



**MEETING MINUTES
BOARD OF DIRECTORS**

January 29, 2002

IDOT Emergency Traffic Patrol – Chicago, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zavattono, Vice President (Illinois DOT ITS)
Mark Newland, Vice President (Indiana DOT ITS)
Joe Ligas, Treasurer (Transportation Consultant)
Gary Rylander, Secretary (Edwards and Kelcey)
John Benda (Illinois State Toll Highway Authority)
Joseph Brahm (NET)
John Ellis (Chicago DOT)
Larry Henson (TransCore)
Ken Jonak (Illinois DOT District 1 Traffic)
Mike Kraus (Motorola)
Mac Lister (FHWA)
Kelly Langer (Wisconsin DOT District 2)
Connie Li (TranSmart Technologies)
Ron Sonntag (Marquette University)

Others in Attendance:

Ken Glassman (ISTHA)
Ken Voigt (Wisconsin ITS Alliance)
Mousa Abbasi (HNTB)
Duana Love (RTA)
Michelle Herrell (Motorola)

(Secretary's Note: Whenever committee reports and handouts are available, they are appended to these minutes, and the body of the minutes will include only major points of discussion, updates and corrections to the attachments, and actions taken by the Board)

1. Introductions. The meeting was called to order by President Hochmuth at 2:35 p.m. A quorum of the Board of Directors (Board or BOD) was present. Those in attendance introduced themselves.
2. Approval of the Agenda. The agenda was approved as distributed.
3. Approval of Minutes. *It was moved by Mark Newland and seconded by Ken Jonak to approve as submitted the minutes of the November 7, 2001 ITS Midwest (ITSMW) BOD meeting, which were not read at the meeting. The motion passed.*
4. Review Action Items. President Hochmuth reviewed the second list of bulleted items in the "Action Review and Update" from the minutes of the previous BOD meeting. For ease of reference, items are numbered to match the November 7th meeting minutes:
 - 19.1 President Hochmuth's appointment of co-chairman for the annual meeting planning committee – will be addressed later
 - 19.2 VP Newland reported that an Indiana event in May 2002 in conjunction with the Indianapolis 500 time trials will not take place because a joint ITE/ASCE meeting that will conflict has already been scheduled. Now considering something during the summer.

- 19.3 Review of current committee/task force structure – see agenda item 5.3
- 19.4 Web site hosting – see agenda item 6.2
- 19.5 GCM ITS video – see agenda item 15
- 19.6 Treasurer Ligas reported that the deposit has been paid to the Sunday Night Event caterer
- 19.7 Virtual Tour display at World Congress – See agenda item 11
- 19.8 Thank-you letters to each agency involved in World Congress tours – not yet done
- 19.9 Long-term strategy and financial plan – President Hochmuth reported this is not complete; also, the Bylaws update will be done by the fall of 2002 and members will vote on the changes at the February 2003 annual meeting

5. President's Report. The report was distributed prior to the meeting and is appended to these minutes.

5.1 A list of ITSA members with dues payment status is expected shortly. ITSMW received about \$3,600 in dues from ITSA in 2001, significantly less than in previous years. Treasurer Ligas noted that we know who is a member of ITSMW only, but we're not sure of those who belong to ITSMW through their ITSA dues payments. There are questions about overdue payments as ITSA records show that many employers of ITSMW Board members are not now members of ITSMW. This news was greeted with surprise and skepticism, though some firms undoubtedly are behind in dues payments. *It was moved by Secretary Rylander, seconded by Mike Kraus, that payments for unpaid dues be collected only for the past year (2001). The motion passed.* President Hochmuth noted that ITSA plans to start a monthly reconciliation of membership records and dues payments to keep their records up-to-date. It was also agreed that no one will be dropped from the ITSMW membership list until they are contacted and given a final opportunity to pay their past due payments.

