Start, *Secretary***
AECOM

☒ **Xuewen Le, *Treasurer***
Atkins

☒ **Michael Holt, *Past President***
WSP

Directors (2018-2019):

☐ **Dee Taylor**
AECOM

☐ **Bill Andrews**
City of Sandy Springs

☒ **Mark Demidovich**
GDOT

☒ **Matt Glasser**
GDOT

Directors (2017-2018):

☒ **Kenn Fink**
Kimley-Horn

☒ **Alvin James**
Kimley-Horn

☒ **Keary Lord**
Atkins

☐ **Whitney Nottage**
Intelight

☒ **Billy Stalcup**
360ns

State Chapter Representative:

☒ **Jim Tolson**
ARCADIS

Ex-Officio:

☒ **Greg Morris**
FHWA

☒ **Tom Udell**
CH2M

✓ *Indicates present at meeting*

Other Attendees Present:

Bill Wells – ITS GA

Issues Discussed	Action
Welcome <ul style="list-style-type: none"> Motion to approve meeting minutes for December (Keary, Alvin support) – motion approved. 	
Budget/Financials <ul style="list-style-type: none"> 2017 summary: the year ended with addition of \$753 to the bank balance 	<i>Xuewen will do taxes by</i>

Issues Discussed	Action
<p>over 2016, and includes a \$2K payment to the 5C Summit.</p> <ul style="list-style-type: none"> • 2017 sponsorship included registration, resulting in a ~\$10K cost. (Sponsorship did not include registration for the 2016 conference.) • 2018 Budget: \$25K income included for the 5C conference; income will likely be more like \$35K. • Motion to approve 2018 budget (Keary, Tom support) – motion approved. 	<p><i>May 2018.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> • Activities: searching for economical meeting locations; options suggested include Ponce City Market, ARC office (Peachtree Center), Old City Hall Council Chambers, Braves Stadium, Tech Square (SE corner of Spring/5th) Conf center, and Biltmore. • Potential meeting topics: automated TSPM, GDOT and another state; GE/Southern Company combo; next need is March / April. • Training opportunity: CV 201 training: new material; Jenny will reach out to ITSSA and indicate we are interested in pursuing. • Awards: no activity. • Communications: a soft rollout of the webcast was conducted for the January 31 meeting. The website has been improved, and will work better on mobile phones. • Elections: no activity. • Legislative: Tom provided an update on bills in the legislature: (1) transit governance shift to one regional agency; (2) 3 bills to remove from the TFA; (3) remove driver license if you don't pay your student loans; (4) 4G/5G communications-related legislation. • Banquet: Feb 24, 2 seats are available; Mike will check his schedule; Billy will likely go; they will get back to Jenny. • Membership: invoices were sent out on Jan 8. Thirty agencies have paid to date; goal is 100 member agencies (budget based on 90). Start non-member rate starting with the March lunch meeting. Keary has the master list of vendors from 5C, and will help recruit new agencies. Alvin will coordinate the information roll-out regarding the deadline for agency payment. • Social Activities: the next activity is tomorrow night in Smyrna at 7 PM. • Scholarships: no activity. • ITS@GT Student Chapter: our profession should open up to non-civil disciplines, and possibly look for students at tech schools. • ITSA: membership growth was the big topic (Jim). • 5C update: Mike provided an update. Sponsorships have been advertised, and they are filling up fast; registration will roll out shortly; registration costs are \$400 for early bird registration, and \$350 public sector. The call for presentations went out this morning. The speaker committee chair is Adam Moser. 	<p><i>Jenny and Winter to start looking into a meeting location for the 2019 Annual Meeting.</i></p> <p><i>Mike Holt and Billy Stalcup will respond to Jenny about attending the Feb 24 banquet.</i></p> <p><i>Keary will contact vendors on the list developed for the 5C conference.</i></p> <p><i>Alvin will coordinate the information roll-out regarding the deadline for agency payment.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Jenny closed the meeting. 	



