ITS Georgia Monthly Board Meeting
September 15, 2021
10:00 – 11:00 AM
Via Audio/Video Conference

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2020–2021):	**Directors (2020-2021):**	**Directors (2021-2022):**
✓ **Winter Horbal**, *President* Temple	✓ **Rachel Cohen** 360ns	✓ **Emily Dwyer** GDOT
✓ **Tom Udell**, *Vice President* Jacobs	✓ **Dee Taylor** AECOM	**Natalie Smusz-Mengelkoch** Kimley-Horn
✓ **Marc Start**, *Secretary* AECOM	✓ **Brook Martin** Cobb County	✓ **Steven Sheffield** Ouster
✓ **Tom Glueckert**, *Treasurer* Kimley-Horn	✓ **Matt Glasser** GDOT	✓ **Whitney Nottage** Q-Free
✓ **Jenny Brown**, *Past President* Kimley-Horn		**Dino Pampolina** Jacobs

State Chapter Representative:	**Ex-Officio:**	**Keith Rohling** Clayton County
Michael Holt Stantec	✓ **Greg Morris** FHWA	

✓   *Indicates present at meeting*

Other Attendees Present:

    Bill Wells, ITS GA
    Colton Hill, Temple

Issues Discussed	Action
Welcome • Horbal welcomed the Board to the special meeting.	
Approval of AV Equipment Purchase Expenditures • Nottage explained the need for A/V equipment; see attached document. • The A/V equipment is needed upon the expiration of Bill Wells contract on September 30. • A motion to approve up to $4,000 in expenses to cover purchases related to audio-video and associated peripheral equipment (motion by Nottage, Glasser support) – the motion was approved unanimously.	*Hill to add "ITS GA" labels on the A-V equipment and include an equipment checklist in the equipment bag.*
Clarification of Roles/Responsibilities of Current Committees and New Committees • Glueckert explained the draft "ITS GA Board Position and Task Summary" document; see attached document. • The tasks related to the committees and board positions are listed in the document, including where there is support necessary by the proposed A/V and Communications committees. • Glueckert requested comments from the Board no later than September 30.	*Board members to send comments on the draft "Position and Task Summary" document to Glueckert no later than September 30.*
Announcements and Calendar • See agenda for announcements • See agenda for calendar information	*Board members to respond to Horbal's email on September 14 regarding the BLES Board hearing (ACEC) by Friday, September 17.*
Closing Remarks • Horbal closed the September 15 special board meeting. • The next scheduled board meeting is Wednesday, October 27, at 10 AM (virtual).	

ITS Georgia Board Special Meeting

September 15, 2021 at 10:00 AM

Virtual Meeting

ITS GEORGIA BOARD OF DIRECTORS

Officers/Directors (2020-2021):	Directors 2020-2021:	Directors 2021-2022:
Winter Horbal, President	Rachel Cohen	Whitney Nottage
Tom Udell, Vice President	Dee Taylor	Keith Rohling
Marc Start, Secretary	Brook Martin	Emily Dwyer
Tom Glueckert, Treasurer	Matt Glasser	Dino Pampolina
Jenny Johnson, President		Natalie Smusz-Mengelkoch
		Steven Sheffield
State Chapter Representative	Ex-Officio	
Mike Holt	Greg Morris, FHWA	

AGENDA

➢ **Welcome:** Winter Horbal

➢ **Approval of A/V equipment purchase expenditures:** Whitney Nottage
- A/V equipment cost estimate (see attached document)
- <u>Motion: to approve up to $4,000 in expenses to cover purchases related to audio-video and associated peripheral equipment.</u>

➢ **Clarification of roles/responsibilities of current committees and new (AV and Communications) committees:** Tom Glueckert
- (Draft) ITS GA Board Position and Task Summary (see attached document)
- <u>Board input is requested, as this document will serve as the basis for Board positions</u>

➢ **Announcements**: Winter Horbal
- Board elections closed on August 31 with voting by 60% of member organizations
- The ITS America state chapter award was submitted on September 10
- Winter's email request sent on September 14 regarding BLES Board hearing (ACEC)
- Awards close at the end of September
- ITS GA Annual Meeting update: 129 registrants, 22 exhibitors, 20 sponsors

