



*February 2020
Board Meeting Documentation*

ITS Georgia Monthly Board Meeting
February 26, 2020
10:00 - 11:00 AM
Georgia Tech Success Center

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2020–2021):

Winter Horbal, *President*
Temple

Tom Udell, *Vice President*
Jacobs

Marc Start, *Secretary*
AECOM

Tom Glueckert, *Treasurer*
Kimley-Horn

Jenny Johnson, *Past President*
Kimley-Horn

State Chapter Representative:

Michael Holt
Stantec

Indicates present at meeting

Directors (2020-2021):

Rachel Cohen
360ns

Dee Taylor
AECOM

Brook Martin
Cobb County

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

Keith Rohling
Clayton County

Other Attendees Present:

- Bill Wells, ITS GA
- Dino Pampolina, Jacobs
- Xuewen Le, Jacobs
- Steven Sheffield, WSP
- Kenn Fink, Kimley-Horn
- Ramiro Santana, Kimley-Horn

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> • A motion to approve meeting minutes for the January 29, 2020 meeting (motion by Taylor, Martin support) – the motion was approved unanimously. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> • 2020 Budget: GDOT has not issued ITS GA an invoice (\$5K) for the Technology Showcase event, held on January 21. • The ITS GA insurance will be re-examined for insurance intended to protect ITS GA officers. • 2019 federal tax forms need to be submitted to the IRS. • Glueckert reported that a review of PayPal and EventBrite resulted in determining that PayPal remains the least expensive option. 	<p><i>Glueckert to review ITS GA insurance.</i></p> <p><i>Glueckert to file federal tax forms.</i></p> <p><i>Start to re-register ITS GA (corporation) with the State of Georgia, including an update to the officers list.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> • Program: The March program is the Peachtree Corners Curiosity Lab with Greg Ramsey speaker. The April program is Talking Traffic Lights with Alan Davis and Andrew Heath (moderator), held at the Sandy Springs Heritage Center (capacity 200). The May program will be the Sandy Springs ITS Master Plan with Natalie Smusz-Mengelkoch speaker, at the Sandy Springs Heritage Center. • Horbal reported that the 5GAA conference (July 2020) will be held in Alpharetta or Dunwoody. At this time, ITS GA is moving in the direction of holding a July event separate from the 5GAA conference. • Wakhisi is reviewing a program opportunity in Augusta, possibly for the July meeting. • Membership and Finance: Martin reported 45 paid members to date. The committee is reaching out to new and existing members. Bill will update the logos, representing paid members, on the ITS GA website on March 1. Winter will announce at the meeting today regarding member agency payment. • Networking/Social Activities: Cohen stated that trivia is scheduled for February 27. The March event is tentatively planned at Monday Night Garage for Friday, March 27, 4-7 PM. The April event under consideration is a CNN tour held on a Friday afternoon. 	<p><i>Horbal to continue seeking additional information about the 5GAA conference.</i></p> <p><i>Wakhisi to firm up program opportunity for July.</i></p> <p><i>Wells to adjust website registration to begin charging non-member rates starting with the March meeting.</i></p> <p><i>Sheffield to contact non-member agencies regarding ITS GA membership.</i></p> <p><i>Cohen to send and maintain meeting invites for confirmed and tentative social activities to Board members.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> Student Chapter and Scholarship: Glasser reported that he received comments on the “ITS Workforce Recruiting and Retention Survey,” and made updates. Bill will send an eblast with the survey to the membership today. The committee met 2 weeks ago to generate ideas, and the consensus was to not continue providing cash payouts in the form of scholarships, Other opportunities that may be pursued include developing an ITS-related course at universities, and coordinating internships with ITS agencies. One and two year degree schools and schools outside of Georgia should be considered as well. The Georgia Tech student chapter has developed an action plan: (1) Increase student membership, including other disciplines and undergrad, (2) seek more technical sessions with a list of desired topics (see attached document), and (3) technical visit ideas. Ramiro Santana will remain in contact with the student chapter. Legislative: Udell reported that the state legislature is just starting to consider bills related to ITS and transportation. Horbal will share information next week about a public private partnership opportunity. Communication and Outreach: No additional discussion. Past Presidents and Awards Committee: No additional discussion. Education/Outreach/Service Committee: See agenda for opportunities under consideration. It was noted that TIME will hold an Annual Meeting in Oct 2020, which may be an opportunity for collaboration. ITSA Liaison: Holt participated in the call last week. The primary topic of discussion was the chapter-oriented events planned for the ITSA 2020 World Congress. <p>2020 ITSGA Annual Meeting, Sept 27-29, 2020. The deadline for abstracts for the technical program is February 29. The preliminary technical program is in progress, and Nottage is the lead. A site visit to Savannah is planned by the event planning team.</p> <p>2021 Site Planning (Savannah), Sept 19-21. Not discussed.</p>	<p><i>Glasser to compile results of the ITS GA survey.</i></p> <p><i>Glasser to continue developing replacement strategy to the ITS GA scholarships.</i></p> <p><i>Start to attend March 3 event at Georgia Tech.</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>Horbal to include Legislative Committee chair on the agenda for next month, else combine committees.</i></p> <p><i>Horbal to share information about the public private partnership opportunity.</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>Johnson to lead development of the committee charge for the Past Presidents and Awards Committee.</i></p> <p><i>The Education/Outreach/Service Committee to lead development of the committee charge.</i></p> <p><i>Nottage to provide a draft of the preliminary technical program for ITS GA board input.</i></p>

