



July 2020
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
 July 29, 2020
 10:00 - 11:00 AM
 Via Audio/Video Conference

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**
Q-Free
- Billy Stalcup**
360ns
- Keith Rohling**
Clayton County

State Chapter Representative:

- Michael Holt**
Stantec

Ex-Officio:

- Greg Morris**
FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

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

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> A motion to approve meeting minutes for the June 24, 2020 meeting (motion by Johnson, Rohling support) – the motion was approved unanimously. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> 2020 budget: Glueckert will send an update early next week to the Board. Director and Officer (D&O) Insurance: Glueckert contacted local insurance agencies (5 total) for D&O insurance. The quote from the Hartford was approximately \$2,200. Some agencies do not provide coverage. Glueckert to provide final information to the Board via email at later time. The target is to have the D&O insurance in place before the next in-person ITS GA event. Internet hosting: Wells indicated the invoice for three years of hosting is \$269.42. Wells to send paperwork to Glueckert, and the cost of hosting will be added to the budget. 	<p><i>Glueckert to send a 2020 budget update and D&O insurance quote.</i></p> <p><i>Glueckert to update the 2020 budget with hosting cost information.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Program: Nottage will provide a COVID mitigation plan for the August monthly meeting, which is planned to be held with in-person and virtual components in Sandy Springs. The plan will include site-specific requirements and waiver form, similar to the Annual Meeting. Motion to require wearing a mask (motion by Horbal, Johnson support) – the motion was passed unanimously. Masks will be provided for those that do not bring a mask. Nottage to provide a speaker gift. October’s meeting will be held at Sandy Springs, and a sponsor is needed. The meeting will be held jointly with GA ITE; GA ITE will handle registration, and the registration fees and cost will be split between GA ITE for ITS GA. November’s meeting includes awards and will be held at Maggiano’s; Horbal will check back with Maggiano’s. Membership and Finance: Sheffield reported that the paid membership stands at 70. Sheffield to send out another email reminder to members that have not paid for the current year. Networking/Social Activities: Committee is working on Annual Meeting tasks. Student Chapter and Scholarship: Glasser asked for feedback on the recommendation is to create a mentorship program to serve those that graduate from the Boys & Girls Club program (typically following high school graduation), and supported by ITS GA vendors, contractors, consultants, etc. Initial idea is a 12-month mentorship assignment with 	<p><i>Nottage to provide COVID plan to the Board for feedback.</i></p> <p><i>Nottage to provide speaker gift at the August meeting.</i></p> <p><i>Horbal to check with Maggiano’s.</i></p> <p><i>Martin and Sheffield to contact member and non-member agencies regarding paying ITS GA membership dues.</i></p> <p><i>Glasser to formalize mentorship program for the Board’s review.</i></p>

Issues Discussed	Action
<p>expectations such as attend monthly meetings, possibly attend ITSA in 2021, and participate in technical tours. The scholarship money would be transferred to Keith’s initiatives related to educating youth. Motion to permanently move scholarship money to educational outreach (motion by Glasser, Johnson support) – the motion was passed unanimously.</p> <ul style="list-style-type: none"> • Legislative: Udell confirmed that the state’s status as it relates to the Annual Meeting is tied to governor’s decree. • Communication and Outreach: Wells reported he is ready to support the Annual Meeting, elections, and awards. • Past Presidents and Awards Committee: Wells will issue an eblast for the upcoming awards and elections. The awards nomination process should be closed on October 9, following the Annual Meeting. The election results will be announced at the Annual Meeting. Videos will be accepted from nominees for the election, at the nominee’s discretion. • Education/Outreach/Service Committee: Horbal will reach out to Natasha Rice (Boys & Girls Club, Metro Atlanta) for names of individuals that may be eligible for college, technical school, etc. • ITSA Liaison: No discussion. <p>2020 ITSGA Annual Meeting (Jekyll Island), Sept 27 - 29, 2020. There are 21 currently registered (in-person). In-person registration will remain open until the end of August. Virtual registration has not yet been advertised. A potential speaker gift is a BlueTooth device and camera, similar to GA ITE Summer Seminar.</p> <p>2021 ITS America Meeting (Atlanta), May 17 – 20, 2021. The ITS America conference call that includes ITS GA is scheduled for July 30. ITS America will likely ask for technical support for tours and presentation organization. The discussion remains open regarding the impact on 2021 ITS GA conference.</p> <p>2021 ITSGA Annual Meeting (Savannah), Sept 19 - 21, 2021. Further coordination may be needed with respect to the hotel/conference space contract in coordination with discussions regarding the other conferences.</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>Wells to issue an eblast for the upcoming awards and elections.</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 contact Boys and Girls Club staff for names of high school graduates from their program.</i></p> <p><i>Pampolina to call the conference hotel each month, and report on the hotel’s status at the board meetings.</i></p> <p><i>Start to send Horbal the contract for the 2021 Conference (JW Marriott).</i></p> <p><i>Start to organize call to discuss strategy for the 2021 Conference.</i></p>

