



*March 2020*  
*Board Meeting Documentation*

**ITS Georgia Monthly Board Meeting**  
**March 25, 2020**  
**10:00 - 11:00 AM**  
**Via Audio/Video Conference**

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**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

**Directors (2020–2021):**

- Rachel Cohen**  
360ns
- Dee Taylor**  
AECOM
- Brook Martin**  
Cobb County
- Matt Glasser**  
GDOT

**Directors (2019–2020):**

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

**State Chapter Representative:**

- Michael Holt**  
Stantec
- Indicates present at meeting*

**Ex-Officio:**

- Greg Morris**  
FHWA

- Keith Rohling**  
Clayton County

**Other Attendees Present:**

- Bill Wells, ITS GA
- Dino Pampolina, Jacobs
- Steven Sheffield, WSP

Issues Discussed	Action
<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>A motion to approve meeting minutes for the Feb 26, 2020 meeting (motion by Horbal, Nottage support) – the motion was approved unanimously.</li> </ul>	
<p><b>Budget/Financials</b></p> <ul style="list-style-type: none"> <li>The financials were distributed but not discussed.</li> </ul>	<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><b>Committee Updates</b></p> <ul style="list-style-type: none"> <li><b>Program:</b> Nottage reported the March meeting is being postponed to July 8; the program was planned to be the Peachtree Corners Curiosity Lab with Greg Ramsey speaker. The April program will be a virtual meeting, featuring Talking Traffic Lights with Alan Davis and Andrew Heath (moderator). The May program will be virtual meeting, featuring the Sandy Springs ITS Master Plan with Natalie Smusz-Mengelkoch speaker. Motion to move the meetings scheduled at the Heritage Center to 2021 (Horbal motion, Wakhisi support) – the motion was approved unanimously. The scholarship meeting is tentatively scheduled for the end of January.</li> <li><b>Virtual meetings</b> will be free for members, and open to ITS chapters in surrounding states. Nottage will coordinate a simple, on-line survey for those that attended. The virtual meeting invites will encourage using a service such as Uber Eats for remote site participants, supporting local restaurants. Sponsorship for virtual meeting is not mandatory, but available to interested agencies. The agency’s logo would be shown on the screen during the virtual meeting. A virtual sponsorship is available for the May meeting. PDHs will be provided to those that registered.</li> <li><b>Membership and Finance:</b> Sheffield reported 59 paid members to date, and the goal is 105. The committee is reaching out to new and existing members.</li> <li><b>Networking/Social Activities:</b> Cohen reported that the March event has been postponed; stay tuned for April event.</li> <li><b>Student Chapter and Scholarship:</b> Glasser reported that the ITS Workforce Recruiting and Retention Survey got lots of</li> </ul>	<p><i>Nottage to reschedule Heritage Center dates to 2021.</i></p> <p><i>Wells to finalize details for the April meeting, which will be a virtual meeting.</i></p> <p><i>Sheffield to contact non-member agencies regarding ITS GA membership.</i></p> <p><i>Glasser to compile results of the ITS GA survey.</i></p>