Issues Discussed	Action
<p>2022 Regional Conference: Holt held a call yesterday with other state chapter representatives. The primary topics were: (1) location - Mike will recommend meeting in Atlanta to find adequate facility resources; (2) chapter participation - the 5C conference in 2018 had 750 attendees, and that was considered a sufficiently sized conference so no other chapters will be invited to join the 5C group; (3) MOU – the MOU encourages other chapters to not hold meetings in 2022 in proximity of the Regional Conference; (4) conference date - the target is early November, to avoid hurricane season (including ancillary impacts to conference participants). Commitments for the Executive Committee include: Holt will represent GA; a representative will be assigned for each other ITSA chapter; and eventually approximately 12 committees will form to cover the various conference elements.</p>	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Horbal closed the 2/26 board meeting. • Next board meeting Wednesday, 3/25, 10 AM. 	



2020 ITS Georgia Board Meeting

February 26, 2020 at 10:00 AM

GA Tech – Student Success Center – President Suite A and B

ITS GEORGIA BOARD OF DIRECTORS

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Winter Horbal, President
Tom Udell, Vice President
Marc Start, Secretary
Tom Glueckert, Treasurer
Jenny Johnson, Past President

Directors 2019-2020:

Whitney Nottage
Billy Stalcup
Keith Rohling
Kristin Phillips
Kofi Wakhisi
Derrick Crowder

Directors 2020-2021:

Rachel Cohen
Dee Taylor
Brook Martin
Matt Glasser

State Chapter Representative

Mike Holt

Ex-Officio

Greg Morris, FHWA

AGENDA

10:00 Take a seat and get started

- Approve 2020 Board Meeting Minutes from January - MOTION
- Financial Report (Glueckert)
 - 2020 Budget – updates?
 - The Hartford quote for D&O and EPL insurance quote - MOTION
- Committee Statuses
 - Program Committee (Nottage/Taylor/Wakhisi)
 - a. 2020 Overview (Meetings set-up, survey outcome, etc.)
 - b. Location (NEW) Opportunity – Nottage to run by the Board
 - c. City Springs contract needs to be printed, signed, returned and deposit paid.
 - Membership & Finance (Glueckert/Martin/Sheffield/Phillips)
 - a. Membership Update? – Board Members, others, etc. (currently 44 paid?)
 - b. **Action Item:** 2020 membership goal = 105 (Budget Goal = 95 with 80 large and 15 small)
 - c. **Action Item:** Wells to adjust website registration to begin charging non-member rates starting with the March meeting.
 - Networking/Social Activities (Cohen/Thumaty/Volunteer - Shafik w/Arcadis)
 - a. Trivia on Thursday February 27, 2020 @ Wing Factory in Smyrna
 - b. Next Events – Update?
 - c. **Action Item** - Cohen to send calendar invite to all Board Members for social events
 - Student Chapter and Scholarship Committee combined – (Glasser/Tolson/ volunteers: Morris, Stalcup, Start, Taylor and others outside board)
 - a. Matt Glasser survey outcome regarding comments from the Board – next steps
 - b. Ramiro Santana (G. Tech Volunteer) – speak to the Board about Ga Tech student chapter action plan, updates, how we (Board) can help
 - c. Event for ITSGA Board Support: GA Tech Student Chapter and Gwinnett County - Connected Vehicle Technology Master Plan, March 3rd 11 AM to Noon
 - d. **Action item:** Contact Tolson/Ramiro if you would like to be a speaker at an upcoming GA Tech ITS Student Chapter meeting and/or could help with their Student Chapter action Plan



