December 2021
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
December 3, 2021
10:00 AM – 2:00 PM
Peachtree Corners City Hall and virtual

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:

Steven Foy, Paulding County (Secretary-elect)
Ken Keena, Gwinnett County (Director-elect)
Holly Painter, KCI (Director-elect)
Greg Ramsey, City of Peachtree Corners (Director-elect)
Colton Hill, Temple

Issues Discussed	Action
Welcome • Glueckert welcomed the current and future board members. • Glueckert thanked Start for service to the organization. • Glueckert noted that the November and December Board meeting minutes will be approved by the Board at the January meeting. **New for 2022** • Email addresses will be used for ITS Georgia correspondence, starting on January 1. The ITS GA email account with have access to the Google Drive where all ITS GA documents will be retained for information and official records. • The guidance document is work in progress, and it will be updated going forward. The guidance document should be shared with members of each committee as they are formed. • The A/V and Communications Committees are new, and effectively replace the functions that Bill Wells previously performed.	*All committee chairs to begin using ITS GA email addresses on January 1.* *Nottage to activate the remainder of the ITS Georgia email accounts and will distribute the credentials.*
Budget/Financials Glueckert provided an update. • **Pre-final 2021 budget:** still need to reconcile with the Annual Meeting budget. The 2021 deficit is approximately $14K, and discussion by Board indicated that the 2021 financial outcome is acceptable. The bank balance is approximately $140K, which includes a $35K deposit paid to Jekyll Island for next year's Annual Meeting. Board discussion indicated that a bank balance that is a minimum of 2 times the Annual Meeting expenditures is an appropriate amount. • **Draft 2022 budget**: an early draft was provided to the Board for information. Committee chairs are to work with Alturi so that the Board can finalize the 2022 budget at the February 2022 meeting. As a result of the 2021 deficit, motion (Glasser, Cohen support) to increase 2022 membership dues to $400 large public sector/$450 large private sector agencies; maintain the 2021 membership dues for small agencies; the motion carried unanimously. The 2022 budget is based on the following assumptions: • **Membership:** the 2022 members target is 95 members. • **University organizations:** pay membership dues as "large public sector agency".	*Committee chairs to coordinate with Alturi regarding 2022 budget needs for their committee.* *Nottage to update cost of large public sector and large private sector membership dues on the website.*

Issues Discussed	Action
• **SE ITS Summit**: The Board suggested that the profit share for budgeting purposes should be a minimum of 50% of the ITS 5C conference in Jacksonville, FL. • **Meetings:** 11 monthly meetings with sponsorship. • **Meeting Locations:** find locations at a lower cost. The Sandy Springs City Center currently costs $840/meeting, not including the food. Additional options to explore are Paulding and Gwinnett. There is no charge for the Peachtree Corners site. • **Website fees:** Nottage to review website fees. • **Taxes**: moving forward, taxes must be filed electronically by a CPA. • **Annual meeting:** the budget includes deposits for future meetings. Glueckert will coordinate the effort to find meeting sites for 2024 and 2025. Options may include Athens. • **Sponsorship/scholarship**: Holt stated that the Georgia Tech funding was previously redirected to the Boy Scouts. Glueckert will reorganize/reassign these items to the appropriate committees.	*Nottage to review website fees for the 2022 budget.* *Glueckert to plan scouting meeting for the purpose of finding locations for the 2024 and 2025 Annual Meeting site(s).* *Glueckert to reorganize/reassign sponsorship and scholarship line items to the appropriate committees.*
Committee Updates • Glueckert will set up a form in Google docs so that each committee chair can populate their goals, budget, and volunteers. • **Transition Subcommittee (Operation Rocket)**: Glueckert thanked the members of Operation Rocket. The charge of the subcommittee has been completed. • **Program**: **Chair position is shared by Glasser and Smusz-Mengelkoch**; support includes Glueckert, Dwyer, and Geoffrey Price (AECOM). The committee will coordinate closely with the Communication committee. Glueckert to set up call with committee in the near future. Horbal suggested using recent awards as future monthly meeting topics. • **Membership and Finance: Chair is Sheffield**; support includes Cohen, Painter, and Dwyer. The goal is to retain, re-engage, and grow membership. Opportunities include national-based organizations outside of Georgia, tech start-ups, ITS America members, connected vehicle companies, automakers, and affiliated members with the Curiosity Lab. The committee will coordinate closely with the Communication committee. Membership invoices will be sent in December. Sheffield will assign 3 points of contact at each company.	*Glueckert to set up a form in Google docs so that each committee chair can populate their goals, budget, and volunteers.* *Glueckert to arrange initial meeting with the Program Committee.* *Sheffield to assign 3 points of contact at each member agency.*