Treasurer Ligas asked for clarification about the dues requirements if a new member joins during the year. *It was moved by VP Zavattero, seconded by Secretary Rylander, that it is the policy of the Board that members joining ITSMW after December 1 of any year will not have to pay dues for the next year. The motion passed.*

5.2 The UGLI group is planning a security-themed conference in August. President Hochmuth will circulate issue papers to the Executive Committee. Mac Lister noted that FHWA is looking at sponsoring five or six security conferences around the U.S. (Vince Pearce is handling this for FHWA).

5.3 A draft of a revised ITSMW committee structure and responsibilities was distributed. There was discussion about the roles and responsibilities of the officers' as specified in the Bylaws and how that impacted the committee structure. This item was referred to the Executive Committee for further discussion.

5.4 It was noted that, through ITSA, ITSMW has umbrella insurance coverage for a year (it is not event based). The Executive Committee has recommended that \$5 million in additional insurance coverage be purchased for the year (essentially to cover any Sunday Night Event exposure). President Hochmuth reported that the ITS World Congress has \$2 million in coverage for the entire congress. After discussion, it was agreed that clarification is needed from ITSA on coverage and limits, the potential for a third party suit, and the coverage that chapter directors have under the current policy. President Hochmuth will send a letter to ITSA requesting this information.

5.5 The Board went into closed session to discuss potential recommendations of the Executive Committee (serving as the Nominating Committee) for election to two open positions on the Board at the February 2003 annual meeting. The Board reconvened in open session and it was reported that Mousa Abbasi of HNTB, and either Duana Love or John DeLaurentis of the RTA, have been

nominated for the two open positions on the Board. President Hochmuth will clarify who from the RTA will be the nominee.

It was moved by Gary Rylander and seconded by Mark Newland to accept the President's Report. The motion passed.

6. Outreach Committee Report. VP Zavattero reported the following.

6.1 A Midwest Regional TMC Forum will be held on February 14th, the day after the ITSMW annual meeting. It will be a roundtable format with national speakers and local operations staff. The FHWA peer-to-peer program will cover nearly all the costs.

6.2 A Web Site Committee has been established, chaired by David Zavattero and including Kelly Langer and Bob Baker. The primary URL will be **itsmidwest.org**, and **itsmidwest.com** will be linked to the primary address; both URLs have been reserved. The Committee recommends that a commercial web hosting service be used at a cost of \$6 – 30 per month, though they expect it will be closer to the low end of the range. Kelly Langer estimates it will take about 40 hours up front to get it going, plus yearly maintenance of 30-40 hours (estimated at \$1,200 annually). The Committee will research and recommend a specific host for the web site. As for content, the goal is to get monthly updates from all committee chairs and post Board membership and Board and annual meeting minutes. They are also reviewing other chapters' web sites for ideas. It will probably take 30-60 days to get it up and running. It was noted that the Committee is already authorized to spend up to \$1,000 to get the web site running. *It was moved David Zavattero and seconded by Ron Sonntag to commit ITSMW to having and maintaining a quality chapter web site. The motion passed.*

It was moved by Gary Rylander and seconded by Ron Sonntag to accept the Outreach Committee report. The motion passed.

7. Finance Committee Report. Treasurer Ligas distributed a year-end report (Financial Statement for the Year Ending December 31, 2001) and noted that there was a correction. Item (d) under revenues, interest from the money market account, should be \$383.54. The corrected revenue total is \$11,680.82 and corrected balance for the year is a loss of \$5,590.86. He called attention to three specific issues: membership fee income from ITSA was lower than it should have been (\$1,400 versus the normal \$3,500); expenditures for support for state outreach were lower than usual (total is \$1,177 but each state VP is authorized to spend up to \$1,000 per year); and travel support expenses were higher for reasons that included travel reimbursements for Newland and Zavattero to attend the October 2001 ITS World Congress in Sydney. If not for these exceptional items, the deficit for the year would have been much less, around \$1,000. President Hochmuth noted that the Finance and Long Range Strategy Committees will develop a summary of expected annual revenues and expenses.

It was moved by Mark Newland and seconded by Mike Kraus to accept the Finance Committee Report. The motion passed.