- e. **Action item:** Glasser and team will develop a plan with a new approach for the student chapter + scholarship committee. Also consider how schools outside of GA could be included – Action item in action with survey!
- Legislative Committee (Udell/ ?)
 - a. Legislative Session – update?
 - b. **Action item:** why are we part of ITSGA and why others should join...
 - c. **Action item:** Need to find someone with interest to run with this committee
- Communications & Outreach (Wells/Horbal)
 - a. **Action item:** Reach out to people about upcoming meetings!
 - b. **Action items:** Send project photos, press releases, and/or new hire information to Wells for the GA Engineering magazine; send articles to Wells for ITSA newsletter, Momentum
- Past Presidents and Awards Committee (Johnson/ Horbal/ Morris)
 - a. Update on efforts?
- Educations/Outreach/Service (Crowder/ Rohling)
 - a. TIME with Requel Williams – email our asking how we can collaborate, help, etc.
 - b. Exploring Engineering Stem Academy – email sent on 2/13/2020
 - c. **Action item:** lead development of the committee charge...
 - i. Educational – helps to determine what career fairs we can support, organizes the event and find the volunteers (ACEC/GEA can assist with school information – Chandler is the contact)
 - ii. The budget items at the bottom of the budget spreadsheet – what else are we doing besides just sending money. Is this still something we need to be supporting and why (example TIME)
 - iii. Help with Legislative outreach (ACEC sends out weekly newsletter while in session)
 - iv. Service Ideas: Coat/Toy drive at our awards meeting and December workshop meetings? Annual meeting service idea – ITSCA mentioned working with a local Charity at the Annual Meeting
- 2020 ITSGA Annual Meeting – September 27-29, 2020, Jekyll Island, GA
 - a. Update since kickoff meeting on 1/24/2020? And next steps?
 - b. Abstract and ideas for 2020 ITS Georgia Annual Meeting submit by 2/29/2020
- 2022 Southeast (SE) ITS Summit - (Holt)
 - a. Kickoff meeting on 2/25 update
- ITS America items (Holt)
 - a. Updates we need to be aware of?
- Schedule at a glance (Horbal)
 - **Pay DUES!!!**
 - Social – Thurs 2/27/2020 at Wing Factory in Smyrna
 - Georgia Engineering Awards on Saturday, 3/14/2020 – our VP Tom Udell and his VP lady Lauren Udell will be representing ITSGA
 - **Next Board Meeting – Wed, 3/25/2020 at 10am at Peachtree Corners Curiosity Lab**
 - March Monthly Meeting – Wed 3/25/2020 at 11:30 AM at Peachtree Corners Curiosity Lab
 - Georgia Smart Spring Workshop – 3/26/2020 at GTRI Headquarters
 - Connect ATL – 3/31/2020
 - ITS World in LA – October 2020 – who plans to attend?
- Adjourn Meeting (Horbal)

ITS@GT 2020-2021 Update

Goals:

- Increasing student membership in our organization
- Focusing on topics that can attract more audience
- Improving the organization's communication and advertising

Action Plan:

- Organize **sessions** where speakers from private and public organizations are invited to give a talk about different themes covered by **ITS's education and advocacy efforts**:
 - Smart Cities
 - Connected Vehicles/V2X Communications
 - Mobility on Demand
 - Fast ACT and Smart Infrastructure
 - Cybersecurity and Privacy
 - Safety and Distracted Driving
- Help in organizing **ITS GA's monthly meeting** in February at Georgia Tech, and encourage students on attending the regular monthly meeting
- Hold monthly coffee **social events** to introduce more students to the organization
- **Target undergrad students** by holding dedicated sessions to introduce them to the transportation field
- Involve more students in the student organization by forming a **new committee with different positions** to support the board members
- **Boost visibility and communication** through different **social media platforms** (Facebook, LinkedIn, Instagram) and by issuing a **monthly newsletter** covering topics related to ITS
 - Consider logo redesign of ITS GA and ITS @GT

Upcoming Events:

- Alex Hofelich with Gwinnett County will present on "Gwinnett County Connected Vehicle Technology Master Plan"
 - Date: Tuesday, March 3rd
 - Time: 11 AM – 12 PM
 - Location: Mason Building Room 2117
 - Address: 790 Atlanta Drive, Atlanta, GA, 30332

ITS Georgia 2020 Budget Outlook
2/26/2020

2019 YE

Starting Balances	Checking =	\$ 11,520.13
	Savings =	\$ 160,672.52
	Savings Interest =	\$ 4.08
	Pay/Paid =	\$ 7,231.09
		\$ 179,423.74

2019 Items

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 YE
	\$ 11,520.13	\$ 12,477.27	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13	\$ 1,520.13
	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52	\$ 160,672.52
	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08
	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09	\$ 7,231.09
	\$ 179,423.74	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24	\$ 184,042.24

CATEGORY	DESCRIPTION	BUDGET		TOTAL
		INCOME	EXPENSE	
Administrative				
Membership Dues	Small (Public/Private)	\$ 150.00	\$ 2,250.00	\$
Membership Dues	Large (Public)	\$ 350.00	\$ 5,250.00	\$ 450.00
Membership Dues	Large (Private)	\$ 400.00	\$ 26,000.00	\$ 3,600.00
Membership Dues	Affiliate/Retiree	\$ 25.00	\$ 75.00	\$
	Subtotal	\$	\$ 33,575.00	\$ 4,050.00
Annual Meeting				
Registration		\$ 63,225.00	\$ 63,225.00	\$
Sponsorship		\$ 47,500.00	\$ 47,500.00	\$
Exhibitors		\$ 13,200.00	\$ 13,200.00	\$
	Subtotal	\$	\$ 123,925.00	\$
Monthly Meetings				
Monthly Meeting Fees	Registration	\$ 1,800.00	\$ 18,000.00	\$
Monthly Meeting Sponsors	Lunch meeting sponsors	\$ 500.00	\$ 5,000.00	\$
	Subtotal	\$	\$ 23,000.00	\$
	TOTAL INCOME =	\$	\$ 180,500.00	\$

