



*September 2018
Board Meeting Documentation*

ITS Georgia Monthly Board Meeting

September 26, 2018

10:00 – 11:00 am

Academy of Medicine, 875 West Peachtree Street, Atlanta, GA 30309

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

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
- Tom Udell**
CH2M

State Chapter Representative:

- Jim Tolson**
ARCADIS

Ex-Officio:

- Greg Morris**
FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

Bill Wells – ITS GA

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> A motion to approve meeting minutes for August (motion by Keary, Winter support) – the motion was approved unanimously. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Change site visit charge to conference location deposit. Add \$7,700 for conference location deposit in July. Add the Whirly ball event to the budget. There was a \$880 for the Sept meeting room; \$800 for room, \$30 for projector, \$50 for mic/sound. The costs were necessary due to lack of meeting location options. TrafficVision (sponsor) has not paid yet. Vaisala has not paid yet. 	<p><i>Xuewen to update the financial report.</i></p>
<p>Committee Updates</p> <p>Activities:</p> <ul style="list-style-type: none"> November monthly meeting: The awards and scholarships lunch will be held at Maggianos. Wavetronix is scheduled to sponsor the meeting. 2019 ITSGA Annual Meeting: Need a conference chair; Jacobs declined. Jenny will make an announcement at the general meeting. Training opportunity: The December event topic is travel time performance measures. Potential subgroups for training are (1) retiming corridor, and (2) TE study. Two conference rooms would be needed. The location is Whirly Ball located at Holcomb Bridge Road at SR 9 in Roswell. The tentative schedule 12-4 PM for training, and 4-6 PM for Whirly ball. The accommodations currently cover 40 people with a cost of approx. \$3,300, and primarily aimed at private sector. Target cost of \$35/head, \$1,400 total. Target registrant number is 30 by 11/26. ITSGA will not fund the alcohol cost. Awards: The deadline is Sept 29, and the award ceremony will be held Nov 14. The lunch headcount is due Nov 9. Menu selected by Jenny. Registration for the lunch will be opened after the 5C conference. Winter and Whitney will help review nominations. Communications: There are 660 registrants so far for the 5C conference in Jacksonville, FL. Last estimate each chapter is \$35K. Most committees running at or under budget. The exhibit hall has been sold out. Keary will send the list of registrants to the board. Elections: Nominees will present today at the lunch meeting, and coordinated by Winter. Legislative: No report this month. Membership: Currently at 81. Goal is 90. Social Activities: Oct 25 is designated for the next trivia event. Whitney will coordinate. Scholarships: No applications received yet. The deadline for the applications is October 14. ITS@GT Student Chapter: Contact Jim to sign up to speak. ITSA: Nothing to report this month. 	<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>Contact Jim Tolson if you would like to be a speaker at a Georgia Tech student chapter meeting.</i></p> <p><i>Winter will coordinate ITSGA activities at the GCPS event. Bill Wells will ask the event host if candy (what kind) can be provided.</i></p> <p><i>ITSGA will sponsor the TIME conference.</i></p> <p><i>With respect to the Connected GAITE Vehicle committee, Matt Glasser will follow up with John Hibbard to determine options.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> • Holiday party: Jan 19 (Saturday) is the likely date, and Bill put the facility on hold. Options are at Sandy Springs and the same location as last year. There is a \$2 parking charge for Sandy Springs. Planning for 60. The party will replace the January monthly meeting. Bill will provide cost information by October 14th. • Connected Vehicle Committee Discussion. ITE Summer Seminar (John Hibbard and Michael Hunter) began a subcommittee focusing on autonomous vehicles. Then ITE began an effort for a CV committee. GDOT staff indicated that GDOT overtaxed with committees that are already tracking on this. One option that was mentioned was to nominate an ITSGA board member to provide input and bring outside information to the ITSGA board and monthly meetings. Matt Glasser will follow up with John Hibbard to determine options. • GCPS Career Connections: Oct 16, 10 AM – 2 PM, Gwinnett County STEM school kids have an event. ITSGA will be represented at the event. Whitney will provide signal head, traffic signal controller, and suitcase tester. 200 different entities presenting. Kenn Fink will provide a signal head. Jenny will provide candy. Mark Demidovich will provide looping video of crashes (on a flat screen). Winter will coordinate ITSGA activities. Bill Wells will ask the event host if candy (what kind) can be provided. • TIME task force: October 28-30, 2018 in Augusta. The deadline for sponsorship is Friday, September 28. The Bronze level sponsorship costs \$600. Motion to sponsor at the Bronze level (motion by Kenn and supported by Winter), and the motion was approved unanimously. The conference is promoted on the ITSGA website. Motion to endorse the “open roads” policy (motion by Keary and supported by Bill Andrews), and the motion was approved unanimously. The endorsement of the policy will be promoted on the website. Jenny will mention the conference at the ITSGA lunch meeting. Next year the conference will most likely occur in the Atlanta area, and the intent is for ITSGA to maintain the Bronze sponsorship for next year. 	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Jenny closed the meeting. 	