8. 2002 ITS World Congress Organizing Committee Report. The report was distributed prior to the meeting and is appended to these minutes.

8.1 President Hochmuth reported that there will be no revenue sharing with ITSMW for the World Congress technical tours, despite his vigorous arguments to the contrary. This news was not well received by the Board since the tours were priced higher than their cost in expectation that ITSMW would receive some revenue, based on an informal understanding with the organizing

committee. There was a consensus that the agencies hosting the technical tours should get something for their effort and contribution. Options discussed included a plaque, joint press releases, and exhibit hall passes for agency personnel that otherwise would not attend. *It was moved by Gary Rylander and seconded by Ken Jonak to direct President Hochmuth to send a letter to Dennis Foderberg and the World Congress Organizing Committee expressing the consensus of the Board, that it is not acceptable for ITSMW to receive no revenue or remuneration for its work in organizing and staging the technical tours. The motion passed unanimously.*

8.2 President Hochmuth handed out an email from Douglas Robertson soliciting ideas for sessions at the World Congress. The transit aspect is important, and he asked that one-paragraph ideas be sent to Doug by Feb. 15. ITSMW / GCM will be submitting some ideas.

8.3 ITSMW will not have a booth at the World Congress, but may be able to put up a banner at the ITSA booth. The goal is to have some kind of identifier for ITSMW as a source of local information. Announcement cards for the Sunday Night Event were distributed to the entire Board and everyone was encouraged to distribute them widely.

It was moved by Gary Rylander and seconded by Ken Jonak to accept the Committee Report. The motion passed.

9. Sponsorship Committee Report. Chairman Ken Jonak reviewed the report that had been previously distributed and is appended to these minutes. He reported that 132 letters had been mailed on January 28th to potential sponsors. Claire Jonak will provide the MS Access file to Secretary Rylander so a list of those who received the letter can be attached to these minutes. *It was moved by Gary Rylander and seconded by Mark Newland to accept the Sponsorship Committee Report. The motion passed.*
10. Sunday Night Event Committee Report. The report was distributed prior to the meeting and is appended to these minutes (combined with Sponsorship Committee Report). Chairman Ken Jonak reviewed the report and focused on the type of music for the CD that will be distributed. There was an expressed preference for blues over jazz, but either would be acceptable. *It was moved by Gary Rylander and seconded by Ron Sonntag to accept the Committee's Report. The motion passed.*
11. Virtual Tour Committee Report. The report was distributed prior to the meeting and is appended to these minutes (combined with Report on 2002 ITS World Congress). President Hochmuth reported that the concept as originally conceived, as a separate booth, is likely dead but the "distributed" concept might live on. The Committee, however, will disband. *It was moved by Gary Rylander and seconded by Ron Sonntag to accept the Committee's Report. The motion passed.*
12. Technical Tours Committee Report. Chairman Zavattero reported that Dick Brazda of Pace had contacted him about a tour of their new Evanston garage; Duana Love explained that RTA would jointly sponsor this tour with Pace. Chairman Zavattero volunteered to draft a write-up of a possible Pace tour to Evanston. Mike Kraus indicated that Motorola may be in a position to demo some new products by October.
13. Additional World Congress Discussion. None.
14. Annual Meeting Committee Report. Chairman Joseph Brahm handed out a preliminary agenda for the February 13th annual meeting. Sponsorships filled quickly and a new sponsorship, for audio-visual equipment, was added. With an estimated total cost of \$5,000 and \$3,700 in sponsorships, only \$1,300 in registration fees will be needed to cover the costs. A session on safety and homeland security will be held with John Benda, Mark Newland, Sam Wolfe and an as-yet undetermined Wisconsin DOT

representative. *It was moved by Joseph Brahm and seconded by Gary Rylander to reimburse reasonable and customary lodging and per diem travel expenses, for the second day of their stay in Chicago, for all four national participants whose other expenses are covered by the FHWA peer-to-peer program, and to also reimburse Jim Wright of the Minnesota DOT for all of his reasonable and customary travel expenses. The motion passed.*

It was moved by John Ellis and seconded by John Benda to accept the Committee Report and commend the Chairman for the excellent work. The motion passed.

