February 2022
Board Meeting Documentation

ITS Georgia Monthly Board Meeting
February 23, 2022
10:00 AM – 11:30 AM
Create City Springs and virtual

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2022–2023):

✓	**Tom Glueckert,** ***President*** Kimley-Horn
	Rachel Cohen, ***Vice President*** 360ns
✓	**Steven Foy,** ***Secretary*** Paulding County
✓	**Mahesh Atluri,** ***Treasurer*** HNTB
✓	**Winter Horbal,** ***Past President*** Temple

Directors (2021-2022):

	Emily Dwyer GDOT
✓	**Natalie Smusz-Menglekoch** Kimley-Horn
✓	**Whitney Nottage** Q-free
✓	**Dino Pampolina** Atlas
✓	**Keith Rohling** Clayton County
✓	**Steven Sheffield** Ouster

Directors (2022-2023):

✓	**Matt Glasser** GDOT
✓	**Ken Keena** Gwinnett County
✓	**Holly Painter** KCI
✓	**Greg Ramsey** City of Peachtree Corners

State Chapter Representative:

✓	**Michael Holt** Stantec

Ex-Officio:

✓	**Greg Morris** FHWA
	Andres Ramirez FHWA

✓ *Indicates present at meeting*

Other Attendees Present:
Colton Hill, Temple Madison Dorminey

Issues Discussed	Action
Welcome • Glueckert welcomed the current and new board members. • Glueckert noted that the January meeting minutes need to be approved by motion (Painter, Sheffield support); passed unanimously.	
General updates • Glueckert mentioned that the Google Accounts have been setup for all ITS Georgia positions and committees. A couple of accounts have not been activated by users. • Glueckert mentioned that the 2022 ITS Georgia Goals will be uploaded to the shared ITS Georgia Google Drive. Board members can review the 2022 ITS Georgia Goals there to review and comment on them. • Glueckert noted that no decision had been made about ITS Georgia signing a pledge to sponsor the Mobility XX Initiative, which is a partnership between ITS America, ITS International, Women in Transportation (WTS), and The Ray. Glueckert mentioned that the benefits to ITS Georgia include having our logo on the Mobility XX website, access to the Mobility XX social media toolkit, access to peer exchange workshops, a complementary login into CADIA Academy, and access to EDI training. If ITS Georgia signs the initiative, then two action items would need to be identified to improve upon. Glueckert mentioned that we could strategically improve diversity among speakers, post jobs only from companies that are willing to advertise also with the WTS career website, strategically increase the female the number of women in leadership or come up with other action items. After some discussion Sheffield said that he would like to see some further information about this potential agreement before we decide. Glueckert said that this item can be discussed next month.	*Nottage to send a link to those that have not already activated the ITS Georgia email accounts that have been setup.* *Glueckert to send out additional information about the Mobility XX Initiative and potential pledge agreement.*
Budget/Financials Atluri provided an update. • **2022 Budget**: Atluri reported that the budget is almost finalized. Any Board member requesting any changes to the budget needs to do so soon • **2022 Budget Update**: Atluri reported that the payment for the March meeting space was just made.	*Committee chairs to coordinate with Alturi or Glueckert regarding 2022 budget needs for their committee.*

Issues Discussed	Action
Committee Updates • **Program**: Upcoming programs are planned through March; Curiosity Lab for March. Glueckert mentioned that there are questions for programs in April and May. Nottage reported that she shared future program ideas documented in Google sheets for review. Smusz-Menglekoch suggested that a program about the Lumin8 apprenticeship program. Glasser mentioned the topic of accessibility could be the subject for an April or May program in a brew pub space near the Atlanta Beltline. Glasser said that we could have a service opportunity in the morning then program and social event afterwards. Glasser said that he had researched the price for the Garden Club near the Beltline. Glueckert said that there could be corporate sponsors for the service work to be done to help offset the cost of the event. Glasser said that service opportunities include a cleanup in the area, serving at a nearby food pantry, or packing backpacks for the backpack buddy program. Glasser said that for the September or October meeting he has thought about getting Mr. Heath with GDOT to speak about the Infrastructure Investment and Jobs Act (IIJA) as it relates to Transportation System Management and Operations (TSMO) in Georgia. A discussion was had among Glueckert, Horbal, and Holt about when the IIJA topic. Glueckert said that a program about the IIJA would probably work best in September and that the September meeting could be a joint meeting with ITE. Glueckert said that a date around October for the awards banquet program with Maggiano's needs locked down soon. Smusz-Menglekock and Glasser said that another idea for a program is local agency updates. Glueckert said that he will have Cohen ask members about program ideas also. Nottage stated that the Gwinnett County CV project could be a good program topic for Q4. Smuz-Menglekock said that ITS related student presentations being done at Kennesaw State University or Georgia Tech could provide program material as well. Glueckert turned the topic to speaker gifts. Glueckert mentioned that Visa gift cards could make good speaker gifts as opposed to mugs which were discussed earlier. Alturi stated that one speaker had an issue accepting a gift card as a government employee. It was decided that we would deal with that issue on a case-by-case basis and move forward with purchasing gift cards.	*Glasser to arrange meeting with the Program Committee to plan future programs.* *Cohen to ask members / agencies about program ideas.*