Issues Discussed	Action
<p>view, however few completions (20). Board members should re-take the survey.</p> <ul style="list-style-type: none"> <li>• <b>Legislative:</b> Udell reported that the state legislature has closed down temporarily. At the federal level, an infrastructure stimulus bill is in progress.</li> <li>• <b>Communication and Outreach:</b> Wells is working on virtual meeting details.</li> <li>• <b>Past Presidents and Awards Committee:</b> No additional discussion.</li> <li>• <b>Education/Outreach/Service Committee:</b> Rohling reported on options for supporting remote learning by students, such as providing devices and/or communications. Glasser offered scholarship money since the goal of the scholarship program is for education. Wells will set up a fund on Constant Contact to allow persons or agencies to contribute towards the same cause, and provide a tax deduction. Motion to create a solicitation process for school districts to apply for funding, including a form (Horbal motion, Start support) – the motion passed unanimously. Rohling will proceed with developing the form and investigate the opportunity to send a mass email to school board associations.</li> <li>• <b>ITSA Liaison:</b> Holt reported that there is nothing significant to report.</li> </ul> <p><b>ConnectATL:</b> it has been postponed until August 6. Sponsorship was tabled until the next meeting.</p> <p><b>2020 ITSGA Annual Meeting,</b> Sept 27-29, 2020. There was coordination meeting of committee chairs on March 20. Jekyll Park is shut down until April 13. Nottage was working on opening the time capsule box. The technical program is in progress.</p> <p><b>2021 Site Planning (Savannah),</b> Sept 19-21. Not discussed.</p> <p><b>2022 Regional Conference:</b> Not discussed.</p>	<p><i>Glasser to continue developing replacement strategy to the ITS GA scholarships.</i></p> <p><i>Horbal to include Legislative Committee chair on the agenda for next month, else combine committees.</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>Contact Tolson if you would like to be a speaker at an upcoming Georgia Tech ITS student chapter meeting.</i></p> <p><i>Wells to set up a fund site for supporting remote learning for students.</i></p> <p><i>Rohling to develop form for soliciting requests from school districts and investigate a mass email list to school boards.</i></p> <p><i>Horbal to add ConnectATL to next month's agenda.</i></p> <p><i>Nottage to provide a draft of the preliminary technical program for ITS GA board input.</i></p>
<p><b>Closing Remarks</b></p> <ul style="list-style-type: none"> <li>• Horbal closed the 3/25 board meeting.</li> <li>• Next board meeting April 22, 10 AM.</li> </ul>	



# 2020 ITS Georgia Board Meeting

March 25, 2020 at 10:00 AM

Video Conference Call

## ITS GEORGIA BOARD OF DIRECTORS

### Officers/Directors (2020-2021):

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 Get on the call (hoping for video conferencing so we can all see and say hello to one another)
- Note: Please be prepared based on the agenda below as we would like to keep each committee update at a 5-minute max and our VP (Mr. Udell) will be assisting with keeping us on schedule.
  - Approve 2020 Board Meeting Minutes from February - MOTION
  - Financial Report (Glueckert)
    - 2020 Budget – updates?
    - The Hartford quote for D&O and EPL insurance quote – updates?
  - Committee Statuses
    - Program Committee (Nottage/Taylor/Wakhisi)
      - a. Next steps on postponed March meeting
      - b. Next steps for April meeting – turn it to a virtual meeting? What would that take – Heritage Sandy Springs deposit, other items? How would the sponsor feel about that? Should we send a survey to the members?
      - c. 2020 Overview (Meetings topics, sponsors, locations, survey outcome, etc.)
    - Membership & Finance (Glueckert/Martin/Sheffield/Phillips)
      - a. Membership Update – currently 59 paid but not sure about checks
      - b. **Action Item:** 2020 membership goal = 105 (Budget Goal 80 large & 15 small)
      - c. **Action Item:** Wells to adjust website registration to begin charging non-member rates starting with the March meeting... now April due to postponement – we have 1 extra month for our members!
    - Networking/Social Activities (Cohen/Thumaty/Volunteer - Shafik w/Arcadis)
      - a. 1<sup>st</sup> option: Brewery on Friday, Feb 24<sup>th</sup>, 2<sup>nd</sup> option: Trivia on Thursday, Feb 23<sup>rd</sup> and 3<sup>rd</sup>: Cancel and wait to see if we can get back to socializing in May
      - b. **Action Item** - Cohen send calendar invite to 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 update and next steps
      - b. GA Tech Student Chapter and Gwinnett County - Connected Vehicle Technology Master Plan, March 3<sup>rd</sup> 11 AM to Noon – How did this event go?
      - c. **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
    - Legislative Committee (Udell/ ?)



