



May 2018
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
May 30, 2018
10:00 am – 11:00 am
Atlanta Regional Commission offices

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2018–2019):

- Jenny Johnson, *President***
Kimley-Horn
- Winter Horbal, *Vice President***
Temple
- Marc Start, *Secretary***
AECOM
- Xuwen Le, *Treasurer***
Atkins
- Michael Holt, *Past President***
WSP

State Chapter Representative:

- Jim Tolson**
ARCADIS

Directors (2018-2019):

- Dee Taylor**
AECOM
- Bill Andrews**
City of Sandy Springs
- Mark Demidovich**
GDOT
- Matt Glasser**
GDOT

Ex-Officio:

- Greg Morris**
FHWA

Directors (2017-2018):

- Kenn Fink**
Kimley-Horn
- Alvin James**
Kimley-Horn
- Keary Lord**
Atkins
- Whitney Nottage**
Intelight
- Billy Stalcup**
360ns
- 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 April (Bill Andrews, Alvin James support) – motion approved unanimously. 	

Issues Discussed	Action
<p>Budget/Financials</p> <ul style="list-style-type: none"> • Xuewen will check ITSGA member rebates. • Xuewen will check room rentals (\$0 is the correct amount for the meeting held at ARC, check on \$300 for the meeting held at GA Tech) • 2017 taxes were filed on May 2. 	<p><i>Xuewen will check on the budget items.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> • Activities: • June 27 - CV 201 training at Jacobs. • June 29 - board meeting at Top Golf starts at 2 PM, and the social begins at 4 PM. • July 24 - board meeting will be held at the Kimley-Horn Midtown office. • July 25 - lunch meeting held at remote sites. The video conference software has been set up for the District offices and the TMC. The site coordinators need to make contact with the district office staff at this time, and make sure a room is reserved and equipped. Bill will set up registration so that participants may pick a remote site. Capacity of the TMC site is approx. 80 persons. Catering will be handled locally; site coordinators should contact to Xuewen for payment information. • Matt will be out of speaker gifts after the current meeting. Matt will discuss with Tom Sever about purchasing tumblers, and the budget is \$20 per gift. • Upcoming Conferences: ITSA in Detroit; Monday morning is when the state chapter is awarded. Rachel Cohen will attend the state chapter meeting. The ITS GA awards lunch meeting will be held Nov 14 at Maggianos. The 2019 ITS GA annual meeting venue options currently are: Marriott Augusta; Barnsley Resort, Adairsville (visited this week); Classic Center, Athens. The intent is to sign conference contracts for 2 years. • Training opportunity: the CV 201 course is scheduled for June 27. • Awards: no activity this month. • Communications: nothing new to report this month. • Elections: no activity this month. • Legislative: nothing to report this month. • Membership: Alvin has been following up with potential members. Athens-Clark County wants to join, and needs to pay by check. Alvin will send an invoice for payment. • Social Activities: Top Golf activity will be held on June 29 (Friday). A date in August will most likely be selected for the Braves game. • Scholarships: Whitney, Tom, and Keary will assist. Nothing to report right now. • ITS@GT Student Chapter: nothing to report this month. The Georgia Tech dinner with a professional (STEM program) is coming up, and Jenny will attend. • ITSA: no report. 	<p><i>Winter Horbal, Jim Tolson, and Whitney Nottage to contact the District offices, confirm rooms, and coordinate catering.</i></p> <p><i>Bill to provide numbers for each remote site.</i></p> <p><i>Matt to discuss speaker gifts with Tom Sever.</i></p> <p><i>Send project photos, press releases, and/or new hire info to Bill Wells for the GA Engineering magazine.</i></p> <p><i>Send social activity ideas to Rachel Cohen.</i></p> <p><i>Alvin will send an invoice to Athens-Clark County for membership.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> • 5C conference update: (Bill Wells) registration will begin soon. Conference sponsorship is tied to booth selection. • Holiday party: the target is late January, and looking at Saturday and Sunday options right now. Planning for 60. Will likely replace the January meeting. 	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Jenny closed the meeting. 	



