



November 2019
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
November 20, 2019
10:00 - 11:00 AM
Maggiano's Cumberland

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***
Jacobs
- Michael Holt, *Past President***
Stantec

State Chapter Representative:

- Michael Holt**
Stantec

✓ *Indicates present at meeting*

Directors (2018-2019):

- Dee Taylor**
AECOM
- Bill Andrews**
Temple
- Mark Demidovich**
GDOT
- Matt Glasser**
GDOT

Ex-Officio:

- Greg Morris**
FHWA

Directors (2019-2020):

- Kofi Wakhisi**
ARC
- Kristin Phillips**
Gwinnett County
- Derrick Crowder**
City of Roswell
- Whitney Nottage**
Intelight
- Billy Stalcup**
360ns
- Tom Udell**
Jacobs

Other Attendees Present:

- Bill Wells, ITS GA
- Rachel Cohen, 360NS
- Tom Glueckert, Kimley-Horn
- Brook Martin, Cobb County

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> A motion to approve meeting minutes for the September 25, 2019 (motion by Horbal, Glasser support) and October 25, 2019 (motion by Glasser, Horbal support) – the motions were approved unanimously. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> 2019 financial statement: The numbers for the conference are not yet finalized. There was a question about the sponsorship for Golden Eagle event, to be held on Friday, December 13, 11:30 AM at Cobb Galleria. For next year, consider a budget that “overspends” next year, since the current fund balance is high. Options will be discussed at the December 11 meeting. Opportunities include support of education, membership, free passes for young members, and technician involvement. 	<p><i>Le to fill in the final conference spreadsheet with actual numbers prior to the December 11 meeting.</i></p> <p><i>For the Golden Eagle event, Martin will attend, and he will pledge \$1,000 at the event for our 2020 sponsorship.</i></p> <p><i>Le to verify expenses and registrations for the Braves game with Nottage.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: a 3 person committee will be formed at the December 11 meeting to approve speakers and content. December Training: December 6 event at Nitrozone includes 10 AM - 1 PM training, 1 – 2 PM lunch, and 2 - 4 PM social. \$35 for all attendees. Natalie is the lead, and assisting are RJ Surgi, Cisco, and Esteban Carrillo. One additional sponsor is needed for training and social (\$500 each); contact Mark Demidovich directly with sponsorship ideas. Awards: awards will be distributed at today’s lunch meeting. Communication and Outreach: Constant Contact is getting away from the event service, so adjustments may be necessary. Legislative: the GMA conference is held at the end of June in Savannah (local governments). Newly elected mayors, council, and commissioners attend. Need backdrop, table cloth, and pamphlets/handouts. Udell is the lead. Membership and Finance: the current total is 102 paid members. The small vs large agency issue is being sorted out. Social: Trivia is an option for December. The social budget could be increased for next year. More brainstorming will occur at the December 11 meeting. Scholarship: the winners will be awarded today, and will present at the February meeting. GA Tech Chapter Liaison: the date for panel discussion is not yet set. ITSA Liaison: call at 1 PM today. 	<p><i>Horbal to finalize all 2020 committee chairs and board members at the December 11 meeting.</i></p> <p><i>Demidovich to secure one (1) remaining sponsor for the December training event.</i></p> <p><i>Send project photos, press releases, and/or new hire info to Wells for the GA Engineering magazine; send articles to Wells for ITSA newsletter, Momentum.</i></p> <p><i>Udell to serve as the lead for the GMA conference, and will coordinate.</i></p> <p><i>Wells will distribute the first round of 2020 invoices in mid-December.</i></p> <p><i>Glueckert and Stalcup to follow up with members that signed up as “small” even though they qualify as “large”; secure outstanding member dues.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> GDOT Innovation Day: GDOT seeks to showcase to legislators and executives. GDOT is leading the country in several areas and would like to show evidence of its partnerships with industry. Event is scheduled for January 21, 9 AM – 3 PM at the Freight Depot; the previous day is available for set-up. ITS GA would have the opportunity for a booth/presence at the event. Emily Dwyer is the GDOT point of contact for the event. Matt Glasser made a request for ITS GA participation for the event, including a \$5K contribution for a seat on the steering committee to select the participants. Motion by Johnson, Kofi support – the motion was passed unanimously. (Glasser abstain). 2020 ITSGA Annual Meeting, Sept 27-29: will discuss chairs at the December meeting (Jacobs). The Westin Jekyll site has been selected, and the contract has been signed. 2021 Site Planning (Savannah) Sept 19-21: AECOM will lead the conference planning. The JW Marriott site has been selected, and the contract has been signed. 	<p><i>Cohen will assemble attendance (registrations) and program information for the social events over the past few years, for the meeting on December 11.</i></p> <p><i>Contact Tolson if you would like to be a speaker at an upcoming Georgia Tech ITS student chapter meeting.</i></p> <p><i>For Innovation Day, Glasser to coordinate with Wahkisi and Udell; the ITS GA backdrop that Udell is procuring for the GMA conference is an opportunity for Innovation Day.</i></p> <p><i>For Innovation Day, contact Horbal if you wish to participate in the event planning and support.</i></p>
<p>Closing Remarks</p> <ul style="list-style-type: none"> Johnson closed the 11/20 board meeting. The next board meeting Dec 11 at Kimley-Horn’s office in Peachtree Corners from 11:30 AM – 2:00 PM. Lunch is provided. 	<p><i>Horbal will send the list of committees to the board members in advance of the meeting.</i></p>