• **Membership and Finance:** Glueckert provided an update to the number of current members as 23 or a few more members that have current registrations right now which is a good spot for current memberships right now. Holt mentioned that he does not remember seeing a membership invoice recently for his organization's membersip. Glueckert reported that membership registration e-mails were sent out in December and that reminder membership e-mails will be sent out soon. Sheffield confirmed that membership e-mails will be sent out. Glueckert said that membership registration is slightly different this year because instead of getting a pdf invoice now members get an e-mail that directs members to the Constant Contact website to register and pay. Glueckert said that paper invoices can be produced on a case-by-case basis though if members have any issues with the new way of registering and paying for membership. Nottage said that there have been issues with Constant Contact not sending e-mails to certain people due to certain e-mail filters which is what go us thinking about moving to the Google workspace. The @itsga.org addresses should help more e-mails get through according to Nottage. Glueckert said that we can see whose e-mail addresses bounced the e-mails from Constant Contact and that we should follow up with those people when their email accounts do that so that no one misses the membership reminders. Sheffield said that he is in the process of collecting logos for organizations that have historically been members and recently changed their logos. Alturi asked how long to wait for payment from those organizations that claim to be in the process of paying. Glueckert said that if they have not paid within a couple of months then they need a follow up as a reminder. Glueckert said that membership rates should not be given for the ITS Southeastern Summit if an organization has not paid by September.	*Sheffield to send out e-mails as part of a membership campaign.*
• **Networking & Social:** Dorminey reported that the next social event is scheduled for Thursday March 3rd at Ormsbys from 4 pm to 6 pm. Glueckert encouraged others to join in the planning for future events later in the year. Glueckert mentioned that some events in the past have been expensive and not as well attended. Horbal said that in the past there has been savings where members that have country club memberships use their country club as an event space for a	*Board members to think about event ideas and send them to Dorminey, Cohen, or Painter*

social event. Smuz-Menglekock mentioned that someone has a connection to Roswell River Landing which could be used for an event. Horbal mentioned that the idea of a city walk was previously discussed where a group can go from venue to venue while touring the city. Horbal said some events in the past were more geared towards younger members without family while other events are geared towards older members with family and that it is tough making everyone happy with a particular event. Glueckert stated that we can partner with other organizations that have a robust social calendar such as ITE, ASHE, and ACEC. Holt said that there were regular trivia night social events in the past and that those were popular. Holt also mentioned the idea of an event to go to the Clemson versus Georgia Tech football tailgate Labor Day weekend. In the past the tailgate has been near Kimley Horn's Office on the 5th Street Bridge. Glueckert said that trivia night events would be a good way to get student members involved.	
• **Service Subcommittee (Lead Rohling):** Glueckert pointed out that the specifics of what is being asked for was defined in an e-mail sent out last week. Rohling said that there would be an increase in cost to provide the same number of backpacks this year versus last year. This year it would cost $6,000 to provide the same number of backpacks that cost $5,000 last year. Rohling stated that we talked about increasing the number of backpacks this year to 1,000 or maybe 1,200 since the demand for backpacks was greater than the number of backpacks provided. Rohling said that it is time to go ahead and start ordering them to have them in place to be packed. Glueckert said that last year ITS Georgia took in $1,800 to $2,000 for sponsoring this event. Glasser asked when do the backpacks need to be delivered. Rohling and Horbal stated that they need to be ready by July. Horbal suggested that we shoot for a higher number this year versus last year. Glueckert asked Rohling to provide an estimate for what it would cost to meet last year's goal and another for meeting a new higher goal. Glueckert said that he will ask Nottage to update the website and to create a notice in Constant Contact to advertise the service opportunity. Glueckert asked Rohling if he has heard of any input from other members since there was a request for other service opportunity ideas.	*Rohling to come up an estimate for what it would cost to meet last year's goal and what it would cost to exceed last year's number of backpacks prepared.* *Glueckert to ask Nottage to advertise backpack sponsorship opportunities through the website and Constant Contact.* *Cohen to poll members about additional service ideas that they have.*