Issues Discussed	Action
<p>2022 SE ITS Summit (Atlanta): A call is scheduled for July 30. Agent Mark Rosendahl has provided preliminary numbers for hotel sites.</p>	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Horbal closed the 7/29 board meeting. • Next board meeting August 25, 10 AM. 	



2020 ITS Georgia Board Meeting

July 29, 2020 at 10:00 AM
Zoom 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 (Zoom video conferencing)

- Note: Please be prepared based on the agenda below as we would like to keep each committee update at a 5-minute max.
- Approve 2020 Board Meeting Minutes from June - **MOTION**
- Financial Report (Glueckert)
 - 2020 Budget – update
 - Insurance Policy Update
- Committee Statuses
 1. Program Committee (Nottage/Taylor/Wakhisi) - **ACTION**
 - a. August Meeting at City Springs (see 2nd attachment - first in-person meeting option since February) - GDOT will be discussing several new technologies it is piloting to directly connect with drivers...
 - i. Should we require masks?
 - ii. Registration: should we tape lines 6' apart for the registration line or do something different?
 - iii. Should we have signage regarding masks and/or social distancing around the space?
 - b. September: No monthly meeting (Annual Meeting)
 - c. October Meeting: Kofi is locking in speakers. We have 2 or 3 so far. This is set to be at City Springs and is a joint meeting with GA ITE. Sponsor?
 - d. November Meeting: Awards at Maggianos Cumberland location
 - e. December Training: Still hoping to do Augusta TMC tour with some training. Will plan more soon.
 2. Student Chapter and Scholarship Committee combined – (Glasser/Tolson/ volunteers: Morris, Stalcup, Start, Taylor and others outside board) **ACTION**
 - a. Glasser will be making a recommendation on the membership program.
 3. Membership & Finance (Martin/Sheffield/Phillips/Glueckert/Wells)
 - a. Membership Update – currently 70 paid (June = 68)
 - b. Action Item: 2020 membership goal = 105 (Budget Goal 80 large & 15 small)
 4. Networking/Social Activities (Cohen/Thumaty/Volunteer - Shafik w/Arcadis)
 - a. No update currently. Cohen is working on annual meeting items!
 5. Past Presidents and Awards Committee (Johnson/ Horbal/ Morris)
 - a. Wells can start getting the award nominations ready to open (same schedule/timelines as previous years)



6. Legislative Committee (Udell)
 - a. Udell any update next month on COVID legislation and watch for legislature action regarding COVID that may positively influence insurance coverage related to ITS GA events.
 - 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
 7. Educational/Outreach/Service (Rohling/Crowder) – **IDEAS**
 - a. With many public schools going digital only – what are some ideas to get this program rolling with support from out members?
 8. Communications & Outreach (Wells/Horbal)
 - a. Annual Meeting Registration opened on Friday, July 24 (Pampolina)
 - b. August Monthly Meeting (Nottage)
 - c. Laptop Donation Program (Ideas?)
 - d. Award Nominations (Johnson)
 - e. Action item: Reach out to people about upcoming virtual meetings!
 - f. 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
 9. 2020 ITSGA Annual Meeting – September 27-29, 2020, Jekyll Island, GA
 - a. Registration opened on Friday, July 24th
 - b. The in-person number (max) is at 78 for the Westin Ballroom
 - c. We will watch the number of in person registrations until the end of August to determine next steps.
 10. 2022 Southeast (SE) ITS Summit - (Holt)
 - a. Update regarding last coordination call held on Thurs. June 25th ...
 - b. Holt still working on event-specific insurance and organization participants rules/guidelines?
 11. ITS America items (Holt)
 - a. Start will be on the ITS America Technical Committee calls regarding their May 2021 meeting here in ATL and will keep the Board informed on the technical agenda.
 - b. Holt and Horbal still in discussions with ITS America as to how we can work together regarding 2021 meeting(s)
 - c. Board – Holt/Horbal have a meeting on Thursday July 30th – what are some items the Board needs to know? Good lead into Start’s discussion below...
 - d. **BOARD COMMENT/ACTION** - Start: to present to the Board some information/concerns/comments regarding 2021 ITS America meeting and 2021 ITS GA Annual meeting so we as a Board can determine next steps. The conference center/hotel cancellation fee for the 2021 Annual Meeting in Savannah increases on September 18. Start would like to discuss options with the JW Marriott – Start to make a motion with the Board to discuss discussions with the JW Marriott. And if that is the direction the Board wants to take, then those options need to be determined at this Board meeting.
- Schedule at a glance (Horbal)
- **Next Board Meeting – Tuesday, 8/25/2020 at 10 am – Virtual and In-Person?**
 - August Monthly Meeting – GDOT and new Technologies - City Springs: 1 Galambos Way Sandy Springs, GA – In-Person and Virtual Zoom
- Adjourn Meeting ~ 11:15 AM (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.