ITS Georgia Board Meeting

January 31, 2018 at 10:00 AM
Georgia Tech – Alumni House

ITS GEORGIA BOARD OF DIRECTORS

Officers/Directors (2018-2019):

Jenny Johnson, President
Winter Horbal, Vice President
Marc Start, Secretary
Xuewen Le, Treasurer
Mike Holt, Past President

State Chapter Representative

Jim Tolson

Directors 2017-2018:

Alvin James
Keary Lord
Whitney Nottage
Billy Stalcup
Tom Udell
Kenn Fink

Directors 2018-2019:

Bill Andrews
Dee Taylor
Mark Demidovich
Matt Glasser

Ex-Officio

Greg Morris, FHWA

AGENDA

- Approve December 2017 meeting minutes
- Financial Report (Xuewen)
 - Approve final 2017 Financial Report
 - Approve 2018 Budget Outlook
 - 2017 Taxes – Xuewen to file (Deadline – May 15, 2018)
- Committee Statuses
 - Activities (Billy/Matt)
 - Monthly Speaker Schedule – February?
 - Meeting Venues – February?
 - ITSA PCB Training – Interest level? Spring-time in Augusta?
 - Awards (Jenny)
 - Communications/Outreach (Bill)
 - Fuze update
 - Elections (Winter)
 - Legislative (Tom Udell)
 - Membership (Alvin)
 - Invoices sent out on 1/8 to 130 members
 - After March, non-members will have to pay the non-member rate?
 - Networking/Social (Whitney)
 - Trivia @ Wing Factory in Smyrna – Thursday, February 1st @ 7pm
 - Scholarship (Dee)
 - Student Chapter (Jim)
 - ITSA Liaison (Jim)
- 2018 5C Summit (Mike)
 - Oct. 7-10, 2018, Hyatt Regency, Jacksonville, FL
 - ITSGA Committee Chairs
 - Communications (Bill)
 - Exhibitors (Keary/Winter)
- Upcoming Events:
 - ACEC Building GA Legislative Day (2/14)
 - Approval for Jenny & Tom U. (\$50 for ACEC GA Members)
 - ACEC Georgia Engineering Banquet
 - 2 seats available! (Saturday, February 24th)
 - Potential – ITSGA/ITE Holiday Dinner

ITS America State Chapter Course Offerings 2018

Course	Duration	Description	Competency Level	Role in ITS
Connected Vehicles 102: Applications and Planning for Implementation	Full-day (6-8 hours)	<p>This course builds off Connected Vehicle 101 by providing additional details about future vehicle-to-vehicle and vehicle-to-infrastructure applications. It will describe initial considerations for deploying the enabling technology such as:</p> <ul style="list-style-type: none"> Identifying regional and local transportation challenges Developing deployment concepts Integrating your connected vehicle project into ongoing operations Determining the kinds of data to collect and share Using the Connected Vehicle Reference Implementation Architecture (CVRIA) to identify the key interfaces across the connected vehicle environment. <p>The objective of the course is to prepare transportation managers, project engineers, and operations staff for participating in a connected vehicle pilot deployment.</p>	Introductory	<ul style="list-style-type: none"> ITS Project Managers Executives / General Managers General Public Planners Transit Professionals Transportation Operations / Traffic Engineers
Connected Vehicle 201: Preparing for Connected Vehicle Deployment	Full-day (6-8 hours)	<p>The purpose of this course is to help transportation agencies that are beginning to plan implementation of a connected vehicle (CV) environment. The overall goal of the course is to teach participants how to develop an action plan in collaboration with regional partners to improve readiness for CV deployment. Participants will learn more about the safety, mobility, and applications and will gain an overview of three CV pilot sites in Wyoming, New York City, and Tampa. They will also learn how to identify funding sources for a CV projects. Lastly, they will be made aware of recent activities supported by the ITS Joint Program Office and resources available from the CV research program sponsored by the U.S. DOT.</p>	Practitioner Basic	<ul style="list-style-type: none"> ITS Project Managers Executives / General Managers General Public Planners Transit Professionals Transportation Operations / Traffic Engineers
Cybersecurity Basics	6-hours	<p>This course is designed to help transportation professionals improve their understanding of basic cybersecurity concepts and learn more about the potential risks to transportation systems. Emphasis is placed on Intelligent Transportation Systems (ITS), Transportation Management Centers (TMCs), industrial control systems (ICSs), and other devices that are critical in the operations of transportation</p>	Introductory	<ul style="list-style-type: none"> Agency IT ITS Project Managers Incident Management Operators TMC operators

ITS GA 2018 Monthly Meetings

Month	Date	Location	Topic	Speaker	Sponsor	Notes
January	Wed, Jan 31, 2018	GT Alumni House	Student Research	Student award winners	360ns	
February	Wed, Feb 28, 2018	North Park	Automotive Cyber Security - Safety in a 5G World	Billy Kihei	Temple	
March	Wed, Mar 28, 2018	Braves Stadium	Braves Stadium/Suntrust ITS	Cobb County	Cradlepoint	Sponsor locked in.
April	Wed, April 25, 2018	TBD	IoT in ATL	Metro ATL Chamber/AT&T		
May	Wed, May 30, 2018					
June	Wed, Jun 27, 2018					
July	Wed, Jul 25, 2018					
August	Wed, Aug 29, 2018					
September	Wed, Sept 26, 2018					
October	Wed, Oct 31, 2018	Maggiano's?	Awards Banquet		TrafficVision	
November	open					
December	open					

