October 2021
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
October 27, 2021
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 Brown, *Past President*** Kimley-Horn

Directors (2020-2021):

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

Directors (2021-2022):

	Emily Dwyer GDOT
✓	**Natalie Smusz-Mengelkoch** Kimley-Horn
✓	**Steven Sheffield** Ouster
	Whitney Nottage Q-Free
✓	**Dino Pampolina** Jacobs
✓	**Keith Rohling** Clayton County

State Chapter Representative:

	Michael Holt Stantec

Ex-Officio:

✓	**Greg Morris** FHWA

✓ *Indicates present at meeting*

Other Attendees Present:

Mahesh Atluri, HNTB (Treasurer-elect)
Steven Foy, Paulding County (Secretary-elect)
Holly Painter, KCI (Director-elect)
Greg Ramsey, City of Peachtree Corners (Director-elect)

Issues Discussed	Action
Welcome • Winter welcomed the newly elected Board members. The incoming Board members are Holly Painter, Steven Foy, Greg Ramsey, Mahesh Atluri, and Ken Keena. • A motion to approve meeting minutes for the August 25, 2021 meeting (motion by Glueckert, Cohen support) – the motion was approved unanimously. • A motion to approve meeting minutes for the September 15, 2021 special meeting (motion by Glueckert, Start support) – the motion was approved unanimously.	
Budget/Financials • Glueckert provided the 2021 budget update. • Glueckert provided the preliminary financial picture for the 2021 Annual Meeting.	
Committee Updates • **Transition Subcommittee (Operation Rocket)**: Horbal reported that the committee is working on a document to define the board and committee position roles and guide the Board activities in the future. The guide is expected to be ready for review by the Board by November 19. The special meeting held in September included a budget for equipment, which has been purchased. • **Program**: For the training program in December, Matt Glasser will coordinate and include a presenter from the CATT Lab (University of Maryland). • **Membership and Finance:** Sheffield reported that there are currently 88 paid member agencies; the 2021 annual membership goal was 80. • **Networking/Social Activities:** Cohen mentioned that the Annual Meeting activities were well attended. Cohen is moving off this committee in 2022. • **Outreach/Education:** Horbal currently serves as the chair for the subcommittees. • **Student Chapter/Scholarship subcommittee**: Smusz-Mengelkoch stated that the Georgia Tech chapter needs to be regenerated as campus returns to normal and she seeks to maintain a connection with Kennesaw State University.	*Board members will be requested to review the document that describes the committee position roles and submit 3 options in advance of the December 3 Strategic Planning Meeting.* *Contact Smusz-Mengelkoch if you would like to speak at Georgia Tech.*

Issues Discussed	Action
• **Service subcommittee**: The possibility of a coat drive and/or a can drive was discussed with respect to the Awards Banquet in November. The consensus was to include those options with the Strategic Planning meeting in December.	*Glueckert to include the opportunity for a service project in 2022 as part of the Strategic Planning meeting.*
• **Training subcommittee**: Start reported that the December training content related to origin-destination data that was featured at the ITS Georgia Annual Meeting. The data source will be procured statewide and the tool was developed by the CATT Lab (University of Maryland).	*Glasser to provide additional details regarding the December training program.*
• **Legislative subcommittee**: The federal infrastructure bill is still in progress.	
• **Communications & Outreach:** Nottage will lead the Communications committee that is under development. (There will also be a new Audio-Visual Committee.)	
• **Past Presidents and Awards:** Johnson reported that ITS Georgia election results should be announced again at Banquet. There were many award nominations this year, and the award plaques have been ordered.	
• **ITS America State Chapter Rep:** There is a lunch meeting on December 7 for local chapter board members at ITS America in Charlotte. A link will be sent to each chapter for voting on the chapter awards.	*Let Glueckert know if you are attending the lunch on December 7 at the ITS America meeting in Charlotte for local chapter board members.*
Event Updates **2021 ITS America Meeting (Charlotte, NC),** December 7 – 10, 2021. **2022 SE ITS Summit (Atlanta),** Nov 5 - 9, 2022. There is a leadership meeting scheduled for tomorrow. **2023 ITSGA Annual Meeting (Jekyll Island, Westin)**. The conference leadership has not yet been identified.	
Closing Remarks • **Other concerns.** Send Horbal your concerns (now or later). • Horbal closed the October 27 board meeting. • The next scheduled board meeting is Wednesday, November 17, 10 AM at Maggiano's. • The Strategic planning meeting is scheduled for December 3, 10 AM – 2 PM.	*For your calendar, please keep Friday, December 3, 10 AM – 2 PM available for the Strategic Planning meeting.*

