



*June 2018*  
*Board Meeting Documentation*

ITS Georgia Monthly Board Meeting  
June 29, 2018  
2:00 pm – 4:00 pm  
TopGolf Midtown

---

**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

**State Chapter Representative:**

**Jim Tolson**  
ARCADIS

*✓ Indicates present at meeting*

**Other Attendees Present:**

Bill Wells – ITS GA

**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

| Issues Discussed  | Action   |
|---|--|
| <p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>The June 2018 board meeting agenda was distributed.</li> <li>Fink made a motion to approve the May 2018 meeting minutes. Taylor seconded the motion and approval was unanimous.</li> </ul>   |  |
| <p><b>Budget/Financials</b></p> <ul style="list-style-type: none"> <li>Financial Report: Le distributed the 2018 Annual Budget (as of June 28, 2018).</li> </ul>  |  |
| <p><b>Committee Updates</b></p> <ul style="list-style-type: none"> <li><b>Activities:</b> Glasser provided an update for the July monthly meeting. The ITSGA District representatives (Horbal/Tolson/Nottage) need to coordinate the following: reserve District office conference room, coordinate with each District IT and begin testing video conferencing at least 30min prior to monthly meeting the day of the event (no later than 11am), order catering (coordinate with Le on payment/reimbursement; Wells for final headcount), coordinate registration (coordinate with Wells on getting final registration list; Le on getting app on each of your phones so that people can pay at door), speaker presentation (10min/speaker – send presentation to Wells prior to monthly meeting), and speaker gift (get \$10 gift card and thank-you note for your speaker; coordinate reimbursement with Xuewen). Wells will set up registration so that participants may register per site. Cost for registration will be typical costs at the TMC; costs at each District location will be \$10 (regardless if private, public, etc.) to help cover the cost of food. Glasser gave an update on the speaker gifts. The board decided to order the \$14 mugs; Horbal mentioned that she knows someone that can put the ITSGA logo on the mugs. The August monthly meeting will be held at ARC; we still do not have a speaker for the August monthly meeting. Stalcup to get in touch with The ATL to see about them providing a speaker for August.</li> <li><b>Awards:</b> The ITS GA awards lunch meeting will be held Nov 14 at Maggianos.</li> <li><b>Communications:</b> nothing new to report this month.</li> <li><b>Elections:</b> Elections will open soon. Board members that are up for re-election need to notify Horbal as to whether or not they would like to run again for another term.</li> <li><b>Legislative:</b> nothing to report this month.</li> <li><b>Membership:</b> nothing to report this month.</li> <li><b>Social Activities:</b> There will potentially be a GAITE/ITSGA Braves game held sometime in August. There will also potentially be a GAITE/ITSGA tailgate for the Clemson vs GA Tech football game on 9/22.</li> </ul> | <p><i>Horbal/Tolson/Nottage to reserve District conference room, coordinate with District IT on video conferencing system, order catering, coordinate registration, secure speaker and send presentation to Wells, and purchase speaker gift.</i></p> <p><i>Wells to provide registration list and final headcount to Horbal/Tolson/Nottage.</i></p> <p><i>Le to coordinate installing “pay at door” app, payment for catering, and speaker gift reimbursement for Horbal/Tolson/Nottage.</i></p> <p><i>Glasser to order speaker gifts and coordinate payment with Le. Horbal to coordinate decals for speaker gifts.</i></p> <p><i>Stalcup to contact The ATL for a potential speaker for August.</i></p> |

| Issues Discussed   | Action  |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Scholarships:</b> Nottage, Udell, and Lord will assist Taylor in reviewing the applications. Taylor proposed essay topics to the board. The board agreed that this year’s essay topic would focus on ITS and Vision Zero.</li> <li>• <b>ITS@GT Student Chapter:</b> The Georgia Tech dinner with a professional (STEM program) was held on 6/7; Jenny attended and provided an update.</li> <li>• <b>ITSA:</b> ITSA Annual Meeting was held on 6/4-7 in Detroit. ITSGA did not win any awards for 2017; California won the Overall State Chapter Award, and the Carolinas won the Membership Growth Award.</li> <li>• <b>ITS 5C Conference:</b> Registration will open soon.</li> <li>• <b>ITSGA/GAITE Holiday party:</b> The target is late January 2019, and looking at Saturday and Sunday options right now. This event will replace the January 2019 monthly meeting.</li> <li>• <b>ITSGA 2019 Annual Meeting:</b> Holt provided a thorough update on the 2019 Annual meeting to be held in Athens, GA; he presented site photos and a budget overview. Holt made a motion to approve that Johnson be able to sign and submit all contracts for the 2019 ITSGA Annual Meeting to be held on October 6-8, 2019, in Athens, GA. Taylor seconded the motion and approval was unanimous.</li> </ul> | <p><i>Board members up for re-election to notify Horbal if you want to run for another term or not.</i></p> <p><i>James to send current membership list out to the Board.</i></p> <p><i>Nottage to coordinate with GAITE for the Braves game and GA Tech/Clemson tailgate.</i></p> <p><i>Andrews to secure date and location for the ITSGA/GAITE Holiday Party to be held in January 2019.</i></p> <p><i>Johnson to sign and submit 2019 ITSGA Annual Meeting contracts as they are received.</i></p> |
| <p><b>Closing Remarks</b></p> <ul style="list-style-type: none"> <li>• Next board meeting will be held on Tuesday, July 24<sup>th</sup> at 10am at the Kimley-Horn MIDTOWN office.</li> <li>• Next monthly meeting will be held on Wednesday, July 25<sup>th</sup> at 11:30am at the TMC/District 1/District 3/District 6 offices.</li> <li>• Johnson adjourned the meeting.</li> </ul>  |   |

**Attachments:**

- 2018 ITSGA Annual Budget (as of June 28, 2018)
- 2018 ITSGA Monthly Meeting Schedule
- 2019 ITSGA Annual Meeting Preliminary Budget (as of July 3, 2018)



# 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  | 360ths        |   |
| February  | Wed, Feb 28, 2018   | North Park                                    | Automotive Cyber Security - Safety in a 5G World | Billy Kihel            | Temple        |   |
| March     | Wed, Mar 28, 2018   | GT Alumni House                               | Event Management                                 | Keary, Troy, Sean      | Cradlepoint   |   |
| April     | Wed, April 25, 2018 | GT Student Center                             | IoT in ATL                                       | Metro ATL Chamber/AT&T | Ridecell      |   |
| May       | Wed, May 30, 2018   | ARC   | ARC Planning for Better Mobility                 | Kofi, Leslie, ARC      | Control Tech  |   |
| June      | Wed, Jun 27, 2018   | Jacobs  | CV201 Training                                   | ITSA                   | Vaisala       |   |
| July      | Wed, Jul 25, 2018   | Distributed meeting around the GDOT Districts | Relevant Projects by Districts                   | TBD                    | Intelight     | D1 - Winter, D6 - Whitney, D3 - Jim T, TMC - Mark D |
| August    | Wed, Aug 29, 2018   | ARC   | TBD  | TBD                    | Beiden        |   |
| September | Wed, Sept 26, 2018  | GT - Bobby Dodd Ward Law                      | Automated ATPSM                                  | GDOT/Kimley            | TrafficVision |   |
| October   | Wed, Oct 31, 2018   |   |  |                        |               |   |
| November  | Wed, Nov 14, 2018   | Maggianno's                                   | Awards Banquet                                   |                        |               |   |
| December  | open                | GDOT  | ATPSM Training                                   | Glaser                 |               |   |

| 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 too much \$1940, working on this. |
| NorthPark          | Reserved for February  |
| City Winery        | Looking into this option                                     |

| Sponsors     |             |
|--------------|-------------|
| Control Tech | Wavetronix  |
| SLTS         | KCI         |
| Utilicom     | Sensys      |
| Axis         | Vaisala     |
| Cohu         | MioVision   |
| Intelight    | TrafficWare |
| Cisco        |             |

ITS Georgia 2019 Annual Meeting

Classic Center, Athens, 10/6-10/8/19

Budget (7/3/18)

| REVENUE                             |        |          |           |
|-------------------------------------|--------|----------|-----------|
|                                     | Number | Cost     | Budget    |
| Registration:                       |        |          |           |
| Members (early)                     | 115    | \$ 395   | \$ 45,425 |
| Members (late)                      | 15     | \$ 425   | \$ 6,375  |
| Non-members (early)                 | 5      | \$ 550   | \$ 2,750  |
| Non-members (late)                  | 10     | \$ 580   | \$ 5,800  |
| Guest                               | 20     | \$ 95    | \$ 1,900  |
| Comped                              | 10     | \$ -     | \$ -      |
| Registrations incl. w/sponsorship   | 0      |          |           |
| Subtotal =                          | 175    |          | \$ 62,250 |
| Exhibitors:                         |        |          |           |
| Diamond                             | 3      | \$ -     | \$ -      |
| Member (includes power service)     | 24     | \$ 350   | \$ 8,400  |
| Non-member (includes power service) | 3      | \$ 500   | \$ 1,500  |
| Subtotal =                          | 30     |          | \$ 9,900  |
| Sponsorship:                        |        |          |           |
| Diamond                             | 3      | \$ 3,500 | \$ 10,500 |
| Platinum                            | 6      | \$ 2,000 | \$ 12,000 |
| Platinum (Organizer)                | 1      | \$ 1,000 | \$ 1,000  |
| Gold                                | 8      | \$ 1,500 | \$ 12,000 |
| Silver                              | 12     | \$ 1,000 | \$ 12,000 |
| Subtotal =                          | 30     |          | \$ 47,500 |
| TOTAL REVENUE =                     |        | \$       | 119,650   |
| TOTAL EXPENSES =                    |        | \$       | (76,681)  |
| TOTAL INCOME =                      |        | \$       | 42,969    |

Notes:

| EXPENSES                            |        |          |            |       |           |
|-------------------------------------|--------|----------|------------|-------|-----------|
| Type                                | Number | Cost     | Serv. Chg. | Tax   | Budget    |
| Comps:                              |        |          |            |       |           |
| Comped meals for keynote speakers   | 3      | \$ 177   | \$ 44      | \$ 18 | \$ 717    |
| Comped room nights                  | 10     | \$ 149   | \$ 5       | \$ 23 | \$ 1,771  |
| Subtotal =                          |        |          |            |       | \$ 2,488  |
| Sunday Reception:                   |        |          |            |       |           |
| Sunday dinner - Graduate            | 175    | \$ 35    | \$ 7       | \$ 3  | \$ 7,938  |
| Sunday drinks - Graduate            | 175    | \$ 33    | \$ 7       | \$ 3  | \$ 7,484  |
| Sunday entertainment - Graduate     | 1      | \$ 1,000 |            |       | \$ 1,000  |
| Subtotal =                          |        |          |            |       | \$ 16,422 |
| Classic Center:                     |        |          |            |       |           |
| Conference Center Rental            | 1      | \$ 6,430 |            |       | \$ 6,430  |
| Monday AM break                     | 150    | \$ 10    | \$ 2       | \$ 1  | \$ 1,944  |
| Monday lunch (buffet)               | 150    | \$ 25    | \$ 5       | \$ 2  | \$ 4,860  |
| Tuesday AM break                    | 150    | \$ 10    | \$ 2       | \$ 1  | \$ 1,944  |
| Subtotal =                          |        | \$ 7,543 | \$ 23      | \$ 11 | \$ 15,178 |
| Monday Night Progressive Dinner:    |        |          |            |       |           |
| Creature Comforts rental            | 1      | \$ 3,150 | \$ 567     |       | \$ 3,717  |
| Creature Comforts appetizers        | 175    | \$ 15    | \$ 3       | \$ 1  | \$ 3,360  |
| Creature Comforts entertainment     | 1      | \$ 1,000 |            |       | \$ 1,000  |
| Georgian Ballroom rental            | 1      | \$ 1,000 |            | \$ 80 | \$ 1,080  |
| Georgian Ballroom table decorations | 21     | \$ 25    |            |       | \$ 525    |
| Georgian Ballroom dinner            | 175    | \$ 32    | \$ 6       | \$ 3  | \$ 7,168  |
| Georgian Ballroom drinks            | 175    | \$ 20    | \$ 4       | \$ 2  | \$ 4,480  |
| Subtotal =                          |        | \$ 5,242 | \$ 580     | \$ 85 | \$ 21,330 |
| Miscellaneous Cost:                 |        |          |            |       |           |
| Audio/visual/pipe & drape           | 1      | \$ 6,000 |            |       | \$ 6,000  |
| Printing                            | 1      | \$ 1,000 |            |       | \$ 1,000  |
| Speaker gifts                       | 25     | \$ 30    |            |       | \$ 750    |
| Attendee gifts                      | 175    | \$ 30    |            |       | \$ 5,250  |
| Tickets, tags, badges, ribbons, etc | 1      | \$ 500   |            |       | \$ 500    |
| Speaker travel costs                | 2      | \$ 500   |            |       | \$ 1,000  |
| Committee shirts                    | 24     | \$ 40    |            |       | \$ 960    |
| Raffle Prizes                       | 20     | \$ 150   |            |       | \$ 3,000  |
| Tech Committee Lunch Mtg            | 1      | \$ 200   |            |       | \$ 200    |
| Planning site visit                 | 1      |          |            |       | \$ -      |
| PayPal fees (2.9%) - ESTIMATED      | 1      | \$ 2,602 |            |       | \$ 2,602  |