Possible Topics

Advancements in Video Intelligence/Machine Learning	GDOT
Event Management - Preparing and Operating the College Football Championship	RTOP/RenewATL
Autonomous Vehicles - Porsche Site Visit	
Intelligent Air Transportation - View from Hartsfield's perspective	Lorn Whittaker
Bringing IoT to the ATL	Metro Chamber
How are CID's improving Mobility?	
Small but Significant Projects	Local Agencies

Location Options	Notes
ARC	No Availability in Feb but checking other monthly dates.
PCM - Gen Assembly	Space is great but cost is \$1940
NorthPark	Reserved for February
City Winery	Looking into this option

Sponsors	
Control Tech	Wavetronix
SLTS	KCI
Utilicom	Sensys
Axis	Vaisala
Cohu	MioVision
Intelligent	TrafficWare

ITS Georgia 2018 Budget Outlook
1/31/2018

Starting Balances	2017 YE	
	Checking =	\$ 37,303.96
	Savings =	\$ 54,475.68
		\$ 91,779.64

Jan-18 Feb-18

INCOME

		BUDGET				
CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL	
Administrative						
Membership Dues	Small Firm	\$ 150.00		10	\$ 1,500.00	\$ 300.00
Membership Dues	Large Firm	\$ 400.00		80	\$ 32,000.00	\$ 9,500.00
	Subtotal				\$ 33,500.00	\$ 9,800.00
ITS SC Summit						
Refer to SC Summit Budget	20% of Estimated Profits	\$ 25,000.00		1	\$ 25,000.00	
	Subtotal				\$ 25,000.00	
Monthly Meetings						
Monthly Meeting Fees	Registration	\$ 1,800.00		10	\$ 18,000.00	\$ 2,235.00
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		10	\$ 5,000.00	\$ 500.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00	
	Subtotal				\$ 26,750.00	\$ 2,735.00
					TOTAL INCOME =	\$ 85,250.00 \$ 12,535.00

EXPENSES

Administrative						
Wells Communication Inc	Bill Wells' Contract		\$ 2,350.00	12	\$ 28,200.00	\$ (2,350.00)
General Admin Expenses	Misc Expense Reimbursements		\$ 250.00	1	\$ 250.00	\$ (113.88)
Fuze	Online video streaming		\$ 360.00	1	\$ 360.00	\$ (360.00)
Website fee	Annual fee for web/domain reg.		\$ 250.00	1	\$ 250.00	\$ (70.00)
Inuit/Paypal fees	CC and reader usage fees		\$ 150.00	11	\$ 1,650.00	\$ (12.95)
ACEC Administrative Agreement	Administrative fee and magazine		\$ 1,200.00	1	\$ 1,200.00	\$ (287.50)
Secretary of State	Corporate registration		\$ 30.00	1	\$ 30.00	
Insurance	Hartford liability		\$ 475.00	1	\$ 475.00	
Taxes	ITSGA filing		\$ -	1	\$ -	
ITSA memberships	Membership dues		\$ 500.00	1	\$ 500.00	
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, ITSA workshops, etc.		\$ 1,000.00	1	\$ 1,000.00	
Miscellaneous	President's discretion		\$ 500.00	1	\$ 500.00	
	Subtotal				\$ 36,115.00	\$ (3,194.33)
Annual Meetings						
Bill Wells Comps	Registration, hotel, mileage		\$ 1,750.00	1	\$ 1,750.00	
2019 Annual Meeting	Site visits		\$ 500.00	1	\$ 500.00	
	Subtotal				\$ 2,250.00	
Monthly Meetings						
Constant Contact	Web hosting for registration		\$ 75.00	10	\$ 750.00	
Meeting room rentals	Monthly meeting location		\$ 250.00	10	\$ 2,500.00	\$ (250.00)
Catering	Food for monthly meetings		\$ 1,800.00	10	\$ 18,000.00	\$ (1,357.00)
Speaker gifts	Gifts for monthly meeting speakers		\$ 20.00	20	\$ 400.00	
Speaker travel	Travel expenses		\$ 500.00	2	\$ 1,000.00	
Annual Holiday Dinner	Dinner & entertainment		\$ 7,500.00	1	\$ 7,500.00	
	Subtotal				\$ 30,150.00	\$ (1,607.00)
Sponsorships/Scholarships						
ACEC GA Engineering Awards Sponsorship	Sponsorship (and table for 6)		\$ 500.00	1	\$ 500.00	\$ (500.00)
Georgia Tech student chapter	Meeting reimbursements		\$ 100.00	6	\$ 600.00	
GT Exploring Engineering Academy	EEA Student Scholarship		\$ 1,000.00	1	\$ 1,000.00	
Scholarships	Student scholarships (ITS/TEOF)		\$ 3,000.00	5	\$ 15,000.00	
Awards	ITSGA awards & scholarship plaques		\$ 1,200.00	1	\$ 1,200.00	
	Subtotal				\$ 18,300.00	\$ (500.00)
					TOTAL EXPENSE =	\$ 86,815.00 \$ (5,301.33)
					NET INCOME =	\$ (1,565.00)