2021 ITS Georgia Board Meeting

October 27, 2021 at 10:00 AM
Virtual

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 - X	Dee Taylor	Keith Rohling
Marc Start, Secretary	Brook Martin	Emily Dwyer - X
Tom Glueckert, Treasurer	Matt Glasser - X	Dino Pampolina
Jenny Johnson, Past President		Natalie Smusz-Mengelkoch
		Steven Sheffield
State Chapter Representative	**Ex-Officio**	**2021 Annual Meeting Chair**
Mike Holt - X	Greg Morris, FHWA	Ty Alexander (AECOM) - X

AGENDA

10:00 Get Started!

- Welcome!
- Approve 2021 Board Meeting Minutes from August – **MOTION**
- Financial Report (Glueckert)
  - Provide update on finances including Annual Meeting
- Committee Statuses/Things to Consider
  - Interaction with other committees - **Coat drive at November Awards**?
  - Consider our members! Does this benefit our current and future members?
  1. Communications & Outreach (Nottage/Glueckert/Start/Cohen/Colton Hill/Horbal)
     a. **In-Progress:** Subcommittee formed "Operation Rocket" - virtual on Aug. 4th, in-person meeting on Aug. 27th, Board Special Meeting on Sept. 15th, and in-person on Oct. 26th.
     b. **Jan. 2022 Action:** Subcommittee needs to gather information and determine what will committee chairs/members be taking on and what needs to be taken care of by subcontract!
  2. ITS America State Chapter Rep (Holt – out at ITSTN/TSITE)
     a. SCC lunch reception in Charlotte on Dec. 7th from 11:00-1:00 (as part of ITSA annual meeting). Tom and I are planning to attend. If anyone else from the Board will be at ITSA, they are welcome also, but ITSA would like a list of planned attendees so they can order enough food.
     b. State Chapter Awards – apparently ITSA is sending a link to each chapter liaison for voting on the awards (although we can't vote in our own category). I'll get more details once I see the message.
  3. Membership & Finance (Martin/Sheffield)
     a. 88 paid (72 large & 14 small & 1 retiree & 1 affiliate)
     b. 2021 Goal = 80 (Budget Goal 65 large & 15 small), 2020 = 75 paid
  4. Networking/Social Activities (Cohen)
     a. Cohen nailed it with the Annual Meeting – thank you!
  5. Outreach/Education Committee (Horbal for now) –
     a. **Dec. Action:** Need definition to include all subcommittees (see last sheet)

b. Student Chapter/Scholarship Committee – (Smusz-Mengelkock)
    i. Any updates? Help from Board?
c. Service (Rohling/Pampolina)
    i. Updates/Concerns – Help from Board?
    ii. Coordination w/ other committees – **Coat Drive @ Nov. Awards?**
d. Training (Glasser/Start)
    i. Updates (**Dec. Training – new ATMS?**)/Concerns – help from Board?
e. Legislative Committee (Taylor/Udell)
    i. Updates/Concerns

6. Past Presidents and Awards Committee (Johnson/ Horbal) –
    a. Elections are over. New board was announced at Annual Meeting in Savannah (congrats to our newest officers and directors!). Recommend announcing/recognizing everyone again at November Awards Banquet.
    b. Awards – Winners have been selected. Plaques have also been ordered and paid for. Winter to pick up plaques and do presentations at the banquet. As far as write-ups - recommend reading the nominations that were submitted (make edits/shorten the nominations as needed). Feedback from the past has been that the shorter the presentation speeches the better.
7. Program Committee (Nottage/Glueckert/Dwyer)
    a. Wed. Nov. 17, 2021 (Maggiano's Cumberland) – Our Best of ITSGA Awards Banquet – Sponsor?
    b. Dec.2022 - Training – Glasser/Nottage – New ATMS – Location/Sponsor?
    c. Jan. 2022 – Natalie/Tom – College Updates – Location: G.Tech/ Sponsor?
    d. Feb. 2022 – Start/Dwyer – Savannah Port Update – Speakers/Location/Sponsor?
    e. March 2022 – Winter/Greg to see re-Launch Curiosity Lab Meeting (FYI ITE's is Nov.)
    f. Whitney moving into communications role w/ setting up registration/e-blasts
    g. **NEED:** One person to lead the Program Committee and find others to help!