Committee

2020 Committee Chair

2020 Board Manager

Program Committee

Nottage/Taylor/Wakhisi

Start/Stalcup/Horbal

This committee is responsible for planning the monthly chapter luncheons and for coordinating other workshops and ITS-related activities in Georgia.

Past Presidents and Awards

Johnson/Horbal/Morris

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

Communications and Outreach

Wells/Horbal

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.

Elections

Johnson/ Horbal

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.

Legislative

Udell/EOS committee?

This committee is responsible for keeping track of key issues with policy makers that may affect the organization and its members.

Membership and Finance

Sheffield

Martin/Phillips

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.

Networking/Social Activities

Thumaty

Cohen

This committee is responsible for organizing special programs to enhance member professional and personal growth.

Student Chapter and Scholarships

Tolson

Glasser(Morris/Stalcup/Start/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.

Education/ Outreach/ Service

Crowder/Rohling

Definition:

2019 YE	
Starting Balances	Checking = \$ 11,520.13
	Savings = \$ 160,672.52
	Savings Interest =
	WePay N/A
	PayPal = \$ 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	\$10,010.14	\$13,909.88	\$15,161.07	\$19,589.17	\$19,271.17	\$18,809.67					
	\$ 160,672.52	\$160,676.60	\$160,680.42	\$150,684.31	\$140,687.99	\$140,691.56	\$140,694.94	\$140,696.13					
	\$ 4.08	\$3.82	\$3.89	\$3.68	\$3.57		\$1.19						
	\$ 7,231.09	\$10,888.37	\$13,477.23	\$563.18	\$1,068.10								
	\$179,423.74	\$184,042.24	\$184,167.79	\$177,411.82	\$166,723.60	\$172,718.87	\$169,324.37	\$182,817.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

INCOME

CATEGORY	DESCRIPTION	BUDGET				TOTAL
		INCOME	EXPENSE	NUMBER	TOTAL	
Administrative						
Membership Dues	Small (Public/Private)	\$ 150.00		15	\$ 2,250.00	
Membership Dues	Large (Public)	\$ 350.00		15	\$ 5,250.00	
Membership Dues	Large (Private)	\$ 400.00		65	\$ 26,000.00	
Membership Dues	Affiliate/Retiree	\$ 25.00		3	\$ 75.00	
	<i>Subtotal</i>				\$ 33,575.00	\$ 4,050.00
Annual Meeting						
Registration		\$ 63,225.00		1	\$ 63,225.00	
Sponsorship		\$ 47,500.00		1	\$ 47,500.00	
Exhibitors		\$ 13,200.00		1	\$ 13,200.00	
	<i>Subtotal</i>				\$ 123,925.00	\$0.00
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	
	<i>Subtotal</i>				\$ 23,000.00	\$0.00
Donations						
COVID-19 Relief	For Digital Learning Equipment					\$1,631.28
	<i>TOTAL INCOME =</i>	\$ 180,500.00			\$ 4,050.00	\$49,476.28