Issues Discussed	Action
• **Audio-Visual: Chair is Keena**; support includes Colton Hill (Temple), Tyler Dickerson (Gwinnett), Cole Liguori (AECOM). Horbal mentioned that still photos need to be archived and shared in a timely manner. Keena will set up the process.	
• **Networking/Social Activities:** Board Support is Painter; chair has not been assigned. Support includes Madison Dorminey (AECOM).	*Painter to identify chair for Networking/Social Activities.*
• **Outreach/Education:** there will not be a lead assigned for the overall committee at this time.	
• **Student Chapter/Scholarship subcommittee**: **Smusz-Mengelkoch is Coordinator/Board Member**. Virtual events were effective with students. The Georgia Tech chapter is essentially starting from scratch, and KSU is organizing. Painter will provide info from ACEC student outreach efforts.	*Contact Smusz-Mengelkoch if you would like to speak at Georgia Tech.* *Painter to assist with coordinating student chapter efforts with ACEC.*
• **Service subcommittee: Rohling is Coordinator/Board Member**. Rohling provided the proposal for the committee, which provided options for donation drives. The opportunities may be expanded to include volunteering personal hours and sponsorships for the drives.	
• **Training subcommittee: Glasser is Coordinator/Board Member;** support includes Andy Borders (AECOM). Glasser reported on the training event scheduled for January 26, 2022 at the City of Peachtree Corners Community Chest conference room, which is focused on the new statewide origin/destination data and analytics available via the University of Maryland CATT lab. Future training opportunities include the ATMS and SHRP2 (in coordination with the TIME task force). In general, training will likely include either 4 or 8 hour sessions or 1 hour open houses. A training event may or may not replace a monthly meeting event.	*Glueckert to identify chair for the Legislative Committee.* *Udell to attend ACEC meetings for the Legislative Committee.*
• **Legislative subcommittee**: chair has not been assigned; support includes Udell. Udell to attend ACEC meetings. Glueckert to set up a meeting with the committee.	*Glueckert to arrange initial meeting with the Legislative Committee.*

Issues Discussed	Action
• **Communications: Nottage is Chair**; support includes Foy, Sheffield, Ramsey, Glueckert, and Esteban Carrillo (AECOM). Coordination with many other committees required. Send social media post events to Whitney on a regular basis. Request ITS GA event photos from Keena. The Communications committee will manage the messaging (marketing and branding) information, which will also be used by other committees. • **Past Presidents and Awards: Horbal is Chair**. Horbal will seek a 3rd party (an outside member) to support the elections process. Horbal will work with the President and past presidents with respect to the awards process. • **ITS America State Chapter Rep: Holt is Chair**. Glueckert and Communications committee to assist. **Event Updates** **2021 ITS America Meeting (Charlotte, NC),** December 7 – 10, 2021. **2022 SE ITS Summit (Atlanta),** Nov 5 - 9, 2022. Holt requested that the conference is promoted on the ITS GA website, and that ITS GA promotes the conference among the membership. Registration will be approx. $300 for public sector and $500-$600 for private sector. Exibitor fees start at $2,500. There will be tours, including GDOT TMC and Curiosity Lab. Social events include the Delta flight museum and College Football Hall of Fame. **2023 ITSGA Annual Meeting (Jekyll Island, Westin)**. KCI will organize the conference.	*Nottage to update the ITS GA website so that it promotes the 2022 SE ITS Summit.* *Glasser to discuss with Holt the opportunity to comp public sector registration in exchange for assistance with the conference.*
Closing Remarks • Horbal closed the December 3 board meeting. • The next monthly meeting is December 15 (virtual). No Board meeting. • The next Board meeting is scheduled for January 19. • The training event is scheduled for January 26.	