- Conference(s)
    8. 2021 ITSGA Annual Meeting (AECOM) – (Alexander/Taylor) – Success and in the books!
    9. 2022 Southeast (SE) ITS Summit - (Holt)
        a. Nov. 5-9, 2022, Hyatt Regency, Atlanta - "Revolutionizing Smart Mobility".
- 2022 Strategic Planning Meeting (Glueckert/Horbal) – future planning
    10. "Find Time Poll" sent out – December 3rd @ 10 AM
- Other Items/Concerns - Anything else to discuss?
- Schedule at a glance (Horbal/Udell)
    - **Next Monthly Meeting** – Wednesday, November 17th - Our Best of ITSGA Awards Banquet (Maggiano's Cumberland) - Sponsor?
    - **Next Board Meeting** – Wednesday, November 17th (Maggiano's Cumberland) at 10 AM
        - **ACTION items?!?!**
    - 2022 Strategic Planning Meeting – December 3rd @ 10 AM (Peachtree Corners Area)
- 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/Glueckert

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

Past Presidents and Elections/Awards Johnson/Horbal

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.

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 Cohen

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

Outreach/Education

Student Chapter and Scholarships Tolson?

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.

Service Rohling

Definition:

Training Glasser/Start

Legislative Udell/Taylor

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

ITS Georgia 2021 Budget Outlook
10/27/2021

		2020 YE	2020 Items	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021 YE
Starting Balances	Checking =	$ 28,035.21		$ 12,835.91	$ 14,570.91	$30,920.91	$13,330.91	$9,740.91	$10,486.87	$6,397.87	$10,267.67	$43,568.88	$40,765.81			
	Savings =	$ 105,701.73		$ 105,702.63	$ 105,703.44	$90,704.30	$90,705.05	$90,705.82	$90,706.57	$90,707.34	$87,708.30	$69,681.30	$39,681.30			
	Savings Interest =			$ 0.90	$ 0.81	$0.86	$0.75	$0.77	$0.75	$0.77	$0.96	$3.00				
	WePay															
	PayPal =	$ 26,411.19		$ 33,788.79	$ 34,441.53	$ 33,179.55	$ 34,352.25	$54,174.84	$60,186.89	$84,740.75	$112,315.16	$83,935.72	$85,724.28			
		$ 160,148.13		**$ 152,327.33**	**$ 154,715.88**	**$ 154,804.76**	**$ 138,388.21**	**$ 154,621.57**	**$161,380.33**	**$181,845.96**	**$210,291.13**	**$197,185.90**	**$166,171.39**	**$0.00**	**$0.00**	**$0.00**