- a. ConnectATL sponsorship - March 31<sup>st</sup> rescheduled for August 6<sup>th</sup> (Kofi/Udell)
- b. Legislative Session – update – CLOSED due to COVID-19
- c. **Action item:** why are we part of ITSGA and why others should join...
- d. **Action item:** Need to find someone with interest to run with this committee
- Communications & Outreach (Wells/Horbal)
  - a. Continue with updates to our Members about the current COVID-19 situation
  - b. **Action item:** Reach out to people about upcoming meetings!
  - c. **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. No update for this board meeting
- Educations/Outreach/Service (Crowder/ Rohling)
  - a. Rohling idea about helping families in this situation re: digital learning days
  - b. **Action item:** lead development of the committee (see prev agenda for ideas)
- 2020 ITSGA Annual Meeting – September 27-29, 2020, Jekyll Island, GA
  - a. Updates from first monthly call on Friday, March 20<sup>th</sup>
- 2022 Southeast (SE) ITS Summit - (Holt)
  - a. Next 2022 ITS Summit call is scheduled for April 9<sup>th</sup>, update to follow
- ITS America items (Holt)
  - a. No update – last call-in meeting was mostly about the postponed meetings
- Schedule at a glance (Horbal)
  - **Next Board Meeting – Wed, 4/22/2020 at 10 am at Heritage Sandy Springs but possibly virtual depending on Program committees' recommendations**
  - April Monthly Meeting – Wed 4/22/2020 at 11:30 AM currently at Heritage Sandy Springs but possibly look at virtual
- Adjourn Meeting (Horbal)



## **MISSION**

We believe that ITS is a valuable tool for improved management of any transportation system, regardless of the inherent complexity of the system. ITS can help operate, manage, and maintain the system once it has been constructed.

We believe that ITS should be systematically incorporated into the earliest stages of project development, especially into the planning and design of transportation projects.

We believe the best way to achieve this systematic incorporation into the process is through a coordinated, comprehensive program to “get out the word” on ITS to constituencies that might not otherwise consider the relevance of ITS to their transportation system.

## **GOALS**

1. Provide forums to share and coordinate ITSGA member missions and experiences
2. Educate our members of national directions and technologies
3. Develop a broader ITS constituency
4. Educate policy makers (e.g., agency administrators, county commissioners, mayors, planning commissions, etc.) on benefits of continued operations and maintenance and how ITS can help.



<b>Committee</b>	<b>2020 Committee Chair</b>	<b>2020 Board Manager</b>
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<b>Program Committee</b>	Nottage/Taylor/Wakhisi	Start/Stalcup/Horbal
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*This committee is responsible for planning the monthly chapter luncheons and for coordinating other workshops and ITS-related activities in Georgia.*

<b>Past Presidents and Awards</b>	Johnson/Horbal/Morris	
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*The Past President's Committee is comprised of ITSGA Past Presidents and will communicate to the Board of Directors through the Immediate Past-President, who will also serve as Chair of the Committee. Direct responsibilities of the committee include administering the chapter's annual recognition awards program, facilitating the chapter's annual elections process, providing advice and leadership to the Board of Directors upon their request or whenever the Committee feels this is appropriate, and assisting the Board in governing the Association based on past practices. The Committee is encouraged to meet at least once a year*

<b>Communications and Outreach</b>	Bill Wells/Winter Horbal	
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*This committee is responsible for preparing a communications plan for the year and implementing that plan. The committee coordinates outreach activities of the other committees.*

<b>Elections</b>	Jenny Johnson/ Winter Horbal	
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*This committee is responsible for identifying and drafting a slate of candidates for the Board of Directors and Executive Committee and for administering the annual elections.*

<b>Legislative</b>	? Committee Chair?/Tom Udell	
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*This committee is responsible for keeping track of key issues with policy makers that may affect the organization and its members.*

<b>Membership and Finance</b>	Steven Sheffield/ Brook Martin/ Kristin Phillips	
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*This committee is responsible for identifying and recruiting new organizations and individuals. It will also work with the Treasurer to encourage members to pay dues in a timely manner.*

<b>Networking/Social Activities</b>	Mary Thumaty	Rachel Cohen
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*This committee is responsible for organizing special programs to enhance member professional and personal growth.*

<b>Student Chapter and Scholarships</b>	Jim Tolson	Matt Glasser
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Additional Support Team: Greg Morris/ Billy Stalcup/ Marc Start/ Dee Taylor

*This committee is responsible for advising and coordinating with the GA Tech ITS Student Chapter. Additionally, this committee is responsible for administering the Wayne Shackelford Scholarship program.*



**Committee**

**2020 Committee Chair**

**2020 Board Manager**

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**Education/ Outreach/ Service**

**Crowder/Rohling**

*Definition:*