2022 ITS Georgia Strategic Planning Meeting

December 3, 2022 at 10:00 AM
In-Person w/Call in option

ITS GEORGIA BOARD OF DIRECTORS

Officers/Directors (2022-2023):	Directors 2020-2021:	Directors 2021-2022:	Directors 2021-2022:
Tom Glueckert, President	Rachel Cohen	Whitney Nottage	Matt Glasser
Rachel Cohen, Vice President	Dee Taylor	Keith Rohling	Ken Keena
Steven Foy, Secretary	Brook Martin	Emily Dwyer	Greg Ramsey
Mahesh Alturi, Treasurer	Matt Glasser	Dino Pampolina	Holly Painter
Winter Horbal, Past President		Natalie Smusz-Mengelkoch	
		Steven Sheffield	
State Chapter Representative	**Ex-Officio**	**2022 Southeastern Summit Chair**	**2023 Annual Meeting Chair**
Mike Holt	Greg Morris, FHWA	Mike Holt	TBD

AGENDA

10:00 Get on the call/start meeting (Zoom video conferencing)

- Welcome New Board Members!
- Approve 2021 Board Meeting Minutes from November – **MOTION**
- Financial Report (Glueckert/Alturi)
  - 2021 Budget and other items
  - 2022 Budget – preparation time – Committees to get with Mahesh and make request!
- New 2022 things!
  - Email addresses – almost every committee including some sub committees will be getting email addresses through google. Asking that you utilize these as often as possible so that communication can be better archived.
  - Guidance Document – Please utilize the guidance document to help understand the roles of your committee/subcommittee and the time frame actions need to be completed by. This is a working document! Please make comments within the document about what is working for you. One size does not fit all.
  - A/V and Communications committees – We have established two new committees to attempt to replace Bill. A/V will be focused on recording, broadcasting, and supporting monthly meetings and the other sub committees. Communications will be focused on external communication to our members through social media, our website, and constant contact. Most if not all committees will be utilizing the A/V and Communications committee heavily.
- Committee Statuses
  - Things to consider for ALL committees:
    - Goals/Plans (start with 3 items you would like to accomplish in 2021
    - Budget (funds needed to support your 2021 goals/plans) – IMPORTANT **ACTION**
    - Volunteers (both Board members and especially outside Board)
    - Communications (coordination with communications committee)
      - Consider surveys (past & future ideas)
      - Call for volunteers or presentation ideas, etc.
      - Advertise events, awards, committees, etc.
      - Utilize ITSGA YouTube channel (meetings, trainings, etc.)

- Interaction with other committees (ex. Coat drive at November Awards)
- Consider our members! Does this benefit our current and future members?