INCOME

		BUDGET					Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Summary
CATEGORY	**DESCRIPTION**	**INCOME**	**EXPENSE**	**NUMBER**	**TOTAL**														
Administrative																			
Membership Dues	Small (Public/Private)	$ 150.00		15	$ 2,250.00	$ 150.00	$ 600.00	$ -	$ 150.00	$ -	$ 150.00		$150.00	$450.00	$150.00				$ 1,650.00
Membership Dues	Large (Public)	$ 350.00		15	$ 5,250.00	$ 1,050.00	$ 1,050.00	$ 1,750.00	$ 1,050.00	$ -	$ -	$350.00							$ 4,200.00
Membership Dues	Large (Private)	$ 400.00		65	$ 26,000.00	$ 6,400.00	$ 4,650.00	$ 3,600.00	$ 1,200.00	$ 1,200.00	$ 800.00	$1,200.00	$800.00	$2,200.00	$800.00				$ 16,450.00
Membership Dues	Affiliate/Retiree	$ 25.00		3	$ 75.00	$ -		$ 25.00		$ -	$ -			$25.00					$ 25.00
				Subtotal	***$ 33,575.00***	**$ 7,600.00**	**$6,300.00**	**$ 5,375.00**	**$ 2,400.00**	**$ 1,200.00**	**$ 950.00**	**$ 1,550.00**	**$ 950.00**	**$ 2,675.00**	**$ 950.00**	**$ -**	**$ -**	**$ -**	**$22,350.00**
Annual Meeting																			
Registration		$ 63,225.00		1	$ 63,225.00										$ 62,365.00				$62,365.00
Sponsorship		$ 47,500.00		1	$ 47,500.00										$ 44,500.00				$44,500.00
Exibitors		$ 13,200.00		1	$ 13,200.00										$ 10,400.00				$10,400.00
				Subtotal	***$ 123,925.00***		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 117,265.00**	**$ -**	**$ -**	**$ -**	**$ 117,265.00**
Monthly Meetings																			
Monthly Meeting Fees	Registration	$ 1,800.00		6	$ 10,800.00							$ 1,705.00	$ 1,495.00	$ 1,595.00		$3,265.00			$8,060.00
Monthly Meeting Sponsors	Lunch meeting sponors	$ 500.00		10	$ 5,000.00		$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ -	$ 500.00		$ 500.00	$ 500.00	$ 500.00	$ 5,000.00
				Subtotal	***$ 15,800.00***		**$ 500.00**	**$ 500.00**	**$ 500.00**	**$ 500.00**	**$ 500.00**	**$ 2,205.00**	**$ 1,495.00**	**$ 2,095.00**	**$ -**	**$ 3,765.00**	**$ 500.00**	**$ 500.00**	**$ 13,060.00**
Donations																			
COVID-19 Relief	For Digital Learning Equipment									$ -	$ -	$ -	**$ 2,366.00**	**$ 110.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,476.00**
				TOTAL INCOME =	***$ 173,300.00***	**$ 7,600.00**	**$ 6,800.00**	**$ 5,875.00**	**$ 2,900.00**	**$ 1,700.00**	**$ 1,450.00**	**$ 3,755.00**	**$ 4,811.00**	**$ 4,880.00**	**$ 118,215.00**	**$ 3,765.00**	**$500.00**	**$ 500.00**	**$ 155,151.00**

