



September 2020
Special Board Meeting Documentation

ITS Georgia Monthly Board Meeting
September 16, 2020
10:00 - 11:30 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 August 25, 2020 meeting (motion by Johnson, Udell support) – the motion was approved unanimously. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> • 2020 budget: Glueckert will provide an updated budget snapshot after the Annual Meeting. • Director and Officer (D&O) Insurance: Glueckert reported that the policy initiated on August 8. 	<p><i>Glueckert to issue updated budget snapshot to the board following the Annual Meeting.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> • Program: Nottage reported that the October meeting will be a 4-person panel on the topic of electric vehicles. A moderator and sponsor are needed. The November meeting normally includes awards at Maggiano’s. Since no awards have been nominated at this time and it is unlikely that we can hold a normal meeting at Maggiano’s in November, a motion was made to cancel the November meeting and the awards (motion by Start, Cohen support) – the motion was approved unanimously. Nottage will need help with the Program committee and seeks a co-chair while she is on personal leave. Tom Glueckert offered to co-chair, beginning with the program events in December. Sponsorship is available for December. Send topic ideas to Nottage for consideration in 2021. • Membership and Finance: The paid membership stands at 73. • Networking/Social Activities: Cohen reported that the committee is working events for the Annual Meeting, including a Pictionary on Monday evening and the raffle at the end of the Annual Meeting. • Student Chapter and Scholarship: Glasser is waiting for Boys & Girls Club availability. Ramiro Santana (KH) is assisting the Georgia Tech student chapter, and they are looking for virtual speakers for the student chapter meetings. • Legislative: The legislative committee will be added to the agenda for the strategic meeting in December. At the federal level, there is discussion of a 1-year continuation bill for transportation. GDOT has only needed to perform cost cuts to administrative areas to meet the fiscal challenges. • Communication and Outreach: Bill Wells will send an eblast about cancelling the awards. A chapter column was 	<p><i>Horbal to cancel November event at Maggiano’s.</i></p> <p><i>Glueckert to serve as co-chair of the Program committee.</i></p> <p><i>Every board member is to send Nottage three topic ideas regarding 2021 lunch meetings.</i></p> <p><i>Board members to sign up and participate in social events at the Annual Meeting.</i></p> <p><i>Glasser to formalize mentorship program for the Board’s review.</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>Add Legislative committee to the strategic planning meeting agenda.</i></p> <p><i>Forward all media inquiries to Bill Wells.</i></p>

Issues Discussed	Action
<p>submitted for Engineering Georgia. The next task is supporting the Annual Meeting, including the Time Capsule opening.</p> <ul style="list-style-type: none"> • Past Presidents and Awards Committee: The election winners will be announced at annual meeting. In the future, the award winners should be a lunch meeting speaker, and particularly for projects that win an award. • Education/Outreach/Service Committee: Clarifying the charge of this committee will be part of 2021 strategic planning meeting. The charge should include responding to requests by school events. • ITSA Liaison: No discussion. At the next meeting, possibly discuss elevating local chapter awards to the national level. 	<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>Add Education/Outreach/Service Committee to the strategic planning meeting agenda.</i></p>
<p>2020 ITSGA Annual Meeting (Jekyll Island), Sept 27 - 29, 2020. Tom Glueckert reported that the hotel cancellation fee would be \$51K, due to the decision to hold the conference as a virtual event. However, the Westin Hotel has offered to lock in dates for the 2023 Annual Meeting (September 23 – 25, 2023) in lieu of the cancellation fee, pending Board approval. The Westin requests deposits prior to 2023 totaling \$50K and a \$10/night upcharge per room. A motion to accept the Westin Hotel’s offer (motion, by Johnson, Cohen support) - the motion was approved unanimously. There is currently 109 registered; the cost is \$15 for private sector, and \$0 for public sector; 29 registrants are public sector. The sponsorship amount for the Annual Meeting is currently approximately \$31K.</p>	
<p>2020 Virtual World Congress. No discussion.</p>	
<p>2021 ITS America Meeting (Atlanta), May 17 – 20, 2021. Start serves on the technical committee as the local liaison. Start will reach out to board members for local tour ideas.</p>	<p><i>Start to reach out to board members for local tour ideas.</i></p>
<p>2021 ITSGA Annual Meeting (Savannah), Sept 19 - 21, 2021. No discussion.</p>	
<p>2022 SE ITS Summit (Atlanta): Holt reported that he has received a draft agreement with the Hyatt Regency Atlanta. The dates of the conference are Nov 5 – 8, 2022. The guest room rate is \$199/night. The room block includes 1,115 room-nights, with a 70% attrition threshold allowance (780 total room-nights). The food and beverage minimum is \$75,000. The other chapters will</p>	

Issues Discussed	Action
<p>participate in the payments that are due before the conference. The MOUs with other chapters will include equally share in the responsibilities and revenue for the conference. The revenue reduction has been accepted by the ITS SC chapter. Motion to accept the Hyatt Regency Atlanta contract (motion by Udell, Glueckert support) – the motion was approved unanimously.</p> <p>Concerns. No new concerns were voiced by board members.</p>	
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Horbal closed the 9/16 board meeting. • Next board meeting is Wednesday, October 28, 10 AM. 	