1. Program Committee (Lead: TBD, Board Support: Glueckert, Dwyer)
    a. Upcoming
        i. December – PIN GA Smart Program
        ii. January – Training (location/sponsor needed)
        iii. February – Savannah Port Update (location needed)
        iv. March – Curiosity Lab (location/sponsor needed)
    b. 2022 Strategic Plan (volunteers, 1. locations, 2. sponsors, 3. Topics/presenters)
        i. Location Ideas: GA Tech, ARC, Sandy Springs, Gwinnett Co, Paulding Co, PTC, etc
2. Membership & Finance (Lead: Sheffield, Board Support: TBD)
    a. 2021 Recap: Membership Update – currently 88 paid w/ 2020 membership goal = 80
    b. 2022 Strategic Plan (volunteers and realistic Goal) – **ACTION**
        i. Areas of growth
        ii. Local agencies
        iii. Recapturing old members
    c. Launch 2022 Membership drive (coordinate with Communications)
3. Audio-Visual (Lead: Ken Keena, Board Support: TBD)
    a. Need support from volunteers/board member that will be at every meeting
        i. I have a volunteer who will do still photography
    b. Build familiarity with equipment
    c. Submit budget request for additional equipment
    d. Coordinate with communications/Colton for login information
4. Networking/Social Activities (Lead: TBD, Board Support: TBD)
    a. 2022 Strategic Plan (volunteers, ideas, communications, other considerations?)
5. Outreach/Education Committee (Lead: TBD, Board Support: Rohling, Glasser, Smusz-Mengelkoch) –
    a. Need a committee lead who will take action and coordinate within the group
    b. Student Chapter/Scholarship – (Smusz-Mengelkoch)
        i. 2022 goals for student interaction
        ii. How to utilize the scholarship budget
        iii. How to bring more students to the monthly meetings
    c. Service (Rohling)
        i. 2022 Strategic Plan (volunteers, communications, budget, other)
            1. Boys & Girls Club (continued effort)
                A. Book bag drive
                B. Coat drive
            2. Other areas of giving?
                A. Clothing drives
                B. Book drives
                C. Etc
    d. Training (Glasser/Start)
        i. 2022 Strategic Plan (volunteers, communications, budget, other)
            1. Origin-Destination training (January)
            2. ATMS training?
            3. What other initiatives (GDOT or Other) can we learn about?
    e. Legislative Committee (TBD)
        i. 2022 Strategic Plan (volunteers, communications, budget, other)

ii. This includes educating the Board/ITSGA members as well as educating outside ITSGA (ex: GMA)
iii. ACEC/GEA Coord? Attend meetings and work with President/Communications on articles to Engineering GA (Potentially need support from marketing focuses

6. Communications (Lead: Nottage, Board Support: Glueckert, TBD)
    a. Website management strategy
        i. What do you need from each committee?
        ii. By when?
    b. Constant Contact management strategy
        i. What do you need from each committee?
        ii. By when?
    c. Social Media management strategy
        i. What do you need from each committee?
        ii. By when?
    d. Creative/technical writing
        i. Needed to support social media work
        ii. Needed to support GEA/ACEC
        iii. Needed to support ITS America State Chapter Awards
    e. Action items (continuous): Send project photos, **member awards**, press releases, and/or new hire information to Wells for the GA Engineering magazine; send articles to Wells for ITSA newsletter, Momentum
        i. Need to stay on beat with getting information out to our members through social media and other channels. Attempt for uniform frequency of updates.
7. ITS America State Chapter Rep (Lead: Holt, Board Support: TBD)
    a. Includes monthly call attendance and keeping ITS America updated on ITSGA
8. Past Presidents and Awards Committee (Lead: Horbal, Board Support: Glueckert) -
    a. 2022 Strategic Plan
    b. 2022 Elections
    c. 2022 Awards

- Conference(s)
    9. 2022 Southeast (SE) ITS Summit - (Holt)
        a. Nov. 5-9, 2022, Hyatt Regency, Atlanta
        b. Updates?
    10. 2023 Jekyll Island (Lead: TBD)
        a. September 23-25, 2023
        b. 2 years of planning to make this a **STELLAR** annual meeting!
        c. 2024 ???
    11. 2024
        a. Planning Committee (Glueckert, TBD, TBD)
- Other Items/Concerns
    12. Need for a
    13. Anything to discuss?
- Schedule at a glance (Glueckert)
    - **Next Board Meeting** – Do we have a monthly meeting being planned? If so, what is the date? If not, then let's plan for Wednesday, January 27th at 10 AM.
        - **ACTION items?!?!**
- Adjourn Meeting ~ 2:00 PM (Horbal)

Items and Topics Brought Up in 2021 (Things to Think About)