EXPENSES

Administrative																			
Wells Communication Inc	Bill Wells' contract		$ 2,600.00	9	$ 23,400.00		$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)	$ (2,600.00)				$ (23,400.00)
General Admin Expenses	Marketing, administrative, etc.		$ 2,000.00	1	$ 2,000.00		$ (71.80)								$ (3,910.82)				$ (3,982.62)
Website fee	Annual fee for web/domain reg. ($270 paid every 3 years, next payment = 2023)		$ 270.00	1	$ 270.00											$ (17.99)			$ (17.99)
Inuit/Paypal fees	CC and reader usage fees		$ 350.00	12	$ 4,200.00		$ (192.40)	$ (157.30)	$ (52.00)	$ (47.30)	$ (532.43)	$ (414.33)	$ (632.14)	$ (704.72)	$ (436.22)	$ (168.50)			$ (3,337.34)
Zoom Fees	Zoom Fees		$ 30.00	12	$ 360.00		$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (29.98)	$ (35.98)			$ (305.80)
ACEC Administrative Agreement	Administrative fee and magazine		$ 1,104.00	1	$ 1,104.00		$ (287.50)						$ (98.00)						$ (385.50)
Secretary of State	Corporate registration		$ 30.00	1	$ 30.00				$ (60.00)										$ (60.00)
Insurance	Hartford liability + D&O		$ 1,108.00	1	$ 1,108.00									$ (1,198.00)					$ (1,198.00)
Taxes	Filed by ITSGA Treasurer (DUE MAY 15th)		$ -	1	$ -														
ITSA memberhips	Membership dues		$ 500.00	1	$ 500.00						$ (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									$ (43.09)					$ (43.09)
				Subtotal	***$ 38,472.00***		**$ (3,181.68)**	**$ (2,787.28)**	**$ (2,741.98)**	**$ (2,677.28)**	**$ (3,662.41)**	**$ (3,044.31)**	**$ (3,360.12)**	**$ (4,575.79)**	**$ (6,977.02)**	**$ (222.47)**	**$ -**	**$ -**	**$ (33,230.34)**
Annual Meetings																			
Bill Wells Comps	Comps for 2021 AM attendance		$ 1,000.00	1	$ 1,000.00														
Comps	Comps for 2021 AM (speakers, public agency, etc.)		$ 4,545.00	1	$ 4,545.00														
JW Marriott Savannah (Hotel Contract)	Rent / food & beverage / etc.		$ 71,375.00	1	$ 71,375.00	$ (7,500.00)				$ (7,500.00)					$ (7,500.00)	$ (33,951.59)			$ (48,951.59)
Sunday Night Entertainment	Sunday Night Entertainment		$ 1,000.00	1	$ 1,000.00								$ (3,530.00)						$ (3,530.00)
Monday Night Entertainment	Monday Night Entertainment		$ 1,000.00	1	$ 1,000.00										$ (2,500.00)				$ (2,500.00)
2021 Miscellanous	Speaker gifts, shirts, prizes, etc.		$ 20,500.00	1	$ 20,500.00										$ (2,163.21)	$ (3,242.29)			$ (5,405.50)
Future AM Deposits	Deposits for 2023 AM (Westin Jekyll Island)		$ 20,000.00	1	$ 20,000.00		$ (15,000.00)			$ (10,000.00)					$ (10,000.00)				$ (35,000.00)
Future AM Planning	Site visits for future 2022 Summitt		$ 500.00	1	$ 500.00														
2022 Summit Seed Payment	2022 Summit Seed Payment		$ 3,000.00	1	$ 3,000.00						$ (3,000.00)			$ (3,000.00)					$ (6,000.00)
				Subtotal	***$ 122,920.00***	**-$7,500.00**	**$ (15,000.00)**	**$ -**	**$ -**	**$ (17,500.00)**	**$ (3,000.00)**	**$ -**	**$ (3,530.00)**	**$ (3,000.00)**	**$ (22,163.21)**	**$ (37,193.88)**	**$ -**	**$ -**	**$ (101,387.09)**
Monthly Meetings																			
Constant Contact	Web hosting for registration		$ 70.00	12	$ 840.00		$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)	$ (70.00)			$ (700.00)
Monthly Meetings	Room Rental + Catering		$ 2,500.00	6	$ 15,000.00	$ (1,400.00)		$ -				$ (2,371.00)	$ (2,462.50)	$ (2,462.50)	$ (1,380.50)	$ (2,193.16)			$ (12,269.66)
Speaker travel	Travel expenses		$ 500.00	2	$ 1,000.00														
				Subtotal	***$ 16,840.00***		**$ (70.00)**	**$ (70.00)**	**$ (70.00)**	**$ (70.00)**	**$ (70.00)**	**$ (2,441.00)**	**$ (2,532.50)**	**$ (2,532.50)**	**$ (1,450.50)**	**$ (2,263.16)**	**$ -**	**$ -**	**$ (11,569.66)**
Sponsorships/Scholarships																			
ACEC GA Engineering Awards Sponsorship	Sponsorship (includes 2 tickets to dinner)		$ 500.00	1	$ 500.00														
Collegiate Student Chapter(s) Sponsorship(s)	Monthly meeting reimbursements		$ 100.00	6	$ 600.00														
GT Exploring Engineering Academy	Golden Eagle Lunch-in		$ 1,000.00	1	$ 1,000.00														
TIME Sponsorship	Sponsorship for TIME conference		$ 600.00	1	$ 600.00														
Gerogia 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														
Outreach	Boys & Girls Club of Metro Atlanta (Backpack/supplies)		$ 5,000.00	1	$ 5,000.00							$ (4,942.70)							
Awards	ITSGA awards & scholarship plaques		$ 1,200.00	1	$ 1,200.00														
				Subtotal	***$ 25,900.00***		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (4,942.70)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (4,942.70)**
				TOTAL EXPENSE =	***$ 204,132.00***		**$ (18,251.68)**	**$ (2,857.28)**	**$ (2,811.98)**	**$ (20,247.28)**	**$ (6,732.41)**	**$ (10,428.01)**	**$ (9,422.62)**	**$ (10,108.29)**	**$ (30,590.73)**	**$ (39,679.51)**	**$ -**	**$ -**	**$ (151,129.79)**
				BUDGETED NET INCOME =	***$ (30,832.00)***												***ACTUAL NET INCOME =***		***$4,021.21***

ITS Georgia 2021 Annual Meeting

JW Marriott Savannah Plant Riverside District, Savannah, 9/19-9/21/2021

Audit (9/26/21)