Issues Discussed	Action
Rohling said that he has not heard anything from anyone about other ideas. Pampolina mentioned an idea to for a bourbon tasting event that would help Open Door. Glasser came up with an idea that members could sponsor a need when paying fees online. • **Training subcommittee:** Glasser reached out to see about getting SHRP2 training (coordinate with TIME Task Force) specifically for Georgia engineers and technicians versus first responders and that he suggests that it could be a regular training opportunity. Glasser recommend that we see how the first training of this goes before having it to be a regular training opportunity. Glasser reported that the SHRP2 training can be in person or done remotely for engineers and technicians. Glueckert said that this could be remote training combined with a monthly meeting. The timing of this training was discussed and Glueckert said that having this training December is a good idea. Glasser gave kudos to everyone involved with the successful O/D training held in January. Glasser asked if it is possible to have subtitles for when people speak at events because Glasser heard from some of the remote viewing attendees that they could not hear sometimes when people were speaking. • **Legislative subcommittee**: No update. • **Audio-Visual:** Support for photography discussed since Elizabeth Gross is going out on maternity leave. Glueckert asked Keena if he needs anymore support. Keena said that the support he has received from other committee members has been great, but that he could use more microphones so that everyone that speaks is heard well particularly for a large event such as the Southeast ITS Summit. Glueckert mentioned that there is a request for roughly $600 worth of equipment including a microphone, a tripod, and other items.	*Glasser to meet with Training subcommittee members to plan for future training events.* *Keena to firm up budget request so that it can be finalized.*

Issues Discussed	Action
• **Communications: Nottage is Chair**; Nottage reported that the Google Workspace was created for ITS Georgia as of last week. Nottage said that she will work with a few members that have not activated their accounts yet. Nottage stated that she will link some of the new Google e-mail accounts to our Constant Contact account so that e-mails go where they need to go for registration and events instead of them getting lost in one big e-mail account as they have in the past. Nottage mentioned that certain members should receive a message from Constant Contact today in their new e-mail accounts. Members that get these e-mails need to confirm the link to Constant Contact so that Nottage can finish setting up the links. Nottage stated that she has not really pulled other members of the Communications Committee in yet. Nottage stated that the support she needs now is grace and constant reminders about what needs to be communicated. Nottage said she needs information in a timely manner before it is to be sent out and whether the information needs to be sent out through social media, the website, and/or through e-blasts. Glueckert requested that when something is sent to Nottage to be communicated to the group at large that himself and Cohen be copied on communication request e-mails sent to Nottage. Glueckert said that way they can help as well. Nottage said that she is going to move e-mails and related documents from the generic e-mail system that has been previously used for ITS Georgia to the new ITS Georgia Google Drive so that all members may view the ITS Georgia documents. Nottage stated that having increased the access to these documents should help everyone to support each other now and also help as new Board members come onboard and old Board members go off of the Board.	*Nottage to confirm e-mails with Constant Contact for a few of the new Google Workspace e-mail accounts.* *Nottage to move e-mails and related documents from old generic e-mail system to Google Drive so that all members have access to the ITS Georgia documents.*

Issues Discussed	Action

• **Past Presidents and Awards: Horbal is Chair**. Horbal stated that she will call Maggiano's to firm up the space there for the awards and elections in October. Horbal asks the Board to start thinking about who would be great for the Board in March so that the nominating and elections process is less rushed this year than in years past. • **ITS America State Chapter Rep: Holt is Chair**. Holt said that nothing worth noting was brought up at the last ITS America meeting outside of discussion about the Southeastern ITS Summit. Holt gave an update about the Southeastern ITS Summit. The website for the event should be updated soon. Also, the deadline for abstract submissions for the Summit is being extended because there have not been enough submittals yet. Holt said that he hopes for a good number of abstract submittals from Georgia. Dates to be announced soon for sponsorship opportunities. Keena asked if registrations for day passes, and exhibit hall passes has been considered. Holt said that would be discussed.	*Horbal to reach out to Maggiano's to see if space can be reserved for elections and awards banquet in October.*
Event Updates **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. A call for abstracts has recently been sent out for the Summit.	
2023 ITSGA Annual Meeting (Jekyll Island, Westin). KCI will organize the conference. Holly is taking the lead on this.	*Painter to reach out to contract manager for 2023 ITSGA Annual Meeting.*
Closing Remarks • Glueckert closed the February 23rd board meeting. • The next monthly meeting March 23rd (in-person)	