- Additional giving areas (Outside of B&G)
  - Dino recommended volunteering to pack food at Open Hand Atlanta
  - Tie to social/networking events?
- Georgia Society of Professional Engineers (GSPE) Engineer of the Year Awards?
- Getting involved with local STEM communities and schools
  - 2018 Gwinnett County Public School Career Connection in 2018
- Mobility XX Initiative by ITS America
  - Increasing the role of women in public and private sector organizations
  - Should ITS GA sign the pledge?
  - Joint monthly meeting with WTS?
- Inspector of the Election?
  - Third party outside of the board to monitor
- ITS America State Chapter Awards
  - How to better organize and collect pictures/write-ups/etc
- Elections
  - State sooner?
  - Add bios/pictures/etc on website
  - Board approval?
- Annual Meeting
  - Good to great
- PO Box vs ACEC mailing
  - Likely still would want to keep our ACEC contract in place for several more years if we transition to a PO BOX
- ITSGA Rolling Capitol
  - Should we have a minimum balance (ie to cover an annual meeting)
- Student Scholarship
  - Underwhelming submittals in the past
  - Where can we get move involved outside of general scholarship offerings
    - Sponsoring students' trip to Annual Meeting/ITS America?
    - GA Engineering Foundation existing scholarship?
    - More involvement in training?
    - More involvement in high school? Junior college? Technical college?
- ITSGA Calendar
  - Shared calendar in google
  - How to we better coordinate with other organizations
- Full time (long term) to serve on Engineering GA Magazine as a representative for ITSGA
  - Meetings ever few months
  - Help us push ITSGA topics!

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.

Position and Task Summary

The table below outlines each committee, primary tasks, and positions.

Committee	***Primary Tasks***	***Positions***
Past Presidents and Elections/ Awards	Maintain connection with Past Presidents for service to the Board, and administer the biannual Board elections and annual membership awards.	• *Chair (Past President)* • *Other past presidents* • *Coordinator*
Program	Coordinate the monthly meeting program, including event location, food, speakers, moderators, sponsors, and speaker gifts.	• *Chair (member of Board)* • *Speaker coordinator* • *Event coordinator* • *Support position*
Membership and Finance	Track the membership roles, set annual membership goal, pursue new members, and collect dues payment.	• *Chair (member of Board)* • *Support position*
Audio-Visual	Manage audio-visual needs for in-person meetings, live-streaming for virtual meetings, recordings and photography, and computers/presentations for speakers.	• *Chair (member of Board)* • *Producer* • *Technical coordinator*
Communications	Manage all aspects of ITSGA's communication, both internal and external, as requested by each of the other committees. This includes event registration, event advertisement, e-blasts, website management, and social media management.	• *Chair (member of Board)* • *Website coordinator* • *Social media coordinator* • *Registration coordinator (Constant Contact)* • *Creative writer*
Networking/ Social Activities	Organize events to enhance member personal and professional growth.	• *Chair (member of Board)* • *Activity coordinator*
Outreach/ Education	Support relationships with student chapters, organize service projects, and develop training for the membership; also, track key issues with policy makers that may affect the organization and its members, and educate policy makers on the benefits of ITS.	• *Chair (member of Board)* • *Student chapter coordinator* • *Service coordinator* • *Training coordinator* • *Legislative coordinator*

Annual Meeting	Plan, coordinate, staff, and deliver all aspects of the Annual Meeting with the support of the Audio-Visual and Communications Committees.	• *Chair (not Board member)* • *Annual Meeting Committee (approx. 10)*
ITS America Representative	Serve as the primary connection with the ITS America organization, coordinate with other state chapters, and to develop materials related to ITS America awards.	• *Chair (may be member of the Board, but not a requirement)* • *Award coordinator*

ITS Georgia 2021 Budget Outlook
12/7/2021

		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																
CATEGORY	**DESCRIPTION**	**INCOME**	**EXPENSE**	**NUMBER**	**TOTAL**		**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**	
Administrative																			2022 Membership
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	$0.00
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	$0.00
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		$400.00		$ 16,850.00	$400.00
Membership Dues	Affiliate/Retiree	$ 25.00		3	$ 75.00	$ -		$ 25.00		$ -	$ -			$25.00					$ 25.00	$0.00
				Subtotal	***$ 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**	**$ -**	**$ 400.00**	**$ -**	**$29,950.00**	
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		$3,295.00	$ 1,685.00		$9,775.00	
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**	**$ -**	**$ 3,795.00**	**$ 2,185.00**	**$ 500.00**	**$ 14,775.00**	
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**	**$ 3,795.00**	**$2,585.00**	**$ 500.00**	**$ 164,866.00**	