➢ **For Your Calendar**: Winter Horbal

Event	Date	Location
Annual Meeting	Sept 19 – 21	Savannah
October <u>Monthly</u> Meeting	Friday, Oct 22	GDOT TMC
October <u>Board</u> Meeting	Wednesday, Oct 27	Virtual
Operation Rocket Meeting	Tuesday, Oct 19	360ns Office, Marietta
November Awards Banquet	Wednesday, Nov 17	Maggiano's, Cumberland

➢ **Adjourn**

ITS Georgia A/V Equipment Purchase Expenditures Estimate

14-Sep-21

Product	Description	Source	Price	Quantity	Extended Price
Sony Alpha a6400	Streaming Camera	Amazon	$ 998.00	1	$ 1,087.82
Panasonic Lumix FZ300	Still-shot Camera	Amazon	$ 447.99	1	$ 488.31
Elgata CamLink 4K	HDMI to USB Video Encoder	Amazon	$ 109.99	1	$ 119.89
Gonine AC-PW20 AC Adapter	AC Power for Streaming Camera	Amazon	$ 24.60	1	$ 26.81
Sony ECMW1M Wireless Microphone	Microphone for Streaming Camera	Amazon	$ 178.00	1	$ 194.02
Neewer 72.4-Inch Aluminum Camera Tripod	Tripod for Streaming Camera	Amazon	$ 129.49	1	$ 141.14
AmazonBasics Gadgets Bag	Bag for AV equipment	Amazon	$ 28.99	1	$ 31.60
UGREEN Micro HDMI to HDMI	HDMI Cable for Streaming Camera	Amazon	$ 8.49	1	$ 9.25
64gb SD Card	Memory for Streaming and Still-Shot Camera	Amazon	$ 29.99	2	$ 65.38
25ft Extension Cord		Amazon	$ 12.96	1	$ 14.13
SD and MicroSD Card Reader		Amazon	$ 16.99	1	$ 18.52
Dell Inspiron 15	Streaming Laptop, 2TB PCiE SSD Memory, 64gb Ram, I7 10th Gen Processor	Amazon	$ 1,399.00	1	$ 1,524.91
			Total	$	3,721.78

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	Communications	
President	Review, manage, and sign contracts			Administrative
	Identify site and facilitate contract for Annual Meeting (min. 2 years prior)			
	Manage risk for organizational and event needs			
	Perform and manage process of reviewing the bylaws			
	Attend ITS America Annual Meeting			Local Representative
	Coordinate with ITS America			
	Manage annual Strategic Planning Meeting			Strategic Planning Meeting
	Invite current and newly elected board members			
	Provide vision for direction and priorities for the next year			
	Facilitate assignment of committee chairs and support volunteers		Post info on website	
	Moderate board meetings and monthly lunch meetings			
	Develop Board meeting agenda and solicit input in advance of the meeting			
	Review meeting minutes			
	Coordinate and collaborate with other professional organizations (ITE, ACEC, TIME, etc.)			As Needed
	Coordinate and support committee chairs			
	Delegate tasks to other positions			
Vice President	Manage delegated tasks from the President			As Needed
	Moderate meetings if the President is absent			
	Schedule monthly board meetings		Post info on website	Board Meeting
	Manage meeting accommodations (in-person and virtual) and attendance			
	Monitor website for information that requires updating		Post info on website	Administrative
	Receive media inquiries and coordinate response (if appropriate)			
	Monitor ITS Georgia mail and social media accounts; respond to inquiries		Monitor social media	
Treasurer	Develop, request input on, and present draft annual budget for Board approval			Board Meeting
	Maintain and report at monthly board meeting on annual budget			
	Contact, negotiate, and execute ACEC contract			Annual Tasks
	Coordinate with the President and file ITSGA taxes by May 15th			
	Coordinate with the Hartford, file renewal paperwork, and post insurance payments			
	Coordinate with the President and post ITS America Annual membership payment.			