ITS Georgia Board Meeting

November 20, 2019 at 10:00 AM
The Wine Room, Maggiano's Cumberland

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

Directors 2019-2020:

Whitney Nottage
Billy Stalcup
Tom Udell
Kristin Phillips
Kofi Wakhisi
Derrick Crowder

Directors 2018-2019:

Bill Andrews
Dee Taylor
Mark Demidovich
Matt Glasser

State Chapter Representative

Jim Tolson

Ex-Officio

Greg Morris, FHWA

AGENDA

- Approve September 25th and October 25th meeting minutes
- Financial Report (Le)
 - 2019 Financial Statement Summary (to-date)
 - Verify scholarship checks are ready for awards luncheon (3 x \$1,000)
- Committee Statuses
 - All 2020 committee chairs will be finalized at the Strategic Planning Meeting on 12/11
 - Activities committee chairs for 2020 will consist of at least 1 consultant + 1 vendor + 1 public sector committee chair; will be responsible for monthly meeting topics + venues + sponsors
 - Technical Workshop: Friday, 12/6 @ Nitrozone (Smusz-Mengelkoch)
 - Topic: Closing the gap between IT professionals & ITS engineers – see agenda
 - Status of securing NitroZone contract for workshop + social (Horbal)
 - Sponsorship status – 1 for workshop + 1 for social (Demidovich)
 - Registration will be \$35 for ALL attendees (Wells)
 - Schedule: workshop (10am-1pm); lunch (1pm-2pm); social (2pm-4pm)
 - Communications/Outreach (Wells)
 - Legislative (Wakhisi/Udell)
 - Provide update on GMA booth (content ideas, promotional materials, cost to sponsor, etc.)
 - Membership (Glueckert/Stalcup/Glasser)
 - Total membership to-date?
 - Status of outstanding membership balances (for small vs large members)
 - Atlanta Charter Bus Company, Global Traffic Technologies, and ZincFive Inc. – no response, need additional outreach: any relationships?
 - Sunbelt Traffic & Transportation Control Systems – send invoice (Wells)
 - Networking/Social (Nottage)
 - Next Social: ?
 - Close-out joint Braves game with GAITE (Nottage)
 - Scholarship (Taylor)
 - Scholarship winners will be presenting at the February 2020 monthly meeting



- Student Chapter (Tolson)
- ITSA Liaison (Holt)
- Atlanta Area Council: Golden Eagle Luncheon - Friday, Dec 13th at 12pm – Cobb Galleria Centre
 - Need to send one ITSGA representative – anyone available?
 - Confirm sponsorship – didn't we already pay \$1,000 in March?
- ITSGA 2019 Annual Meeting – Oct 6-8th in Athens, GA
 - Overall update from Conference Chair (Bailey)
 - Status of financial closeout of annual meeting (Bailey/Le/Wells)
- GDOT's Innovation Day (Nottage)
 - What is it: Demonstration of technology for GDOT. They are considering using the freight-depot for "off-road" demos as well as a corridor near the state capitol for "on-street" demos.
 - Who: All technology companies are welcome to participate.
 - How can ITSGA participate: advertising the event on our website + social media + e-blast; if available, having a booth at the event (for our own advertisement purposes and/or to educate); and/or financially contribute
- ITSGA 2020 Annual Meeting – September 27-29, 2020 – Jekyll Island, GA (Pampolina)
 - All contracts have been secured
 - Jacobs will be 2020 Conference Chair; Dino Pampolina is the main point of contact
- ITSGA 2021 Annual Meeting – September 19-21, 2021 – Savannah, GA (Start)
 - Contract with JW Marriott has been secured
 - AECOM will be 2021 Conference Chair; Marc Start is the main point of contact

➤ **The next board meeting is the 2020 Strategic Planning Meeting and will be held on Wednesday, December 11th from 11:30am – 2:00pm at the Kimley-Horn Peachtree Corners office (3930 East Jones Bridge Rd, Suite 350, Peachtree Corners, GA 30092). Lunch will be provided. ALL CURRENT AND NEW BOARD MEMBERS ARE ASKED TO ATTEND.**



Your Communications Network:

Managing Efficiently Today and Preparing for Tomorrow

Nitro Zone
December 6, 2019
10:00 AM to 4:00 PM

- 1 Introductions 10:00 AM – 10:15 AM
- 2 Outside Plant Communications Design 10:15 AM – 11:00 AM
*(high-level discussion of ITS OSP design. I have some presentation materials for this prepared and am happy to share. **NEED: 1-2 people.**)*
 - a. History of ITS Communications Design
 - b. Communications Types
 - i. Fiber
 - ii. Wireless Radios
 - iii. Cellular Modems
 - c. OSP Design Basics
 - d. Fiber Optic Splicing Basics
 - e. Redundancy
 - f. Scalability
- 3 Introduction to Networking 11:00 AM - NOON
*(high-level introduction into networking. I have some presentation materials for IP Schemas and binary math that happy to share. **Cisco**)*
 - a. Layers
 - b. Switches
 - c. Routers
 - d. LAN and Ethernet
 - e. IP Schemas
 - f. Network Security
- 4 BREAK 10 MINUTES
- 5 Hands-On Activity 12:10 PM – 1:00 PM
(I envision 2 to 3 stations of switches or IP schema or security exercise)



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- 1 Introductions 10:00 AM – 10:15 AM
- 2 Outside Plant Communications Design 10:15 AM – 11:00 AM
(high-level discussion of ITS OSP design. I have some presentation materials for this prepared and am happy to share. NEED: 1-2 people. Tentative yes from Cole Dagerhardt – Exult Engineering)
 - a. History of ITS Communications Design
 - b. Communications Types
 - i. Fiber
 - ii. Wireless Radios
 - iii. Cellular Modems
 - c. Fiber Optic Splicing Basics
 - d. Redundancy
 - e. Scalability
- 3 Introduction to Networking 11:00 AM - NOON
(high-level introduction into networking. I have some presentation materials for IP Schemas and binary math that happy to share. NEED: 1-2 people. Reached out to RJ - AECOM. Will reach out to Cisco and RuggedCom)
 - a. Layers
 - b. Switches
 - c. Routers
 - d. LAN and Ethernet
 - e. IP Schemas
 - f. Network Security
- 4 BREAK 10 MINUTES
- 5 IT and ITS Panel Discussion 12:10 PM – 1:00 PM
(I envision discussing roles and responsibilities; how various ITS networks are managed; common challenges; and innovative solutions. NEED: 3-6 people. Reached out to Cobb County and Gwinnett County. Will reach out to GDOT)

ITS Georgia 2019 Budget Outlook
11/19/2019

2018 YE

Starting Balances	Checking =	74,510.71
	Savings =	48,646.79
		\$ 123,157.50

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
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Administrative					
Membership Dues	Small firm	\$	150.00	101	\$ 1,500.00
Membership Dues	Large firm	\$	400.00	80	\$ 32,000.00
Subtotal		\$			\$ 33,500.00

Annual Meeting		\$	62,250.00	1	\$ 62,250.00
Registration		\$	47,500.00	1	\$ 47,500.00
Sponsorship		\$	9,900.00	1	\$ 9,900.00
Exhibitors		\$			\$ -
Subtotal		\$			\$ 119,650.00

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	\$	-	0	\$ -
Networking/social committee	Networking activities	\$	-	0	\$ -
Subtotal		\$			\$ 23,000.00

TOTAL INCOME = \$ 176,150.00

EXPENSES					
Administrative					
Wells Communication Inc	Bill Wells' contract	\$	2,500.00	12	\$ 30,000.00
General Admn Expenses	Misc expense reimbursements	\$	500.00	1	\$ 500.00
Website fee	Annual fee for web/domain reg.	\$	250.00	1	\$ 250.00
Inluc/Pyypal fees	CC and reader usage fees	\$	300.00	12	\$ 3,600.00
ACCEC Administrative Agreement	Administrative fee and magazine	\$	1,200.00	1	\$ 1,200.00
Secretary of State	Corporate registration	\$	30.00	1	\$ 30.00
Insurance	Heartford liability	\$	550.00	1	\$ 550.00
Taxes	ITSGA filing	\$	-	1	\$ -
ITSGA member rebates	ITSGA membership dues	\$	500.00	1	\$ 500.00
Networking/social committee	Assume 5 requested	\$	100.00	5	\$ 500.00
Training	Networking/social committee	\$	4,000.00	1	\$ 4,000.00
Miscellaneous	Webinars, ITSA workshops, etc.	\$	1,000.00	1	\$ 1,000.00
Miscellaneous	President's discretion	\$	500.00	1	\$ 500.00
Subtotal		\$			\$ 42,630.00

Annual Meetings					
Bill Wells Comps	Comps for 2019 AM attendance	\$	1,000.00	1	\$ 1,000.00
2019 Hotel Contract	Hyatt Place	\$	-	1	\$ -
2019 Conference Center Contract	Athens Classic Center (meeting space + food)	\$	15,178.00	1	\$ 15,178.00
2019 Sunday Banquet	The Graduate	\$	15,422.00	1	\$ 15,422.00
2019 Monday Banquet	Creature Comforts	\$	7,077.00	1	\$ 7,077.00
2019 Monday Banquet	Georgian Hall	\$	13,253.00	1	\$ 13,253.00
2019 Entertainment Contracts	Sun + Mon nights	\$	1,000.00	2	\$ 2,000.00
2019 Miscellaneous	Speaker gifts, shirts, prizes, etc.	\$	21,262.00	1	\$ 21,262.00
2020/2021 Annual Meeting Deposits	Conference center, progressive dinner, etc.	\$	7,500.00	1	\$ 7,500.00
2020/2021 Site Visits		\$	500.00	1	\$ 500.00
Subtotal		\$			\$ 83,192.00

Monthly Meetings					
Constant Contact	Web hosting for registration	\$	70.00	12	\$ 840.00
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 travel	Travel expenses	\$	500.00	2	\$ 1,000.00
Annual Holiday Dinner	Dinner & entertainment	\$	-	0	\$ -
Subtotal		\$			\$ 22,340.00

Sponsorships/Scholarships					
ACCEC GA Engineering Awards Sponsorship	Sponsorship (Includes 2 tickets to dinner)	\$	500.00	1	\$ 500.00
Georgia Tech student chapter	Meeting reimbursements	\$	100.00	6	\$ 600.00
GT Exploring Engineering Academy	EEA Student Scholarship (Golden Eagle)	\$	1,000.00	1	\$ 1,000.00
TIME Sponsorship	Sponsorship for TIME conference	\$	600.00	1	\$ 600.00
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		\$			\$ 18,900.00

TOTAL EXPENSE = \$167,062.00

BUDGETED NET INCOME = \$9,088.00

Month	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019 YE
Starting Balances	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Expenses	\$ (123,157.50)	\$ (3,900.00)	\$ (4,375.00)	\$ (3,525.00)	\$ (4,250.00)	\$ (1,600.00)	\$ (900.00)	\$ (1,150.00)	\$ (550.00)	\$ (2,150.00)	\$ (2,150.00)	\$ (2,150.00)	\$ (23,725.00)
Net Income	\$ (123,157.50)	\$ (3,900.00)	\$ (4,375.00)	\$ (3,525.00)	\$ (4,250.00)	\$ (1,600.00)	\$ (900.00)	\$ (1,150.00)	\$ (550.00)	\$ (2,150.00)	\$ (2,150.00)	\$ (2,150.00)	\$ (23,725.00)

Administrative	\$925.00	\$3,900.00	\$475.00	\$175.00	\$300.00	\$1,600.00	\$150.00	\$750.00	\$1,150.00	\$400.00	\$1,850.00	\$0.00	\$32,725.00
Monthly Meetings	\$997.50	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$5,000.00
Annual Meetings	\$997.50	\$2,445.00	\$3,560.00	\$2,074.00	\$2,268.33	\$115.00	\$2,765.00	\$1,820.00	\$2,095.00	\$195.00	\$40.00	\$0.00	\$23,859.83
Monthly Meetings	\$1,945.00	\$3,060.00	\$3,060.00	\$1,574.00	\$1,568.33	\$2,225.00	\$2,265.00	\$1,320.00	\$1,400.00	\$2,495.00	\$500.00	\$0.00	\$24,985.00
Annual Meetings	\$6,345.00	\$7,935.00	\$5,999.00	\$6,518.33	\$4,440.00	\$3,665.00	\$2,970.00	\$2,645.00	\$133,285.00	\$2,995.00	\$0.00	\$187,719.83	
Miscellaneous	\$3,808.45	\$3,106.95	\$2,604.33	\$2,512.95	\$3,287.80	\$3,405.22	\$3,370.45	\$2,816.41	\$3,240.42	\$2,500.00	\$2,809.00	\$1,521.10	\$33,983.08

Annual Meetings	\$1,000.00	\$15,178.00	\$15,422.00	\$7,077.00	\$13,253.00	\$1,000.00	\$21,262.00	\$7,500.00	\$500.00	\$1,000.00	\$250.00	\$1,800.00	\$18,000.00
Monthly Meetings	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$840.00
Annual Meetings	\$1,517.80	\$7,077.00	\$13,253.00	\$21,262.00	\$7,500.00	\$500.00	\$1,000.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$500.00	\$23,950.00
Monthly Meetings	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$21,600.00
Annual Meetings	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$12,000.00
Monthly Meetings	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00

\$167,062.00

\$9,088.00

ACTUAL NET INCOME = \$49,260.52