ITS Georgia 2018 Budget Outlook
1/31/2018

Starting Balances	2017 YE	
	Checking =	\$ 37,303.96
	Savings =	\$ 54,475.68
		\$ 91,779.64

INCOME

		BUDGET			
CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
Administrative					
Membership Dues	Small Firm	\$ 150.00		10	\$ 1,500.00
Membership Dues	Large Firm	\$ 400.00		80	\$ 32,000.00
				Subtotal	\$ 33,500.00

ITS 5C Summit					
Refer to 5C Summit Budget	20% of Estimated Profits	\$ 25,000.00		1	\$ 25,000.00
				Subtotal	\$ 25,000.00

Monthly Meetings					
Monthly Meeting Fees	Registration	\$ 1,800.00		10	\$ 18,000.00
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	\$ 26,750.00

TOTAL INCOME = \$ 85,250.00

EXPENSES

Administrative					
Wells Communication Inc	Bill Wells' Contract		\$ 2,350.00	12	\$ 28,200.00
General Admin Expenses	Misc Expense Reimbursements		\$ 250.00	1	\$ 250.00
Fuze	Online video streaming		\$ 360.00	1	\$ 360.00
Website fee	Annual fee for web/domain reg.		\$ 250.00	1	\$ 250.00
Inuit/Paypal fees	CC and reader usage fees		\$ 150.00	11	\$ 1,650.00
ACEC Administrative Agreement	Administrative fee and magazine		\$ 1,200.00	1	\$ 1,200.00
Secretary of State	Corporate registration		\$ 30.00	1	\$ 30.00
Insurance	Hartford liability		\$ 475.00	1	\$ 475.00
Taxes	ITSGA filing		\$ -	1	\$ -
ITSA memberships	Membership dues		\$ 500.00	1	\$ 500.00
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, ITSA workshops, etc.		\$ 1,000.00	1	\$ 1,000.00
Miscellaneous	President's discretion		\$ 500.00	1	\$ 500.00
				Subtotal	\$ 36,115.00

Annual Meetings					
Bill Wells Comps	Registration, hotel, mileage		\$ 1,750.00	1	\$ 1,750.00
2019 Annual Meeting	Site visits		\$ 500.00	1	\$ 500.00
				Subtotal	\$ 2,250.00

Monthly Meetings					
Constant Contact	Web hosting for registration		\$ 75.00	10	\$ 750.00
Meeting room rentals	Monthly meeting location		\$ 250.00	10	\$ 2,500.00
Catering	Food for monthly meetings		\$ 1,800.00	10	\$ 18,000.00
Speaker gifts	Gifts for monthly meeting speakers		\$ 20.00	20	\$ 400.00
Speaker travel	Travel expenses		\$ 500.00	2	\$ 1,000.00
Annual Holiday Dinner	Dinner & entertainment		\$ 7,500.00	1	\$ 7,500.00
				Subtotal	\$ 30,150.00

Sponsorships/Scholarships					
ACEC GA Engineering Awards Sponsorship	Sponsorship (and table for 6)		\$ 500.00	1	\$ 500.00
Georgia Tech student chapter	Meeting reimbursements		\$ 100.00	6	\$ 600.00
GT Exploring Engineering Academy	EEA Student Scholarship		\$ 1,000.00	1	\$ 1,000.00
Scholarships	Student scholarships (ITS/TEOF)		\$ 3,000.00	5	\$ 15,000.00
Awards	ITSGA awards & scholarship plaques		\$ 1,200.00	1	\$ 1,200.00
				Subtotal	\$ 18,300.00

TOTAL EXPENSE = \$ 86,815.00

NET INCOME = \$ (1,565.00)

ITS Georgia 2017 Financial Summary
12/30/2017

Starting Balances	2016 YE		Sum
	2017 YE		
Checking =	\$	10,574.26	\$ 37,303.96
Savings =	\$	80,452.01	\$ 54,475.68
	\$	91,026.27	\$ 91,779.64

