



**MEETING MINUTES
BOARD OF DIRECTORS
Thursday, March 9, 2006
9:00 - 11:00 a.m.**

Regional Transportation Authority
175 W Jackson Blvd., Suite 1550, Chicago, Illinois 60604

Board Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zattero, Vice President (Illinois DOT)
Cindy Paulauskas, Secretary (NAVTEQ)
Ken Glassman, Treasurer
Joseph Brahm (NET)
Thomas Ewing (Argonne National Laboratory)
Duana Love (RTA)
Austin Provost (Meade Electric Company)
Rick Weiland (Ygomi)
Sam Wolfe (Indiana Tollroad)

Others in Attendance:

Chris Hedden (ITS Mid-America)
Francesca Lendrum (NAVTEQ)
Dean Mentjes (FHWA)

*Note: Attendance by teleconference
is shown by italics*

- 1 Self-introductions and approval of the Agenda. President Rylander called the meeting to order at 9:00 a.m. A quorum of the ITS Midwest (ITSMW) Board of Directors (Board) was present, either in person or by teleconference. Those in attendance introduced themselves. There were no changes to the agenda.
- 2 Approval of Minutes. The minutes of the December 15, 2005 ITSMW Board meeting were distributed in advance and are appended to these minutes. Attendees were given five minutes to review the minutes. *It was moved by Vice President Zattero and seconded by Duana Love to approve the minutes as submitted. The motion passed.*

Review Action Items. Secretary Paulauskas reviewed the list of bulleted items in the "New Action Review" from the minutes of the previous Board meeting. For ease of reference, items are numbered to match the December 15, 2005 meeting minutes:

5.1	<i>Closed.</i>
5.2	<i>Open.</i>
5.3	<i>Closed.</i>
5.4	<i>Closed.</i>
5.5	<i>Open.</i>
5.6	<i>Closed.</i>
5.7	<i>Open.</i>
5.8	<i>Closed.</i>
5.9	<i>Closed.</i>
5.10	<i>Closed.</i>
5.11	<i>Closed.</i>
5.12	<i>Closed.</i>
5.13	<i>Open.</i>

- 5.14 *Closed.*
- 5.15 *Closed.*
- 5.16 *Closed.*

3. Executive Committee Report. President Rylander presented the report verbally.
 - A. ITS Mid-America (Ohio and Kentucky) Update. Guest: Chris Hedden, ITS Mid-America Chairman. Hedden presented an overview of ITS Mid-America. Hedden spoke with President Rylander in January about merging ITS Mid-America with ITS Midwest, and the ITS Mid-America Board of Directors has approved the merger. The ITS Midwest Board discussed the pros and cons of a merger. The consensus was that there is interest in exploring the proposal further, and if both organization end up stronger and better focused then a merger makes sense. ITS Mid-America will approach ITS America with the proposed merger. President Rylander will follow-up with Hedden and present a proposal at the June Board meeting.
 - B. 2006 Committee Co-Chair Appointments. President Rylander welcomed the new Board members. As indicated in President Rylander’s attached memo, with the merger of the Outreach and Publicity Committees, ITSMW currently has 6 committees and 7 directors. Sam Wolfe agreed to work on both the Recognition and Training Committees.
 - C. Directors & Officers Liability Insurance. President Rylander reported that the Directors & Officers Liability Insurance renewal was delayed in the mail 45 days. However, it is still in effect as it is handled through ITS America.
 - D. IL Section ITS—Logo Apparel. President Rylander handed out pages 6 and 7 of the Illinois Section ITE Newsletter, which includes information about logo apparel. He requested that the Outreach Committee make a proposal to the Board on what ITSMW should do regarding logo apparel. Francesca Lendrum recommended that smaller ticket items are a good idea to use for “give aways” as well.
 - E. Incident Command System Training Sponsorship (Shamo). President Rylander reported that Dan Shamo approach ITSMW with a co-sponsorship opportunity for the Incident Command System Training. President Rylander suggested the Training Committee review the opportunity and make a recommendation to the Board.
 - F. Smartways Wisconsin annual meeting—May 3-4; Invitation for Sponsorship. President Rylander reported that the Smartways Wisconsin annual meeting was support to be the week of March 6, but was postponed until May 3-4. Smartways Wisconsin offered ITSMW a co-sponsorship opportunity for \$1000. President Rylander will respond to Smartways Wisconsin. *It was moved by Rick Weiland and seconded by Jeff Hochmuth that ITSMW adopt the policy to not financially co-sponsor other state chapters annual meeting; further, ITSMW will welcome opportunities to sponsor other events. The motion passed.*
 - G. State Chapters Council update. There is a VII Road Show in June, in conjunction with the AASHTO celebration of the 50th Anniversary of the Interstate System. There was discussion about enforcing the rule that 50% of the State Chapters’ Board Members be required to be members of ITS America. ITS Tennessee is holding a forming meeting. There will be a State Chapter Strengthening Workshop on either May 4, 2006, or May 8, 2006, the Sunday before the ITS America Annual Meeting or the Wednesday after.
 - A. Next committee meeting – late April.
4. Committee Reports.
 - A. Finance. The following Financial Statement for January 1-February 28, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are \$8,700, \$7,800 of which was from the ITMW annual meeting. ITSMW has not yet received a reconciliation from ITS America for the meeting expenses or revenues. The expenses are \$2,882.19, \$1,575 of which is for printing and mailing the newsletter.
 - B. Meetings. Co-chair Duana Love reported that ITS America will send ITSMW the reconciliation from the annual meeting. The hotel lost the Skyline booth. Love has received request for the annual meeting registration list. The Board agreed that for 2006 Love will make the list

available upon request, and that in 2007 the registration list for the annual meeting will be posted on the website. The committee is considering multiple training course and workshop sponsorship opportunities, and the possibility of holding additional meetings; the committee will work with the Technical and Training Committees and bring a recommendation to the Board in June.

It was moved by Dave Zavattero and seconded by Sam Wolfe that ITSMW offer Skyline complimentary exhibitor space for the 2007 ITSMW annual meeting. The motion passed.

It was moved by Dave Zavattero and seconded by Rick Weiland that ITSMW thank Duana Love, the Meeting Committee, and others, for the efforts in producing a very successful annual meeting. The motion passed.

- C. Member Services. Co-chair Austin Provost reported that the committee is focusing primarily on outreach and coordination with other local state chapters. The invoices for the 2006 membership dues are due to be sent to members, however if they are sent now they will be generated using the old excel spreadsheet instead of the new database. The Board agreed that the invoices will be delayed until June in order to take advantage of the database.
 - D. Outreach. The Outreach Committee Report was distributed in advance and is appended to these minutes. Co-chair Tom Ewing reported that the committee is focusing on making the website more interactive; the website currently holds PDF versions of the newsletter. The committee has developed a prototype of the web environment at Argonne, including user id and password functionality, to explore integration the database and other issues. ITSMW needs to re-register the domain names ITSMidwest.com and ITSMidwest.org to ITSMW; Voila currently owns them. The next newsletter will be planned week of 3/15 and will highlight the annual meeting and the ITSMW Projects of the Year.
 - E. Recognition. Co-Chair Rick Weiland reported that his committee was pleased with the success of the ITSMW Project of the Year awards. The committee needs more people, and will present a full plan at the next Board meeting.
 - F. Technical. Co-chair Joseph Brahm reported that the committee has not been very active except in supporting the annual meeting. The committee will coordinate with the Recognition and Meetings Committees.
 - G. Training. Neither of the co-chairs were present.
5. New Action Item Review. Secretary Paulauskas reviewed the action items resulting from this meeting, and items carried over from previous meetings that have not been completed, as follows:
- 5.1. Treasurer Glassman will work with the individual firms in applying their ITSA rebates to 2006.
 - 5.2. Immediate Past President Hochmuth will work with Michelle McGinn and Tom Ewing on developing an article for the fall newsletter with the full committee structure, goals and members. This could be part of the President's Message instead.
 - 5.3. Treasurer Glassman will add a notation on the chapter membership invoice to indicate that the member is an ITS America member who has elected ITSMW as its designated chapter.
 - 5.4. Austin Provost will set up a conference call to collect feedback on the database structure.
 - 5.5. ITS Mid-America will approach ITS America with the proposed merger of ITS Mid-America into ITS Midwest.
 - 5.6. President Rylander will follow-up with ITS Mid-America Chairman Chris Hedden and present a proposal at the June Board meeting for merger the two organizations.
 - 5.7. President Rylander will respond to Smartways Wisconsin's offer for ITSMW to co-sponsor the Smartways Wisconsin annual meeting.
 - 5.8. Board members will send President Rylander ideas for a new Secretary prior to the next Executive Committee Meeting.
 - 5.9. President Rylander will send a letter to Neil Schuster, thanking him for his participation in the ITSMW annual meeting, and suggesting future collaborations.
 - 5.10. Duana Love will post the presentations from the ITSMW annual meeting to the ITSMW website.
 - 5.11. Tom Ewing will update the member list on the ITSMW website.

- 5.12. Tom Ewing will re-register the domain names ITSMidwest.com and ITSMidwest.org to ITSMW.
 - 5.13. President Rylander will coordinate with IDOT on the AASHTO 50th Anniversary event.
 - 5.14. President Rylander, or alternate, will present the ITSMW database structure at the State Chapter Council.
 - 5.15. President Rylander will send photos of the ITSMW Projects of the Year award ceremonies to Tom Ewing for inclusion in the newsletter, as well as NAVTEQ and Lake County.
 - 5.16. Rick Weiland will send Tom Ewing the PPT slides with the ITS Midwest Project of Years overviews.
4. Overview of USDOT ITS Activities. The USDOT ITS Activities Report, and the Energy Policy Act of 2005, was distributed at the meeting and is appended to these minutes.

State Vice Presidents Reports

Treasurer Glassman reported that the Illinois Tollway is

- deploying wireless CCTV cameras
- deploying a regional archiving system
- relocating cameras
- installing 15 non-toll I-Pass readers
- designing a new message system

Sam Wolfe reported that the Indiana Tollroad is

- in a legislative struggle with I-69 regarding a toll rate increase and the website
- re-bidding the electronic toll collection
- in the middle of privatization discussions

Vice President Zavattero reported that Illinois DOT is working on

- Statewide plan with priority projects near completion
- 7 regional architectures done
- Common infrastructure project
- I-74 deployment project in Peoria
- Quad cities I-74 Mississippi River Bridge and Regional ITS deployment
- DuPage TCI
- ETOS AVL and MD
- Interim Incident Entry
- New Gateway Tools for the Traveler
- Dan Ryan project, getitdoneIL websites, drivelesslivemore
- Ethernet upgrade for communications, Vehicles, WI Monitor Tollway to D-1/Gateway, TSC, UIC
- Install non-toll
- Fiber install to Rockford
- Gateway upgrades
- Springfield DMI, CCTV deployment
- Chicago/RTA/Tollway/IDOT probe data project

Member Announcements

Secretary Paulauskas announced her intention to resign as Secretary of ITSMW as soon as her replacement is named. President Rylander requested Board members send him ideas for a new Secretary prior to the next Executive Committee Meeting.

Austin Provost announced that Lake County had a successful opening event, and it may make a good presentation for the ITSMW website.

Duana Love announced that RTA is launching a multi-modal trip planner project.

President Rylander announced that due to a change of duties, Vice President Newland will be replaced by a new Vice President representing Indiana DOT.

5. Set Future Meeting Dates.
 - A. June Board Meeting – June 13, 2:00-4:00pm at Wilbur Smith
 - B. September Board Meeting – September 13 (proposed)

6. Adjourn. The meeting was adjourned at 11:53 a.m.

Respectfully submitted,

Cindy Paulauskas
Secretary

Attachments

U:\ITS Midwest Board\Board Minutes\2005\121505\Board Minutes 121505.doc

ATTACHMENTS FOLLOW

- Agenda
- March 8, 2006 Memorandum
- ITS Midwest Financial Statement for the Period January 1-February 28, 2006
- Committee Reports
- Summary of USDOT Activities

MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS

Thursday, March 9, 2006
9:00 - 11:00 a.m.

Regional Transportation Authority
175 W. Jackson Blvd., Suite 1550, Chicago, Illinois 60604

Teleconference Participation is Available

9:00	1. Self-introductions and Approval of Agenda	All
9:00 – 9:05	2. Approval of Minutes from Previous Board Meeting Review Action Items	C. Paulauskas
9:05 – 9:45	3. Executive Committee Report A. ITS Mid-America (Ohio and Kentucky) Update Guest: Chris Hedden, ITS Mid-America Chairman B. 2006 Committee Co-Chair Appointments C. Directors & Officers Liability Insurance D. IL Section ITE – Logo Apparel E. Incident Command System Training Sponsorship (Shamo) F. Smartways Wisconsin annual meeting – May 3-4 F.1. Invitation for sponsorship G. State Chapters Council update H. ITS America Annual Meeting, May 7-9 I. Next committee meeting – late April	G. Rylander
9:45 – 10:40	4. Committee Reports A. Finance B. Meetings C. Member Services D. Outreach E. Recognition F. Technical G. Training	J. Hochmuth K. Glassman Committee Co-chairs
10:40 – 10:45	5. Review New Action Items	C. Paulauskas
10:45 – 10:55	6. Overview of US DOT ITS Activities State Vice President Reports Member Announcements	M. Lister D. Zattero M. Newland All
10:55 – 11:00	7. Future Board Meeting Dates A. June 2006 Board Meeting – change to June 7 proposed B. September 2006 Board Meeting – Sept. 13 proposed	G. Rylander
11:00	8. Adjourn	
	9. Executive Session (Board members only) – if needed	G. Rylander

3/06/06



MEMORANDUM

DATE: March 8, 2006
TO: Board of Directors
FROM: Gary Rylander, President
**SUBJECT: PRELIMINARY 2006-2007 STANDING COMMITTEE
CO-CHAIR APPOINTMENTS**

Below is a preliminary list of the Standing Committee co-chairs appointments for the next year.

Last year, there was a one-to-one relationship between Directors and committees—seven each. By combining the Outreach and Publicity Committees effective this year, we have six committees. My recommendation is to have one of the committees co-chaired by two Directors. We'll discuss this at the March 9th Board meeting.

<u>COMMITTEE</u>	<u>DIRECTOR</u>	<u>NON-BOARD MEMBER</u>
Meetings	Duana Love	Meggan Simpson (INDOT)
Member Services	Austin Provost	Dave Henkel (EK)
Outreach	Tom Ewing	Jeremy Wolstan (NAVTEQ)
Recognition	Rick Weiland	Francesca Lendrum (NAVTEQ)
Technical	Joseph Brahm	Brian Burkhard (HNTB)
Training	Bob Jacko	Rohit Syal (Wilbur Smith)

The Executive and Finance Committees are chaired by the President and Treasurer, respectively.

ITS Midwest

Financial Statement for the Period January 1, 2006 to February 28, 2006

Revenues

Interest Earned		
Other Income	\$	-
2005 Membership Dues		
2006 Membership Dues	\$	600.00
ITSA Rebates	\$	300.00
ITS Midwest Annual Meeting	\$	<u>7,800.00</u>
Total Revenues		\$ 8,700.00

Expenses

Annual Meeting	\$	581.75	
Board Meeting and Meeting Support	\$	79.43	
Officer Travel			
Newsletters			
Printing	\$	1,575.00	
Postage & Mailings			
Website Maintenance			
Membership Mailings			
Outreach			
State Outreach			
Illinois DOT	\$	-	
Indiana DOT			
Promotions	\$	-	
Chapter Recognition Awards	\$	396.01	
Legislative			
Sponsorships			
Conference and Training Support			
Student Outreach			
Scholarships			
Special Projects			
Internship			
Business Cards			
Insurance and Fees			
Affiliation Fees	\$	250.00	
Miscellaneous			
Total Expenses			\$ 2,882.19

Balances

Checking Account ending January 31, 2005	\$	16,079.47	
Outstanding Checks as of February 28, 2006	\$	(2,552.76)	
Outstanding Deposits as of February 28, 2006	\$	8,400.00	
Money Market ending December 31, 2005	\$	<u>79,805.62</u>	
Total Assets as of February 28, 2006		<u>\$ 101,732.33</u>	