EXPENSES

Administrative						
Wells Communication Inc	Bill Wells' contract	\$ 2,600.00		12	\$ 31,200.00	\$ (2,600.00)
General Admin Expenses	Marketing, administrative, etc.	\$ 2,000.00		1	\$ 2,000.00	\$ (1,359.91)
Website fee	Annual fee for web/domain reg. (paid every 3 years, next payment = 2023)	\$ 89.89		1	\$ 89.89	
Inuit/Paypal fees	CC and reader usage fees	\$ 350.00		12	\$ 4,200.00	\$ (165.67)
ACEC Administrative Agreement	Administrative fee and magazine	\$ 1,104.00		1	\$ 1,104.00	\$ (371.50)
Secretary of State	Corporate registration	\$ 30.00		1	\$ 30.00	
Insurance	Hartford liability - D&O	\$ 1,108.00		1	\$ 1,108.00	
Taxes	Filed by ITSGA Treasurer (DUE MAY 15th)	\$ -		1	\$ -	
ITSA memberships	Membership dues	\$ 500.00		1	\$ 500.00	\$ (500.00)
ITSGA member rebates	Assume 5 requested	\$ 100.00		5	\$ 500.00	
Networking/social committee	Networking activities	\$ 2,500.00		1	\$ 2,500.00	
Training	Webinars, ITSA workshops, etc.	\$ 1,000.00		1	\$ 1,000.00	
Past President's Committee	Immediate Past President's discretion	\$ 1,000.00		1	\$ 1,000.00	
Miscellaneous	President's discretion	\$ 500.00		1	\$ 500.00	
	<i>Subtotal</i>				\$ 45,731.89	\$ (4,125.58)
Annual Meetings						
Bill Wells Comps	Comps for 2020 AM attendance	\$ 1,000.00		1	\$ 1,000.00	
Comps	Comps for 2020 AM (speakers, public agency, etc.)	\$ 3,422.00		1	\$ 3,422.00	
The Westin Jekyll (Hotel Contract)	Rent / food & beverage / etc.	\$ 66,681.00		1	\$ 66,681.00	
GA Sea Turtle Conservatory	Sunday night entertainment	\$ 882.75		1	\$ 882.75	\$ (401.25)
Villa Ospio Contract	Monday night reception (off-site)	\$ 1,426.00		1	\$ 1,426.00	\$ (500.00)
Beachview Tent Rental	Monday night reception (off-site)	\$ 9,700.00		1	\$ 9,700.00	\$ (1,000.00)
Jekyll Island Museum - Historian	Monday night entertainment (off-site)	\$ 161.00		1	\$ 161.00	
Lighthouse Trolleys	Monday night transportation (off-site)	\$ 328.00		1	\$ 328.00	\$ (480.00)
2020 Miscellaneous	Speaker gifts, shirts, prizes, etc.	\$ 20,500.00		1	\$ 20,500.00	
Future AM Deposits	Deposits for 2021 AM (JW Marriott Savannah)	\$ 7,500.00		1	\$ 7,500.00	\$ (3,000.00)
Future AM Planning	Site visits for future 2022 Summit	\$ 500.00		1	\$ 500.00	
	<i>Subtotal</i>				\$ 112,100.75	-\$5,381.25
Monthly Meetings						
Constant Contact	Web hosting for registration	\$ 70.00		12	\$ 840.00	\$ (70.00)
Monthly Meetings	Room Rental + Catering	\$ 2,500.00		10	\$ 25,000.00	\$ (1,460.26)
Speaker travel	Travel expenses	\$ 500.00		2	\$ 1,000.00	
	<i>Subtotal</i>				\$ 26,840.00	\$ (70.00)
Sponsorships/Scholarships						
ACEC GA Engineering Awards Sponsorship	Sponsorship (includes 2 tickets to dinner)	\$ 500.00		1	\$ 500.00	\$ (500.00)
Collegiate Student Chapter(s) Sponsorship(s)	Monthly meeting reimbursements	\$ 100.00		6	\$ 600.00	
GT Exploring Engineering Academy	EEA Student Scholarship (Golden Eagle)	\$ 1,000.00		1	\$ 1,000.00	\$ (1,000.00)
TIME Sponsorship	Sponsorship for TIME conference	\$ 600.00		1	\$ 600.00	
GDOT's Innovation Day	Sponsorship	\$ 5,000.00		1	\$ 5,000.00	
Georgia Municipal Association	Conference registrations / expenses / etc.	\$ 2,000.00		1	\$ 2,000.00	
Scholarships	Student scholarships/outreach (ITS/TEOF)	\$ 15,000.00		1	\$ 15,000.00	\$ (10,371.99)
Awards	ITSGA awards & scholarship plaques	\$ 1,200.00		1	\$ 1,200.00	
	<i>Subtotal</i>				\$ 25,900.00	\$ (1,000.00)
	<i>TOTAL EXPENSE =</i>	\$ 210,572.64			\$ (5,195.58)	\$ (5,648.53)

BUDGETED NET INCOME = \$ (30,072.64)

ACTUAL NET INCOME = \$8,648.49