

# June 2018 Board Meeting Documentation

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

Bill Wells – ITS GA

## ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2018–2019):	<b>Directors</b> (2018-2019):	<b>Directors</b> (2017-2018):
Jenny Johnson, President Kimley-Horn	Dee Taylor AECOM	Kenn Fink Kimley-Horn
Winter Horbal, Vice President Temple	Bill Andrews City of Sandy Springs	Alvin James Kimley-Horn
Marc Start, Secretary AECOM	Mark Demidovich GDOT	Keary Lord Atkins
Xuewen Le, Treasurer Atkins	Matt Glasser GDOT	Whitney Nottage Intelight
Michael Holt, Past President WSP		Billy Stalcup 360ns
State Chapter Representative:	Ex-Officio:	✓ Tom Udell
Jim Tolson ARCADIS	Greg Morris FHWA	СН2М
✓ Indicates present at meeting		
Other Attendees Present:		

Issues Discussed	Action
Issues Discussed Welcome	Action
<ul> <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>	
Budget/Financials	
• Financial Report: Le distributed the 2018 Annual Budget (as of June 28, 2018).	
Committee Updates	
<ul> <li>Activities: 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>Awards: The ITS GA awards lunch meeting will be held Nov 14 at Maggianos.</li> </ul>	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.  Wells to provide registration list and final headcount to Horbal/Tolson/Nottage.  Le to coordinate installing "pay at door" app, payment for catering, and speaker gift reimbursement for Horbal/Tolson/Nottage.  Glasser to order speaker gifts and coordinate
<ul> <li>Communications: nothing new to report this month.</li> <li>Elections: 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> </ul>	payment with Le. Horbal to coordinate decals for speaker gifts.
<ul> <li>Legislative: nothing to report this month.</li> <li>Membership: nothing to report this month.</li> <li>Social Activities: 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>	Stalcup to contact The ATL for a potential speaker for August.

Issues Discussed	Action
<ul> <li>Scholarships: 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>ITS@GT Student Chapter: The Georgia Tech dinner with a professional (STEM program) was held on 6/7; Jenny attended and provided an update.</li> <li>ITSA: 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>ITS 5C Conference: Registration will open soon.</li> <li>ITSGA/GAITE Holiday party: 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>ITSGA 2019 Annual Meeting: 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>	Board members up for reelection to notify Horbal if you want to run for another term or not.  James to send current membership list out to the Board.  Nottage to coordinate with GAITE for the Braves game and GA Tech/Clemson tailgate.  Andrews to secure date and location for the ITSGA/GAITE Holiday Party to be held in January 2019.  Johnson to sign and submit 2019 ITSGA Annual Meeting contracts as they are received.
<ul> <li>Closing Remarks</li> <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> </ul>	

### **Attachments:**

- 2018 ITSGA Annual Budget (as of June 28, 2018)
- 2018 ITSGA Monthly Meeting Schedule

Johnson adjourned the meeting.

- 2019 ITSGA Annual Meeting Preliminary Budget (as of July 3, 2018)