ITS Georgia Board Meeting

September 26, 2018 at 11:30 AM
Academy of Medicine

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Marc Start, Secretary
Xuewen Le, Treasurer
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Alvin James
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

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Greg Morris, FHWA

AGENDA

- Approve August 2018 meeting minutes
- Financial Report (Le)
 - 2018 Budget Overview (to-date)
- Committee Statuses
 - Activities (Stalcup/Glasser)
 - Monthly Speaker Schedule – November awards and scholarships
 - Meeting Venues – November at Maggiano’s Cumberland
 - Confirm room secured for board meeting @ Maggiano’s?
 - Outstanding monthly meeting sponsorships
 - March – Cradle Point (Stalcup)
 - June – Vesla (Glasser)
 - Whirley Ball + ATSPM Training
 - Tentative Date: December 7th from 12-6pm (4 hrs whirley + 2 hrs class)
 - Discussion of cost & alcohol/liability
 - Estimate is for 40 people
 - Assume we charge \$35/person + sponsor
 - Beer & Wine = \$736.50; Full Bar = \$982.00
 - Board approval?
 - Consider as Summer 2019 technical session?
 - GCPS Career Connections @ Infinite Energy Center
 - Tuesday, 10/16 from 10AM – 2PM
 - Volunteers – Wells, Johnson, Horbal, James, and ???
 - Tesla vehicle – other ideas?? Swag??
 - Awards (Johnson)
 - Applications are open. Deadline is 9/29/18.
 - Board members please send in nominations!
 - Need to secure a review committee to select winners
 - Communications/Outreach (Wells)
 - Elections (Horbal)
 - Nominees will present at September monthly meeting (Fink)
 - Wells to “open polls” after September monthly meeting
 - Legislative (Udell)





2018 TIME Task Force Annual Conference – October 28th-30th
Sponsorship Information
Contact: Kiersten Kleiber - Kiersten.kleiber@parsons.com
Direct:678.730.7437

Sponsorship Level	Sponsorship Amount	Sponsorship Details
Platinum	\$2,000	<ul style="list-style-type: none"> • Company advertisement (full-page) and logo in Annual Conference program • Company promotional items in registration bag (Sponsor-supplied) • Logo displayed on Annual Conference distributions • 24" x 36" sign displayed at Annual Conference (Sponsor-supplied) • Logo displayed on TIME website for a year • Logo on TIME Newsletter and all official TIME distributions • 5-minute company presentation during the Annual Conference • Up to 3 Annual Conference registrations included with sponsorship • List of registered attendees of conference
Gold	\$1,500	<ul style="list-style-type: none"> • Company advertisement (half-page) and logo in Annual Conference program • Company promotional items in registration bag (Sponsor-supplied) • Logo displayed on Annual Conference distributions • 24" x 36" sign displayed at Annual Conference (Sponsor-supplied) • Logo displayed on TIME website for a year • Up to 2 Annual Conference registrations included with sponsorship • List of registered attendees of conference
Silver	\$1,000	<ul style="list-style-type: none"> • Company advertisement (quarter-page) and logo in Annual Conference program • Company promotional items in registration bag (Sponsor-supplied) • Logo displayed on Annual Conference distributions • 1 Annual Conference registration included with sponsorship
Bronze	\$600	<ul style="list-style-type: none"> • Company/Agency logo displayed on Annual Conference program • Company promotional items in registration bags (Sponsor-supplied)
Adopt-an-Attendee	\$200	<ul style="list-style-type: none"> • Sponsor one complimentary registration to allow a representative from a public sector agency to attend the Annual Conference. • Company/Agency name listed in Annual Conference program
Additional Event Sponsorships (First Come, First Sold Basis)		<ul style="list-style-type: none"> ▶ Welcome Reception \$4,000 (1) ▶ Meals/Breaks/Snacks \$750 (3) ▶ Cocktail Hour \$2500 (1) ▶ Name Tags, lanyards, shirts (\$200-\$1,000)

Exhibitor Information

Exhibitor Registration	Exhibit Amount	Exhibitor Details
Exhibitor Registration	\$600	Exhibitor booths include: <ul style="list-style-type: none"> • 1 Annual Conference registration • 8 x 10 space with chairs and wastebasket • Vendor logo in Annual Conference program and on TIME website
Late Exhibitor Registration (After Sept 28, 2018)	\$700	

Exhibit Set-up	Sunday, October 28th	10:00 - 4:00 p.m.
Exhibit Space Open	Monday, October 29 & Tuesday, October 30	8:00 a.m. – 6:00 p.m. 8:00 a.m. – 2:00 p.m.
Exhibit Break-down	Tuesday, October 30th	1:00 - 4:00 p.m.

ITS Georgia 2018 Budget Outlook
9/25/2018

		2017 YE		2018 Summary	
	Starting Balances	Checking =	Savings =		
		\$ 37,303.96	\$ 54,475.68		
			\$ 91,779.64		

INCOME

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 Sponors	\$ 500.00		10	\$ 5,000.00
Social Networking	Social Registration				
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00
	Subtotal				\$ 26,750.00

TOTAL INCOME = \$ 85,250.00 \$ 2,735.00 \$ 2,730.00 \$ 2,555.00 \$ 2,195.00 \$ 2,235.00 \$ 1,855.00 \$ 2,469.00 \$ 2,735.00 \$ 29,135.00 \$ 48,644.00

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
Intl/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	EFA Student Scholarship	\$ 1,000.00		1	\$ 1,000.00
Scholarships	Student scholarships (ITS/TEOP)	\$ 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 \$ (5,301.33) \$ (4,168.40) \$ (5,293.04) \$ (4,242.67) \$ (3,694.36) \$ (4,625.55) \$ (4,405.90) \$ (5,085.55) \$ (5,004.68) \$ (41,821.45)

NET INCOME = \$ (1,565.00)

\$ 6,822.55