2020 ITS Georgia Board Meeting

September 16, 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 - X

Directors 2020-2021:

Rachel Cohen
Dee Taylor
Brook Martin
Matt Glasser - X

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 August - MOTION
- Financial Report (Glueckert)
 - 2020 Budget/insurance – update
- Committee Statuses
 1. Program Committee (Nottage/Taylor/Wakhisi)
 - a. September: No monthly meeting (Annual Meeting)
 - b. October: - Set to Virtual and joint meeting with GA ITE - EV Demand, Trends, and Charging Infrastructure Needs -- Looking for a Sponsor?
 - c. November: Awards at Maggianos Cumberland location – in-person component or full virtual? ACTION Sponsor – Jenny mentioned Wavetronics has in the past?
 - d. December Training: training ideas requested from the board, and input on two training ideas. ACTION
 - e. Topic ideas for 2021 - ACTION
 2. 2020 ITSGA Annual Meeting – September 28-29, 2020, Jekyll Island, GA/ - Virtual
 - a. All committee chairs (sponsorship, technical, A/V, etc.) are working on the meeting – update from Pampolina
 - b. Updated Budget/Cost – (Hotel Cancellation: \$51,113,10) – Options - Glueckert
 3. Past Presidents and Awards Committee (Johnson/ Horbal/ Morris)
 - a. Elections to be announced at Virtual Annual Conference – Closing
 - b. Award nomination are open – how is that going? Award Meeting in-person and/or virtual for November? BOARD DISCUSSION – ACTION
 - c. Please submit nominations and encourage others to submit!
 4. ITS America – (Holt) – update? Anything regarding Chapter Award?
 5. 2022 Southeast (SE) ITS Summit - (Holt)
 - a. Hyatt Regency Agreement for the SE ITS Summit - ACTION - BOARD APPROVAL – as Holt would like to execute by the end of the month (September)
 - b. Ready to start soliciting committee volunteers – Budget, Communication, Exhibitors, Golf, Key Speakers, Local Arrangements, On-Site, Marketing, Registration, Sponsors, Technical Speakers
 6. Membership & Finance (Martin/Sheffield/Phillips/Glueckert/Wells)
 - a. Membership Update – currently 73 paid (August = 71)



- b. Action Item: 2020 membership goal = 105 (Budget Goal 80 large & 15 small)
- 7. Networking/Social Activities (Cohen/Thumaty/Volunteer - Shafik w/Arcadis)
 - a. No update currently. Cohen is working on annual meeting virtual item
- 8. Student Chapter and Scholarship Committee combined – (Glasser/Tolson/ volunteers: Morris, Stalcup, Start, Taylor and others outside board)
 - a. Waiting to hear back from the Boys & Girls Club re: scheduling availability
- 9. Educational/Outreach/Service (Rohling/Crowder)
 - a. Horbal spoke to B&G group re: Scholarship request from last meeting
 - b. Exploring Engineers STEM Academy (Wells sent to Holt/Horbal) – how should we handle these items?
- 10. Communications & Outreach (Wells/Horbal)
 - a. Annual Meeting Registration/ Award Nominations/ Elections - Closed
 - b. Laptop Donation Program
 - c. Action item: Reach out to people about upcoming virtual meetings!
 - d. 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
- 11. Legislative Committee (Udell)
 - a. Action item: why are we part of ITSGA and why others should join?
 - b. Action item: Need to find someone with interest to run with this committee
- 12. Concerns
 - a. Other?
- Schedule at a glance (Horbal)
 - Next Board Meeting – virtual board meeting – Wednesday, October 28th at 10 AM – Wells, please send out Zoom invite
 - September 28th – 29th Annual Meeting – 2020 Vision – Westin @ Jekyll Island, Virtual
 - September 16th to October 8th – ITS World Congress – Virtual – who is signed up and participating?
 - October 28th (Wed) Virtual Monthly Meeting – EV Demand, Trends, and Charging Infrastructure, Needs – Sponsor?
 - November 18th Awards Banquet – should we go in-person and/or virtual?
- Adjourn Meeting ~ 11:00 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
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Program Committee	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.

Past Presidents and Awards		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

Communications and Outreach		Wells/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.

Elections		Johnson/ 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.

Legislative		Udell/EOS committee?
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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.

Membership and Finance	Sheffield	Martin/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.

Networking/Social Activities	Thumaty	Cohen
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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)
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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: