



**MEETING MINUTES
BOARD OF DIRECTORS**

March 19, 2003

IDOT Traffic Systems Center – Oak Park, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zattero, Vice President (Illinois DOT)
Mark Newland, Vice President (Indiana DOT)
Phil DeCabooter, Vice President (Wisconsin DOT)
Gary Rylander, Secretary (Edwards and Kelcey)
Ken Glassman, Treasurer (Illinois State Toll Highway Authority)
Mousa Abbasi
John Benda (Illinois State Toll Highway Authority)
Troy Boyd (Indiana DOT)
John Braband (PACE)
Joseph Brahm (NET)
Duana Love for John DeLaurentis (RTA)
Joe Ligas (Ligas Consulting)
Cindy Paulauskas (NavTech)
Jim Powell (Parsons)
Rick Weiland (Weiland Consulting)

Others in Attendance:

W.D. Baldwin (HDR)
Mac Lister (FHWA)

Note: Those participating by teleconference are shown in italics

(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 2:40 p.m. A quorum of the Board of Directors (Board) was present. Those in attendance introduced themselves.
2. Approval of the Agenda. The agenda was approved as previously distributed.
3. Approval of Minutes. *It was moved by Jim Powell and seconded by Phil DeCabooter to approve the minutes of the following ITS Midwest (ITSMW) Board meetings as submitted: September 12, 2002; October 4, 2002; and November 13, 2002. The minutes were not read at this meeting. The motion passed.*
4. Review Action Items. President Hochmuth reviewed the second 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 November 13, 2002 meeting minutes:
 - 13.1 An updated ITSMW membership list has been received from ITSA that has new contact information; it shows 20 members but ITSA has forwarded money for only 17; overall, the membership list from ITSA is now in pretty good shape
 - 13.2 To be discussed during agenda item 7
 - 13.3 Review of the current committee/task force structure is ongoing (carried over)

- 13.4 ITSMW did not submit anything for the ITSA “Best of” awards, but INDOT, GCM/IDOT and Invision Studios (for IDOT District 4 in Peoria) all submitted and are finalists; submittals for the “State Chapter of the Year” award are due March 31 and President Hochmuth will put together a first draft submittal and distribute it to the entire Board for review, and the Executive Committee will approve the final submittal
- 13.5 Status unknown
- 13.6 Completed
- 13.7 To be discussed in agenda item 15
- 13.8 President Hochmuth has a list of ITS Caucus members and will distribute it to the Board
- 13.9 Completed
- 13.10 Completed
- 13.11 Completed

5. President’s Report. President Hochmuth reviewed the report that was distributed prior to the meeting and is appended to these minutes.

- 5.1 The Wisconsin ITS Alliance is apparently moving forward to form an ITS Wisconsin chapter, but the ITS Midwest Board has not yet received a formal notice to that effect. See also agenda item 6.
- 5.2 Joe Ligas reviewed the dues payment status of the chapter members, noting that a few are in arrears. He also reviewed the updated membership list.
- 5.3 ITSMW has been asked by ITS Minnesota to be a sponsor for the Sunday evening icebreaker reception prior to the ITS America annual meeting in May, and the Executive Committee recommended it at a \$500 level. *It was moved by Mark Newland and seconded by John Benda to be a \$500 sponsor for this reception. The motion passed.*
- 5.4 The Chicago area office of Iteris (the official address of ITSMW) will be relocating shortly and President Hochmuth will publish the new office address and telephone number when it is available.
- 5.5 The initial plan to provide 50 of the remaining Blues CDs to the FHWA did not work out, so it was decided that they will be given out as speakers gifts and door prizes.

It was moved by Gary Rylander and seconded by David Zavattero to accept the President’s Report. The motion passed.

6. Wisconsin ITS Alliance Status. President Hochmuth reported that the Executive Committee has discussed how best to proceed if and when Wisconsin forms its own ITS America state chapter. There would be issues with the GCM newsletter sponsorship, currently a 3-state activity, and extra effort would be required to keep the current high level of GCM coordination and cooperation. Financial support to an ITS Wisconsin chapter from ITSMW has been discussed, and though the Executive Committee believes ITSMW has no financial obligation to support a new ITS Wisconsin chapter, there is some sentiment that it would be appropriate to provide “seed money” in some form. There was a consensus that a strong interest exists in working with a new Wisconsin chapter to promote the interests of ITS on a regional basis. No decision needs to be made by ITSMW on this matter unless and until the Wisconsin ITS Alliance officially starts the process with ITS America to form an ITS Wisconsin state chapter, which has not yet occurred.