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	Communications	
	Program Coordination Coordination - Review venue contracts, negotiate nonprofit rates, verify sponsorship payments, post venue payments, post catering payments, verify meeting registration, provide petty cash and card reader for registration. .			Monthly Tasks - General Administrative
	Post monthly payments (auto-draft Constant Contact, Intuit, Zoom, etc)			
	Membership & Finance Coordination - Confirm membership payments, cash membership checks		Confirm and post membership info on website	
	Coordinate with ACEC to collect and process mail.			
	Process expense reports generated by board members			
	Review and negotiate venue contracts			Annual Meeting
	Post venue down payments			
	Verify payment status of sponsors, exhibitors, attendees			
	Post venue/F&B payments (on-site)			
	Review room takeoff (Attrition)			
	Audit financials			
	Participate in debrief			
Secretary	Prepare and modify meeting minutes for Board approval		Post info on website	Board Meeting
	Manage process of calling special board meetings		Post info on website	
	File incorporation renewal with Secretary of State			Administrative
	Manage process of updating the bylaws, when required		Support voting process Post info on website	
	Create PDH certificates		Post info on website	All Events
	Review attendance list to check for non-member attendees		Share attendance list	
Program	Solicit volunteers for committee			
	Secure event location(s) and make payment			Event Support
	Secure event sponsor			
	Provide presenter gifts			
	Store video in video management system for membership use	Manage video archives		
	Manage staff registration table and nametags		Share attendance list	
	Review meeting attendance and check for non-member attendees		Share attendance list	
	Develop monthly meeting program, including topic(s) and presenter (s)			
	Share monthly program arrangements for Board review			

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	Communications	
	Advertise monthly meeting program, including text description		Post on website, E-Blasts, social media, website registration + payment	Monthly Meeting Delivery
	Deliver program at monthly meeting (virtual, in-person, or both)	Support event recording and/or live stream; backdrop; sponsor logos; still photos		
	Furnish laptop with presentation material loaded	Provide technical support		
	Coordinate speaker arrangements, including scheduling practice events	Provide technical support		
Membership and Finance	Confirm future year membership pricing/structure (Board meeting prior to Annual Meeting)			Pre Registration
	Prepare initial membership solicitation		Generate constant contact page	
	Membership registration live (after Annual Meeting), post constant contact registration page, send invoices to historic members		Link new membership page to ITSGA website. Send invoices	Registration - General
	Review and respond to new membership requests			
	Confirm Board member membership			
	Confirm Sponsorship/Exhibitor membership			
	Update membership information (as needed for company/voting member/email changes)		Share updates with Communications	
	Prepare annual membership goal to Board			Strategic Meeting
	Develop Growth areas to share with Board			
	Solicit volunteers for support			Monthly tasks
	Reach out to new members regarding membership value			
	Reach out to historic members for payment of membership invoice			
	Send invoices as needed		Send batch invoices	
	Provide update to membership numbers and growth areas to board			
	Provide update to members during Presidents intro at monthly meetings			
	Review attendance at monthly meetings - seek out non-members to discuss membership opportunities		Share attendance list	

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	**Communications**	
	Review attendance at Annual Meeting - seek out non-members to discuss membership opportunities		Share attendance list	
Networking/ Social Activities	Solicit volunteers for committee			Activity Delivery
	Develop survey and solicit feedback about the activities		Administer survey	
	Develop activity ideas for Board review			
	Secure event/venue arrangements and payment			
	Advertise activities, including text description		Post on website, E-Blasts, social media, website registration + payment	
	Deliver and manage activities			
	Review event/meeting attendance		Share attendance list	
Past Presidents and Elections/ Awards	Solicit volunteers for committee			Board Election Delivery
	Determine committee objectives, as determined by the Committee			
	Advertise board nominations		Email and social media	
	Open and close board nominations		Support nominations	
	Appoint Inspector of Election (not a member of the Board)			
	Validate nominations for membership and residence in GA			
	Present nominations to the Board for approval			
	Manage voting platform account access for confidentiality		Support voting process	
	Open and close voting for board members		Support voting process	
	With President, support delivery of the voting results to membership	Still photos		
	Create press release announcement for new board members		Email and social media	
	Periodically review awards for changes/updates			Annual Awards Delivery
	Advertise annual awards nominations		Email and social media	
	Open and close annual awards nominations		Support nominations	
	Order and purchase annual award hardware			
	Create text for awards at the Annual Banquet (typically in November)			
	With President, support delivery of the award winner announcements	Still photos		
	Create press release announcement for award recipients		Email and social media	
Outreach/ Education	Solicit volunteers for committee			
	Solicit ITS GA volunteers to speak at local student chapter events			Student Chapter Delivery
	Support local student chapters and provide updates at Board meetings			
	Support scholarship program delivery, if applicable			
	Develop service ideas for Board review			Service Delivery