CATEGORY	DESCRIPTION	BUDGET		TOTAL
		INCOME	EXPENSE	
Administrative				
Wells Communication Inc	Bill Wells contract	\$ 2,600.00	\$ 31,200.00	\$ (2,600.00)
General Admin Expenses	Marketing, administrative, etc.	\$ 2,000.00	\$ 2,000.00	\$ (1,359.91)
Website fee	Annual fee for web/domain reg.	\$ 100.00	\$ 100.00	\$
Multi/Paypal fees	CC and reader usage fees	\$ 350.00	\$ 4,200.00	\$ (155.57)
ACCEC Administrative Agreement	Administrative fee and magazine	\$ 1,104.00	\$ 1,104.00	\$ (12.95)
Secretary of State	Corporate registration	\$ 30.00	\$ 30.00	\$ (287.50)
Insurance	Hartford liability	\$ 570.00	\$ 570.00	\$
Taxes	Filed by ITSGA Treasurer (DUE MAY 15th)	\$	\$	\$
ITSA memberships	Membership dues	\$ 500.00	\$ 500.00	\$ (500.00)
ITSGA member rebates	Assume 5 requested	\$ 100.00	\$ 500.00	\$
Networking/Social committee	Networking activities	\$ 2,500.00	\$ 2,500.00	\$
Training	Webinars, ITSA workshops, etc.	\$ 1,000.00	\$ 1,000.00	\$
Past President's Committee	Immediate Past President's discretion	\$ 1,000.00	\$ 1,000.00	\$
Miscellaneous	President's discretion	\$ 500.00	\$ 500.00	\$
	Subtotal	\$	\$ 45,204.00	\$ (4,125.58)
Annual Meetings				
Bill Wells Comps	Comps for 2020 AM attendance	\$ 1,000.00	\$ 1,000.00	\$ (412.50)
Comps	Comps for 2020 AM (Speakers, public agency, etc.)	\$ 3,422.00	\$ 3,422.00	\$ (66,681.00)
The Weston Jekyll (Hotel Contract)	Rent / food & beverage / etc.	\$ 66,681.00	\$ 66,681.00	\$ (882.75)
GA Sea Turtle Conservatory	Sunday night entertainment	\$ 882.75	\$ 882.75	\$ (1,426.00)
Villa Osjo Contract	Monday night reception (off-site)	\$ 1,426.00	\$ 1,426.00	\$ (9,700.00)
Beachview Tent Rental	Monday night reception (off-site)	\$ 9,700.00	\$ 9,700.00	\$ (1,611.00)
Jekyll Island Museum - Historian	Monday night entertainment (off-site)	\$ 161.00	\$ 161.00	\$ (328.00)
LightHouse Trolleys	Monday night transportation (off-site)	\$ 328.00	\$ 328.00	\$ (7,500.00)
2020 Miscellaneous	Speaker gifts, shirts, prizes, etc.	\$ 20,500.00	\$ 20,500.00	\$ (3,000.00)
Future AM Deposits	Deposits for 2021 AM (W Marriott Savannah)	\$ 7,500.00	\$ 7,500.00	\$
Future AM Planning	Site visits for future 2022 Summit	\$ 500.00	\$ 500.00	\$
	Subtotal	\$	\$ 112,100.75	\$ (55,381.25)
Monthly Meetings				
Constant Contact	Web hosting for registration	\$ 70.00	\$ 840.00	\$ (70.00)
Monthly Meetings	Room Rental + catering	\$ 2,500.00	\$ 25,000.00	\$ (1,460.26)
Speaker travel	Travel expenses	\$ 500.00	\$ 1,000.00	\$ (1,530.26)
	Subtotal	\$	\$ 26,840.00	\$ (70.00)
Sponsorships/Scholarships				
ACCEC GA Engineering Awards Sponsorship	Sponsorship (includes 2 tickets to dinner)	\$ 500.00	\$ 500.00	\$ (500.00)
Collegiate Student Chapter(s) Sponsorship(s)	Monthly meeting reimbursements	\$ 100.00	\$ 600.00	\$
GT Exploring Engineering Academy	EEA Student Scholarship (Golden Eagle)	\$ 1,000.00	\$ 1,000.00	\$ (1,000.00)
TIME Sponsorship	Sponsorship for TIME conference	\$ 600.00	\$ 600.00	\$
GDOT's Innovation Day	Sponsorship	\$ 5,000.00	\$ 5,000.00	\$
Georgia Municipal Association	Conference registrations / expenses / etc.	\$ 2,000.00	\$ 2,000.00	\$
Scholarships	Student scholarships/outreach (ITS/EDF)	\$ 15,000.00	\$ 15,000.00	\$
Awards	ITSGA awards & scholarship plaques	\$ 1,200.00	\$ 1,200.00	\$
	Subtotal	\$	\$ 25,900.00	\$ (1,000.00)
	TOTAL EXPENSE =	\$	\$ 210,044.75	\$ (5,195.58)
	BUDGETED NET INCOME =	\$	\$ (29,544.75)	\$ (5,430.71)
	ACTUAL NET INCOME =	\$	\$ (2,713.71)	\$ (10,626.29)