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Xuewen Le, Treasurer
Mike Holt, Past President

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Keary Lord
Whitney Nottage
Billy Stalcup
Tom Udell
Kenn Fink

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Dee Taylor
Mark Demidovich
Matt Glasser

State Chapter Representative

Jim Tolson

Ex-Officio

Greg Morris, FHWA

AGENDA

- Approve April 2018 meeting minutes
- Financial Report (Le)
 - 2018 Budget Overview (to-date)
 - 2017 Taxes – Filed on May 2nd
- Committee Statuses
 - Activities (Stalcup/Glasser)
 - Monthly Speaker Schedule – June confirmed (ITSA – CV 201 Training)
 - Meeting Venues – June confirmed (Jacob's)
 - ITSA PCB Training – CV 201 Course
 - Training will be held on 6/27 (9:30-4:30 w/ lunch break) @ Jacob's
 - Bill Wells to coordinate registration & catering – same cost as typical monthly meeting (MUST pay online, not at door, to minimize no-shows)
 - July Monthly Meeting – utilize FUZE?
 - Main session to be held in Atlanta – venue confirmed?
 - For each satellite location - secure venue & catering (coordinate with Stalcup & Wells) (Venue @ District offices?)
 - District 1 – Winter Horbal
 - District 3 – Jim Tolson
 - District 6 – Whitney Nottage
 - Board meeting will still be held prior to monthly meeting (satellite locations can just call-in)
 - Awards (Johnson)
 - Communications/Outreach (Wells)
 - ITSA Outstanding State Chapter Award (winners announced?)
 - Elections (Horbal)
 - Legislative (Udell)



- Membership (James)
 - Total membership to-date?
 - Non-member rates now apply
- Networking/Social (Nottage)
 - Coordinate with GAITE for Braves game tailgate (date?)
 - Coordinate with GAITE for GA Tech/Clemson football tailgate (9/22/18)
- Scholarship (Taylor)
- Student Chapter (Tolson)
- ITSA Liaison (Tolson)
- 2018 5C Summit (Johnson)
 - Oct. 7-10, 2018, Hyatt Regency, Jacksonville, FL
 - ITSGA Committee Chair Updates
 - Communications (Wells)
 - Exhibitors (Lord/Horbal)
 - Registration to open when?
- Upcoming Events (Johnson)
 - ITSA Annual Meeting, June 4-7, 2018, Detroit, MI
 - ITSGA 2018 Annual Awards Meeting
 - Maggiano's Cumberland has been secured for November 14th
 - ITSGA/GAITE Holiday Dinner
 - GAITE has agreed to hold event in January 2019
 - Bill Andrews is committee chair; Farrah Glasgow has volunteered to assist
 - Need to secure venue & date – ideas?
 - Fri or Sat to increase attendance? (may cost more though)
 - General area of city to hold event?
 - Need to set budget
 - What did we charge per person in 2016/2017?
 - Band = \$1,000 & Prizes = \$550
 - ITSGA 2019 Annual Meeting – site visits for 3 potential venues are underway:
 - Barnsley Resort, Adairsville – April 23rd
 - Augusta Marriott – May 15th & 16th
 - Classic Center, Athens – May 31st
 - **June board meeting will be held on Wednesday, 6/20 @ 10am at Kimley-Horn MIDTOWN Office. Please try to attend in person.**

ITS Georgia 2018 Budget Outlook
5/30/2018

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

Jan-18	Feb-18	Mar-18	Apr-18	May-18 Summary
			\$ 39,642.32	\$ 36,460.47
			\$ 69,481.48	\$ 69,483.19
			\$ 109,123.80	\$ 105,943.66

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
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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 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
Monthly Meeting Sponsors	Lunch meeting Sponsors	\$ 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 \$ 2,730.00 \$ 2,195.00 \$ 2,195.00 \$ 27,340.00 \$ 37,555.00

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
Intuit/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	\$ -
Memberships	ITSA memberships	\$ 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

Sponsorship/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 \$ (4,168.40) \$ (5,293.01) \$ (4,542.67) \$ (3,731.57) \$ (23,036.58)

NET INCOME = \$ (1,565.00)

\$ 14,518.02