REVENUE

	Number	Cost	Adjustments	Budget
Registration:				
Members (early)	104	$ 395		$ 41,080
Members (late)	15	$ 445		$ 6,675
Non-members (early)	15	$ 595	$ (200)	$ 8,725
Non-members (late)	6	$ 625		$ 3,750
Guest	13	$ 95		$ 1,235
Guest (late)	4	$ 105		$ 420
Comped	10	$ -		$ -
Registrations incl. w/sponsorship	0			
Golf Registration	11	$ 110		$ 1,210
Subtotal =	167			$ 63,095
Exhibitors:				
Diamond	3	$ -		$ -
Member (includes power service)	15	$ 450		$ 6,750
Non-member (includes power service)	5	$ 800	$ (350)	$ 3,650
Subtotal =	23			$ 10,400
Sponsorship:				
Diamond	3	$ 3,500		$ 10,500
Platinum	9	$ 2,000		$ 18,000
Platinum (Organizer - AECOM)	1	$ 1,000		$ 1,000
Gold	6	$ 1,500		$ 9,000
Silver	3	$ 1,000		$ 3,000
Subtotal =	22			$ 41,500

TOTAL REVENUE =	**$ 114,995**
TOTAL EXPENSES =	**$ (94,817)**
TOTAL INCOME =	**$ 20,178**

Notes:

* Registration prices shown above are the increased prices as approved by the board for 2019 AM and moving forward.
* Exhibitor fees were increased for 2020 AM moving forward ($100 increase for members & $200 increase for non-members).

* Did NOT increase sponosorship amounts as these were just increased in 2017.

EXPENSES

Type	Number	Cost							Serv. Chg.	Tax		Budget
Comps:												
Comped meals for keynote speakers	3	$ 269							$ 65	$ 23		$ 1,071
Comped room nights	10	$ 275							$ 19	$ 38		$ 3,325
Subtotal =												
Meals:	Meal Quantity	Cost	Soft Drink Quantity	Cost	Alcohol Quantity	Cost	Bartenders	Cost	Service Charge	Sales Tax	Liquor Tax	
Sunday Buffet Dinner	146	$ 94.50	5	$ 6.00	1	$ 1,254.00	2	$ 200.00	$ 3,870.25	$ 1,354.59	$ 19.89	$ 20,725.73
Sunday Bar			2	$ 6.00	1	$ 2,150.00	2	$ 235.00	$ 658.00	$ 230.32	$ 44.46	$ 3,564.78
Monday Continental Breakfast	146	$ 28.80							$ 1,051.20	$ 367.92		$ 5,623.92
Monday Buffet Lunch	146	$ 46.80							$ 1,708.20	$ 597.87		$ 9,138.87
Monday Breaks									$ -	$ -		$ 5,744.32
Monday Plated Dinner	146	$ 70.20			1	$ 1,578.00	2	$ 200.00	$ 3,056.80	$ 1,069.89	$ 25.74	$ 16,379.63
Monday Bar			2	$ 6.00	1	$ 1,301.00	2	$ 235.00	$ 445.75	$ 156.03	$ 28.08	$ 2,412.86
Tuesday Continental Breakfast	146	$ 28.80							$ 1,051.20	$ 367.92		$ 5,623.92
Tuesday Break									$ -	$ -		$ 1,433.67
Subtotal =		$ 269							$ 11,841	$ 4,145		$ 70,648
Miscellaneous Cost:	Quantity	Cost							Service Charge	Sales Tax		
Audio/visual/pipe & drape	1	$ 10,456.00							$ 2,614.00	$ 914.90		$ 11,445.92
Hotel Adjustment in final Folio	1	$ (931.40)										$ (931.40)
Sunday night entertainment	1	$ 3,530.00										$ 3,530.00
Monday night entertainment	1	$ 2,500.00										$ 2,500.00
Printing	1	$ 820.69										$ 820.69
Misc Rachel (Raffle tickets, Vendor stamps)	1	$ 43.40										$ 43.40
Speaker gifts (included with attendee gifts	50	$ 7.00										
Attendee gifts	1	$ 2,727.94										$ 2,727.94
Tags, badges, ribbons, etc	1	$ 110.12										$ 110.12
Speaker travel costs												$ -
Committee shirts												$ -
Raffle Prizes	1	$ 587.34										$ 587.34
Tech Committee Lunch Mtg												$ -
PayPal fees (2.9%) - ESTIMATED	1	$ 3,334.86										$ 3,334.86
Subtotal =												$ 24,169
TOTAL EXPENSES =												**$ 94,817**