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	**Communications**	
	Manage registration for events		Website registration	
	Manage financial and/or physical donations		Website payment	
	Create press release announcements for outreach outcomes		Email and social media	
	Poll Board and membership to determine training needs			Training Delivery
	Identify local government training opportunities for potential collaboration			
	Develop training program, including topic and speakers			
	Share training program arrangements for Board review			
	Advertise training program, including text description		Post on website, E-Blasts, social media, website registration + payment	
	Deliver training program (virtual, in-person, or both)	Support event recording and/or live stream; backdrop; sponsor logos; still photos		
	Secure event location(s) and make payment			Event Support
	Secure event sponsor			
	Provide presenter gifts			
	Store training video in video management system for membership use	Manage video archives		
	Manage staff registration table and nametags		Share attendance list	
	Review meeting attendance and check for non-member attendees		Share attendance list	
Legislative	Solicit volunteers for committee			
	Track and report legislative action that affects the membership			ACEC Coordination
	Coordinate on ITS-related issues with ACEC lobbyist			
	Hold position on the ACEC editorial review board			
	Develop content for Georgia Engineering magazine (ACEC)			
	Identify conferences for ITS GA representation (i.e., GMA)			Conference Exposure
	Solicit volunteers to attend conference (i.e. GMA)			
	Attend conferences, including booth and associated staffing			
Annual Meeting	Solicit volunteers for committee			
	Manage the hotel contract and advise the Board about issues			Annual Meeting Planning
	Provide monthly briefing to Board on the planning process and calendar			
	Create conference theme, including graphical elements			
	Set registration, exhibitor, and sponsorship prices			
	Develop the technical program			
	Develop conference materials (video content, program, posters, etc.)			

ITS Georgia Board Position and Task Summary

September 13, 2021 - Draft

Position or Committee	Task Yellow highlight identifies tasks with technical/creative writing opportunity	Tasks Supported by Committees		Task Type
		Audio-Visual	**Communications**	
	Provide Board with updated budget and draft technical program			Annual Meeting Delivery
	Advertise event, including text description		Post on website, E-Blasts, social media	
	Advertise registration		Support website registration + payment	
	Advertise sponsorship funds			
	Advertise exhibitor hall space booths			
	Manage staff registration table and nametags		Share attendance list	
	Deliver Annual Meeting (virtual, in-person, or both), including text updates for social media during the conference	Support event recording and/or live stream; backdrop; sponsor logos; still photos	Provide E-Blast and social media support while the event in progress	
	Provide presenter gifts			
	Store video in video management system for membership use	Manage video archives		
	Review meeting attendance and check for non-member attendees		Share attendance list	
	Arrange and document debrief meeting with committee chairs, President			Post Meeting Activity
	Share materials with next year's committee organizers			
ITS America State Representative	Solicit volunteers for committee			
	Provide monthly report at Board meeting			
	Develop annual State Chapter Award application	Retrieve data and files from the video management system and photo archives for the past year	Retrieve facts and published documents from the website and social media for the past year	Annual State Chapter Award
	Participate in ITS America monthly calls with local chapters			ITS America Coordination
	Develop other ITS America award applications	As needed	As needed	
	Develop content for Momentum magazine (ITS America)	As needed	As needed	
	Coordinate with other ITS America state chapters for combined events (i.e., 2022 SE ITS Summit)			Regional Coordination