ITS Georgia 2018 Budget Outlook 6/29/2018			Starting Balances	Savings = \$	54,475.68	Jan-18	Feb-18	Mar-18 \$ \$	Apr-18 39,642.32 \$ 69,481.48 \$ 109,123.80 \$	May-18 36,460.47 \$ 69,483.19 \$ 105,943.66 \$	69,484.96
INCOME			RH	DGET							
CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL						
Administrative  Membership Dues	Small Firm	\$ 150.00		10 \$	1,500.00					\$	2,425.00
Membership Dues	Large Firm	\$ 400.00		80 \$	32,000.00					\$	22,200.00
Membership dues	Laige   IIIII	\$ 400.00		Subtotal \$						\$	
				φ	00,000.00					Ψ	Σ1/020.00 ψ Σ1/020.00
ITS 5C Summit											
Refer to 5C Summit Budget	20% of Estimated Profits	\$ 25,000.00		1 \$							
				Subtotal \$	25,000.00						
Monthly Meetings											
Monthly Meeting Fees	Registration	\$ 1,800.00		10 \$	18,000.00	\$ 2,235.00 \$	2,230.00 \$	2,055.00 \$	1,695.00 \$	1,735.00 \$	1,180.00
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		10 \$	5,000.00	\$ 500.00 \$	500.00 \$	500.00 \$	500.00 \$	500.00 \$	500.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1 \$	3,750.00						
	·			Subtotal \$	26,750.00	\$ 2,735.00 \$	2,730.00 \$	2,555.00 \$	2,195.00 \$	2,235.00 \$	1,680.00 \$ 14,130.00
EVDENCEC				TOTAL INCOME = \$	85,250.00	\$ 2,735.00 \$	2,730.00 \$	2,555.00 \$	2,195.00 \$	2,235.00 \$	26,305.00 \$ 38,755.00
<u>EXPENSES</u>											
Administrative											
Wells Communication Inc	Bill Wells' Contract		\$ 2,350.00	12 \$	28,200.00	\$ (2,350.00)	(2350.00)	(2350.00)	(2350.00)	(2350.00)	(2350.00)
General Admin Expenses	Misc Expense Reimbursements		\$ 250.00		250.00	\$ (113.88)	(16.00)	(77.90)	(83.90)	(30.62)	,
Fuze	Online video streaming		\$ 360.00			\$ (360.00)	. ,	. ,	(51.00)	, ,	
Website fee	Annual fee for web/domain reg.		\$ 250.00								
Inuit/Paypal fees	CC and reader usage fees		\$ 150.00			\$ (12.95)	(54.40)	(76.44)	(33.77)	(12.95)	(12.95)
ACEC Administrative Agreement	Administrative fee and magazine		\$ 1,200.00		1,200.00	\$ (287.50)				(168.00)	
Secretary of State	Corporate registration		\$ 30.00		30.00						
Insurance	Hartford liability		\$ 475.00 \$ -								
Taxes ITSA memberhips	ITSGA filing Membership dues		\$ 500.00	1 \$	500.00			(500.00)			
ITSGA member rebates	Assume 5 requested		\$ 100.00					(300.00)			
Networking/social committee	Networking activities		\$ 1,200.00								
Training	Webinars, ITSA workshops, etc.		\$ 1,000.00								
Miscellaneous	President's discretion		\$ 500.00				(50.00)				
				Subtotal \$	36,115.00	\$ (3,124.33) \$	(2,470.40) \$	(3,004.34) \$	(2,518.67) \$	(2,561.57) \$	(2,362.95) \$ (16,042.26)
Assessed B.Assekinson											
Annual Meetings Bill Wells Comps	Registration, hotel, mileage		\$ 1,750.00	1 \$	1,750.00						
2019 Annual Meeting	Site visits		\$ 500.00								
2017711110da111100tm.ig	one viene		+ 000.00	Subtotal \$							
Monthly Meetings											
Constant Contact	Web hosting for registration		\$ 75.00			\$ (70.00)	(70.00)	(70.00)	(70.00)	(70.00)	(70.00)
Meeting room rentals	Monthly meeting location		\$ 250.00		2,500.00	\$ (250.00)	(200.00)	(250.00)	0.00	0.00	0.00
Catering	Food for monthly meetings		\$ 1,800.00			\$ (1,357.00)	(1428.00)	(1968.67)	(1654.00)	(1062.79)	(1490.90)
Speaker gifts Speaker travel	Gifts for monthly meeting speakers  Travel expenses		\$ 20.00 \$ 500.00								
Annual Holiday Dinner	Dinner & entertainment		\$ 7,500.00								
Annual Floriday Diffici	Dimer & citertainment		Ψ 7,500.00	Subtotal \$		\$ (1,677.00) \$	(1,698.00) \$	(2.288.67) \$	(1.724.00) \$	(1.132.79) \$	(1,560.90) \$ (10,081.36)
				,	, , , , , , , ,	, (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	( / / - /	( , , , ,	( )		( ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Sponsorships/Scholarships											
ACEC GA Engineering Awards Sponsorship	Sponsorship (and table for 6)		\$ 500.00			\$ (500.00)					
Georgia Tech student chapter	Meeting reimbursements		\$ 100.00								
GT Exploring Engineering Academy	EEA Student Scholarship		\$ 1,000.00								
Scholarships Awards	Student scholarships (ITS/TEOF)		\$ 3,000.00 \$ 1,200.00								
Awards	ITSGA awards & scholarship plaques		φ 1,200.00	1   \$   Subtotal   \$		\$ (500.00) \$	- \$	- \$	- \$	- \$	- \$ (500.00)
				σαρισται φ	10,300.00	ψ (300.00) \$	- φ	- Φ	- φ	- <b>"</b>	- φ (500.00)
				TOTAL EXPENSE = \$	86,815.00	\$ (5,301.33) \$	(4,168.40) \$	(5,293.01) \$	(4,242.67) \$	(3,694.36) \$	(3,923.85) \$ (26,623.62)
				,	,	,, +	., ., ,	, , , , , ,			, , , , , , , , , , , , , , , , , , , ,
				NET INICONAL	(4.5/5.00)						A 10 101 00

NET INCOME = \$ (1,565.00)

\$ 12,131.38

# 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 - Saftey in a 5G World	Billy Kīhei	Temple	
March	Wed, Mar 28, 2018	GT Alumni House	Event Management	Keary, Troy, Sean	Cradlepoint	
April	Wed, April 25, 2018	GT Student Center	loT 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	ITSA	Vaisala	
July	Wed, Jul 25, 2018	Distributed meeting around the GDOT Districts	Relevant Projects by Districts	TBD	Intelight D1 - Winter, D6 - W TMC - Mark D	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	Maggiano's	Awards Banquet			
December	open	GDOT	ATPSM Training	Glasser		

Possible Topics	
Advancements in Video Intelligence/Machine Learning	GDOT
Event Management - Preparing and Operating the College Football Chanmpionship	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 \$1940working 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)

REVEN	UE			
	Number	Cost	I	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						
Туре	Number	Cost	Ser	v. Chg.	Tax	E	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