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											$ (137.39)	$ (124.20)		$ (261.59)	
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)	$ (89.37)		$ (3,426.71)	
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)	$ (35.98)		$ (341.78)	
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											$ (697.01)			$ (697.01)	
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)**	**$ (1,038.88)**	**$ (249.55)**	**$ -**	**$ (34,296.30)**	
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)	$ (21,710.63)		$ (70,662.22)	
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)**	**$ (21,710.63)**	**$ -**	**$ (123,097.72)**	
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)	$ (5,564.00)	$ (2,371.39)		$ (18,011.89)	
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)**	**$ (5,634.00)**	**$ (2,371.39)**	**$ -**	**$ (17,311.89)**	
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)**	**$ (43,866.76)**	**$ (24,331.57)**	**$ -**	**$ (179,648.61)**	

BUDGETED NET INCOME = ***$ (30,832.00)***

ACTUAL NET INCOME = ***-$14,782.61***

ITS Georgia 2022 Budget Outlook Draft
12/7/2021

			2020 YE
Starting Balances	Checking =	$	27,275.55
	Savings =	$	24,683.01
	Savings Interest =		
	WePay		
	PayPal =	$	87,740.62
		$	**139,699.18**

INCOME

				BUDGET	
CATEGORY	**DESCRIPTION**	**INCOME**	**EXPENSE**	**NUMBER**	**TOTAL**
Administrative					
Membership Dues	Small (Public/Private)	$ 150.00		15	$ 2,250.00
Membership Dues	Large (Public)	$ 400.00		15	$ 6,000.00
Membership Dues	Large (Private)	$ 450.00		62	$ 27,900.00
Membership Dues	Affiliate/Retiree	$ 25.00		3	$ 75.00
				Subtotal	***$ 36,225.00***
Southeastern ITS Summit					
Profit Share (20%)		$ 20,000.00		1	$ 20,000.00
				Subtotal	***$ 20,000.00***
Monthly Meetings					
Monthly Meeting Fees	Registration	$ 1,500.00		11	$ 16,500.00
Monthly Meeting Sponsors	Lunch meeting sponors	$ 500.00		11	$ 5,500.00
				Subtotal	***$ 22,000.00***
Donations					
TBD	Backpack drive, other efforts, etc				
				TOTAL INCOME =	***$ 78,225.00***

EXPENSES

Administrative					
General Admin Expenses	Marketing, administrative, etc.		$ 2,000.00	1	$ 2,000.00
Website fee	Annual fee for web/domain reg. ($270 paid every 3 years, next payment = 2023)		$ 270.00		$ -
Inuit/Paypal fees	CC and reader usage fees		$ 500.00	12	$ 6,000.00
Zoom Fees/Gsuite Fees	Zoom Fees/Gsuite Fees		$ 30.00	12	$ 360.00
ACEC Administrative Agreement	Administrative fee and magazine		$ 1,104.00	1	$ 1,104.00
Secretary of State	Corporate registration		$ 30.00	1	$ 30.00
Insurance	Hartford liability + D&O		$ 1,200.00	1	$ 1,200.00
Taxes	Must be filed through authorized CPA (DUE MAY 15th)		$ 400.00	1	$ 400.00
ITSA memberhips	Membership dues		$ 500.00	1	$ 500.00
ITSGA member rebates	Assume 5 requested		$ 100.00	5	$ 500.00
Networking/social committee	Networking activities		$ 3,000.00	1	$ 3,000.00
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
				Subtotal	***$ 17,594.00***
Annual Meetings					
2022 Seed Payments			$ 3,000.00	1	$ 3,000.00
Future AM Deposits	Deposits for 2023 AM (Westin Jekyll Island)		$ 15,000.00	1	$ 15,000.00
Future AM Planning	Site visits/Funding for future 2022 Summit		$ 5,500.00	1	$ 5,500.00
				Subtotal	***$ 23,500.00***
Monthly Meetings					
Constant Contact	Web hosting for registration		$ 70.00	12	$ 840.00
Monthly Meetings	Room Rental + Catering		$ 2,500.00	11	$ 27,500.00
Speaker travel	Travel expenses		$ 500.00	2	$ 1,000.00
				Subtotal	***$ 29,340.00***
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	EEA Student Scholarship (Golden Eagle)		$ 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
Awards	ITSGA awards & scholarship plaques		$ 1,200.00	1	$ 1,200.00
				Subtotal	***$ 20,900.00***
				TOTAL EXPENSE =	***$ 91,334.00***