2022 ITS Georgia Board Meeting

February 23, 2022 at 10:00 AM
Create City Springs

ITS GEORGIA BOARD OF DIRECTORS

Officers/Directors (2022-2023):	Directors 2021-2022:	Directors 2022-2023:	
Tom Glueckert, President	Whitney Nottage	Matt Glasser	
Rachel Cohen, Vice President	Keith Rohling	Ken Keena	
Steven Foy, Secretary	Emily Dwyer	Greg Ramsey	
Mahesh Alturi, Treasurer	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	Holly Painter

AGENDA

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

- Welcome!
- Approve 1-16-2022 Board Meeting Minutes – MOTION
- General updates
  - Google Accounts – Activated
  - 2022 Goals
  - Mobility XX Initiative
- Financial Report (Alturi)
  - 2022 Proposed Budget close out
  - 2022 Budget Updates
    a. TIME Sponsorship ($1,000)
- Committee Status Updates
- Program Committee (Lead: Glasser/Smusz-Mengelkoch, Board Support: Glueckert, Dwyer, External Support: Geoffery Price)
  - Upcoming
    - February – Savannah Port Update (City Springs (deposit paid)/AECOM (paid))
    - March – Curiosity Lab (Curiosity Lab/Jacobs (sent check))
    - April - ??
    - May - ??
  - Other topic ideas
    - Kristin Wescott (COSS) recommended a TMC Security topic
    - Looking for small/large local projects that should be covered (action item for board to provide feedback)
  - Speaker appreciation gifts
  - Support need?
- Membership & Finance Committee (Lead: Sheffield, Board Support: Cohen, Painter, Glueckert)

- 23 members so far (+2 listed as abandoned)
    - 15 Large Private
    - 4 Large Public
    - 1 Small Private
    - 2 Small Public
    - 1 Affiliate
- 2022 Goal: 95 Members
- Support need?

➢ Networking & Social (Lead: Madison Dorminey, Board Support: Painter)
- Upcoming events
    - 3/3 Social at Ormsby's
- Support needs

➢ Outreach & Education Committee – Subcommittee led
- Student Chapter/Scholarship Committee – (Lead: Smusz-Mengelkoch, Board Support: Painter)
    - Upcoming opportunities to partner with student chapters or colleges?
    - Would it be successful to set up a meeting with GT/Kennesaw/UG/etc to see how we can support their students?
    - Any support needed (communications support/additional board support/etc)?
    - Any updates from ACEC student chapter? (Shift to Service?)
        - Call to Action sent
        - Introduce a Girl to Engineering (April 16th)
            - Volunteers?
- Service Subcommittee (Lead: Rohling)
    - 2022 Senior Send Off bags
        - Sent summary/ask to members
    - 2022 backpack drive plans
    - Board feedback
- Training (Lead: Glasser, Board Support: Glueckert, External Support: Andy Borders)
    - O-D Training in January
        - Positive feedback – great A/V work
        - INRIX developing additional training (hosted by GDOT)
    - Previously mentioned:
        - ATMS Training
            - GDOT desire to provide additional training, more info to come
        - SHRP2 Training (coordinate with TIME Task Force) – TIME Conference?
            - List to share
        - ITS America Training? Systems Engineering Training is an option this year.
            - Board feedback
- Legislative Committee – TBD

➢ Audio/Visual Committee (Lead: Keena, External Support: Hill, Dickerson)
- Volunteer needs
    - Still photography – Elizabeth Gross (Kimley Horn)
    - Others?
- Any additional equipment items that you see a need for?
    - Keena to provide list
    - ~$600 worth of equipment

- Communications Committee (Lead: Nottage, Board Support: Foy, Sheffield, Ramsey, Glueckert, External Support: Esteban Carrillo)
    - Google Workspace (Non-profit, reduced rate)
        - Email address creation
    - State of the new committee
    - Support needed
        - Creative/technical writing?
        - Social Media support
        - Others?
- Past Presidents Committee (Lead: Horbal, Board Support: Glueckert)
    - Awards:
        - Conflict with ITE/ITSGA combined meeting, when to hold
    - Elections:
        - When to announce (Southeastern summit in November)
        - When to solicit nominations?
- ITS America State Chapter Rep (Lead: Holt, Board Support: Glueckert)
    - Any updates?
- Conferences
    - 2022 Southeast (SE) ITS Summit - (Holt)
        - Nov. 5-9, 2022, Hyatt Regency, Atlanta
        - Call for abstracts released 12/22
    - 2023 Jekyll Island (Lead: Painter)
        - September 23-25, 2023
    - 2024
        - Planning committee meeting in March

- Other Items/Concerns
- Schedule at a glance (Glueckert)
    - Next Board Meeting – March 23rd (Peachtree Corners)
- Adjourn Meeting ~ 11:30 AM (Glueckert)

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.