15. GCM Video Discussion. President Hochmuth reported that the video is moving forward and that the RTA is now a sponsor. He noted that \$15,000 has now been committed, and will follow up with the remaining sponsors to get their commitment. There was a question raised about whether it makes sense to rename the video to "GCM / ITS Midwest," but no action was taken.
16. Strategic Planning (Long-term Strategy) Committee Report. No report or update.
17. New Action Item Review. Due to the Secretary's absence, this item was not discussed but was prepared by the Secretary after the meeting for inclusion in the minutes. Action items resulting from this meeting are:
 - 17.1 President Hochmuth will circulate the UGLI issue papers to the Executive Committee
 - 17.2 The Executive Committee will review the proposed committee structure and responsibilities
 - 17.3 President Hochmuth will obtain an insurance certificate that also names the Adler Planetarium as an additional insured
 - 17.4 President Hochmuth will send a letter to ITSA seeking additional information on the ITSA insurance coverage, specifically as it relates to the liability of chapter directors and the need for additional insurance for ITSMW because of the Sunday Night Event
 - 17.5 The Web Site Committee will research and recommend a web site host.
 - 17.6 President Hochmuth will send a letter to the World Congress Organizing Committee expressing the displeasure of the Board and its opinion that the lack of revenue sharing for the technical tours is unacceptable, and seeking alternative compensation
 - 17.7 VP Zavattero will write up a description of a possible tour to the Pace facility in Evanston
 - 17.8 President Hochmuth will follow up to obtain the remaining financial commitments for the GCM video
18. Other Business. The date of the next quarterly meeting of the Board of Directors was not discussed, but was later established as **Tuesday, April 23, 2002 at 2:30 p.m.** This date will be confirmed or changed, and a location selected, by the Executive Committee and communicated to the Board.
19. Overview of US DOT ITS Activities. Mac Lister distributed a written report. He highlighted: a new systems engineering course that will be held at IDOT District 1 in early March; the 511 Model Deployment Initiative and a 511 launch conference to be held in Scottsdale, Arizona on March 19-21; and that FHWA is looking for security-related projects and the details are in the Federal Register coming out today.
20. Public Sector Announcements. A brief email from VP DeCabooter was distributed about Wisconsin DOT ITS activities. Kelly Langer added that the fiber optic connection between Wisconsin and Illinois is moving forward. VP Newland reviewed the Indiana ITS report that had been previously distributed with the meeting agenda.

VP Zavattero presented an Illinois ITS activities report: the GCM Corridor program management RFP is now out (INDOT is the contracting agency); selection of a consultant for a District 8 ITS communications study is pending, as is selection for a District 8 ITS design project; contract negotiations are underway with HNTB to develop Northeastern Illinois ITS Regional Architecture; acceptance testing for the Gateway MMTIS is two-thirds complete; plus many other projects are continuing. He added that ITS standards courses are being held in Springfield this week, and will be held again in Madison, Wisconsin in April. He also recommends that everyone look at the ITS America 10-year program plan that was recently completed, noting that "infostructure" is a current buzzword that will be a part of the TEA-21 reauthorization.

John Benda reported that the Tollway has received a USDOT grant for a partnership with IDOT to use Mobility Technology to develop performance measures for the expressway and tollway systems (similar to work done in Philadelphia and Pittsburgh). Duana Love reported that there will be an ATSS demonstration in February. John Ellis noted that the CDOT TMC design is ongoing, but the selection of a location is on hold while discussions take place about having more integration across city agencies than originally planned. John Ellis also noted that CDOT will soon seek pre-qualification submittals for the ITS category.

21. Private Sector Announcements. None.
22. Executive Session (Closed Door). Minutes are not kept of matters discussed in Executive Session.
23. The Board reconvened in open session and, there being no further business, adjourned at 6:20 p.m.

Respectfully submitted,

Gary F. Rylander
Secretary

Attachments

Note: Action Items can be found in Agenda Item No. 17