INCOME

		Budget				Actual
CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL	
Administrative						
Membership Dues	Private Sector-Small	\$ 150.00		8	\$ 1,200.00	\$ 2,475.00
Membership Dues	Private Sector-Large	\$ 350.00		72	\$ 25,200.00	\$ 25,100.00
Subtotal					\$ 26,400.00	\$ 27,575.00
Annual Meeting						
Registration		\$ 56,000.00		1	\$ 56,000.00	\$ 58,280.00
Sponsorship		\$ 38,000.00		1	\$ 38,000.00	\$ 48,500.00
Miscellaneous		\$ 6,000.00		1	\$ 6,000.00	\$ 10,350.00
Subtotal					\$ 100,000.00	\$ 117,130.00
Monthly Meetings						
Monthly Meeting Fees	Registration	\$ 2,000.00		10	\$ 20,000.00	\$ 18,927.39
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		10	\$ 5,000.00	\$ 5,000.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00	
Subtotal					\$ 28,750.00	\$ 23,927.39
TOTAL INCOME =					\$ 155,150.00	\$ 168,632.39

EXPENSES

Administrative						
Wells Communication Inc	Bill Wells' contract		\$ 2,200.00	12	\$ 26,400.00	\$ (26,400.00)
Website fee	Annual fee for web/domain reg.		\$ 150.00	1	\$ 150.00	\$ (250.20)
Inuit/Paypal fees	CC and reader usage fees		\$ 300.00	9	\$ 2,700.00	\$ (3,552.76)
ACEC	Administrative fee and magazine		\$ 1,200.00	1	\$ 1,200.00	\$ (1,079.00)
Secretary of State	Corporate registration		\$ 30.00	1	\$ 30.00	\$ (30.00)
Insurance	Hartford liability		\$ 425.00	1	\$ 425.00	\$ (475.00)
Taxes	ITSGA filing		\$ -	1	\$ -	\$ -
ITSA memberships	Membership dues		\$ 270.00	1	\$ 270.00	\$ (385.00)
ITSGA member rebates	Assume 5 requested		\$ 100.00	5	\$ 500.00	\$ -
Networking/social committee	Networking activities		\$ 1,200.00	1	\$ 1,200.00	\$ (1,158.39)
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	\$ (2,000.00)
President's travel to ITSWC	Registration, hotel, travel expenses		\$ 3,000.00	1	\$ 3,000.00	\$ (2,854.08)
Miscellaneous	President's discretion		\$ 500.00	1	\$ 500.00	\$ (388.94)
General Admin Expenses						\$ (470.05)
ITS 5C Summit						
Subtotal					\$ 38,375.00	\$ (39,043.42)
Annual Meeting						
Hotel contract	Hyatt Regency Savannah		\$ 34,000.00	1	\$ 34,000.00	\$ (46,826.62)
Entertainment	Progressive dinner		\$ 16,000.00	1	\$ 16,000.00	\$ (30,195.98)
Miscellaneous	Golf, speaker gifts, shirts, prizes, etc		\$ 12,000.00	1	\$ 12,000.00	\$ (13,974.57)
Subtotal					\$ 62,000.00	\$ (90,997.17)
Monthly Meetings						
Constant Contact	Web hosting for registration		\$ 75.00	10	\$ 750.00	\$ (805.00)
Meeting room rentals	Monthly meeting location		\$ 150.00	10	\$ 1,500.00	\$ (575.00)
Catering	Food for monthly meetings		\$ 1,800.00	10	\$ 18,000.00	\$ (16,837.88)
Speaker travel	Travel expenses		\$ 500.00	2	\$ 1,000.00	\$ -
Annual Holiday Dinner	Dinner & entertainment		\$ 7,500.00	1	\$ 7,500.00	\$ (1,730.30)
Subtotal					\$ 28,750.00	\$ (19,948.18)
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	\$ (750.00)
Georgia Tech student chapter	Meeting reimbursements		\$ 100.00	6	\$ 600.00	\$ (396.02)
GT Exploring Engineering Academy	EEA Sponsorship		\$ 500.00	1	\$ 500.00	\$ (500.00)
Scholarships	Student scholarships (ITS/TEOF)		\$ 3,000.00	5	\$ 15,000.00	\$ (15,219.16)
Awards	ITSGA awards & scholarship plaques		\$ 1,000.00	1	\$ 1,000.00	\$ (1,025.07)
Subtotal					\$ 18,900.00	\$ (17,890.25)
TOTAL EXPENSE =					\$ 148,025.00	\$ (167,879.02)
NET INCOME =					\$ 7,125.00	\$ 753.37