BUDGETED NET INCOME = ***$ (13,109.00)***

Outreach Proposal 2022

BGCMA has been most appreciative of our donation of the computers and book bags over the past two years. Recent contacts with the Community Engagement Manager resulted in receiving a "Volunteer Opportunities" listing. Of course our back to school book bag and supply drive is listed. One other item that sticks out to me is the "Senior Bags" for those graduating and going to College. This would provide supplies needed to support their first month of school. The timing on both of these efforts is close at hand. I have summarized what I think we can do for these efforts below. Also listed below are thoughts on "Science Technology Engineering and Math" (STEM) project assistance.

Back to School supplies

Again the back packs are available through Bags in Bulk. The prices vary slightly by number ordered. Last year we priced the bags and items contained in them at $5.00 each book backpack. They are not offering the 15" backpack at this time. The current pricing may necessitate going to $7.00 to sponsor a backpack. The items provided last year were as follows:

Packs of 100 sheets of notebook paper - $0.90 (Elem & Middle)
Packs of 5 pencils - $0.40 (Elem & Middle)
Packs of 10 Crayons - $0.30 (Elem)
70 sheet spiral bound notebooks - $0.95 (Middle)
Composition books- $1.00 (Elem)
Glue sticks - $0.20 (Elem)

The proposal last year to purchase 1000 backpacks we actually handed out 1008. This year the proposal is to get donations for as many as we can, there were requests for almost 1500 packs from the various centers with BGCMA.

Volunteers would be needed to help put the supplies in the bags at the proper time.

Their suggestion is to have these ready for January or July delivery. This means orders should be placed in May to allow for processing and delivery arrangements.

Proposed Schedule:

Open up and request donations starting Mid January with a deadline of May 1 to make the ordering window. Place orders and request BGCMA to provide numbers by May 5. If we have membership donate items for the bags, they should bring that material to the May meeting. Delivery to BCGMA in June 2022.

Senior Bags

This is for graduation seniors getting ready for College. Whether this is a backpack or not is up for debate. Those with college age children have better knowledge of the need for this item. However items that can be of benefit are as follows:

Flash drive	Gift card
Pens and pencils	Stapler
Sticky notes	Paper Clips
Tape	Highlighters
White Out	Day Planner
Tissue	Note Cards

Adult Backpacks are available at about $7.75 each.

Volunteers would be needed to help assemble the supplies in the bags at the proper time.

Their suggestion is to have these ready for January or July delivery. This means orders should be placed in May to allow for processing and delivery arrangements.

Proposed Schedule:

In order to make delivery date would not be able to ask for donations. Numbers have been requested from BGCMA. Place orders by March 5, 2022. Assemble bags at April meeting If we have membership donate items for the bags, they should bring that material to the April meeting. Delivery to BGCMA in April 2022.

STEM Assistance

One item noticed prominently in one of the centers was the "STEM" program display on the wall. Some of our members have suggested projects and resources available. Need volunteers to help lead these exercises with the staff and children. Several of the projects have materials that are needed. Propose we budget $1,000.00 for materials that may become needed this year.