7. Web Site Committee Report. VP and Committee Chairman Zavattero and new ITSMW web master W.D. Baldwin reviewed the report distributed prior to the meeting, as well as a draft listing of proposed web site content dated November 13, 2002. It was noted that it will not be possible to accept credit card payments (for meeting registrations) online. It was agreed that it would be good to highlight new members both on the website and in the newsletter. Additional content information

about the officers will be posted, and ITS International has now linked with the web site. Baldwin will send a monthly email tickler to Board members soliciting new content for the site, and any questions about suitability will be settled by President Hochmuth and Chairman Zavattero.

It was moved by Rick Weiland and seconded by Jim Powell to accept the Web Site Committee Report. The motion passed.

8. Finance Committee Report. Incoming Treasurer Ken Glassman and outgoing Treasurer Joe Ligas reviewed the financial statement for fiscal year 2002, distributed prior to the meeting. It showed total assets at the end of the year of \$91,883.79, a net increase of \$13,485.07 in 2002. Ligas noted that there is an outstanding check written to the Adler Planetarium for the Sunday Night Reception in the amount of \$6,250 that dates back to the spring of 2002. The check was improperly bounced by the bank (there were sufficient funds in the account) but the Adler has not resubmitted it for payment even though it was requested to do so; President Hochmuth will follow up with the Adler to resolve this matter.

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

9. Long-Range Strategic Planning Committee Report. Chairman Rick Weiland reviewed the report distributed prior to the meeting. The committee sees a strong need to educating legislators at the local, state and federal levels about the value of funding ITS projects. Various suggestions about how to extend outreach efforts beyond those normally involved were discussed. They include providing free meeting registrations to legislators or their staffs, co-sponsoring the upcoming safety and security workshop, and having regular discussion with key Congressmen such as Mark Kirk and Jesse Jackson, Jr., who have previously displayed an interest in ITS. President Hochmuth has requested the committee pursue to additional key issues. These include exploring the use of scholarships for university students to encourage them to pursue ITS, sponsoring or co-sponsoring internships (with or similar to ITE), and reexamining the chapter dues structure. The committee will next meet on April 16th at NavTech. In addition, Treasurer Glassman will chair a Finance Planning Committee to work closely with this committee to assess the budget impacts of the identified goals.

It was moved by Gary Rylander and seconded by Cindy Paulauskas to accept the Committee's Report. The motion passed.

10. Annual Meeting Review. Committee Chairman Mousa Abbasi reviewed the report distributed prior to the meeting. The one-day meeting held at the Wyndham Hotel in Lisle had the highest attendance in several years, and there were many favorable comments from attendees. A total of 35 people participated in the Illinois Tollway's TIMS demonstration during the afternoon. The annual meeting had net revenue of \$9,131,87, surpassing expectations. The Board congratulated and thanked Mr. Abbasi and his committee for a job well done. Looking ahead, there was discussion about potential incremental improvements to make next year's meeting even better. These included the possibility of lowering the registration fee, holding the business meeting over lunch, formalizing the awards ceremony, extending the meeting to one and one-half days, and holding it in early February. Another suggestion was to offer free chapter membership to vendors who display at the annual meeting, with the goal of growing the membership.

John Benda noted that the ISTHA had paid for the refreshments for those meeting attendees who toured the TIMS center. *It was moved by Gary Rylander and seconded by Mark Newland to reimburse the ISTHA for the cost of the refreshments. The motion passed.*

It was moved by Ken Glassman and seconded by Mousa Abbasi to accept the Report. The motion passed.

11. GCM Corridor Video Discussion. President Hochmuth reported that two, one-minute videos (with no voiceover) will be prepared to use up the remaining funds in the contract. The plan is to submit the two current versions of the videos (short and long) for a “Best of ITS” award next year. Joe Ligas suggested using the seven-minute version for outreach to local governments and for running on cable local access TV. Use of the videos for outreach purposes should be coordinated with Chuck Sikaras, Chair of the GCM Awareness and Communications Committee. Additional copies of the video are still available by contacting President Hochmuth.
12. New Action Item Review. Action items resulting from this meeting, and items carried over from previous meetings that have not been completed, are:
 - 12.1 President Hochmuth will prepare and ask the Executive Committee to review the submittal for the State Chapter of the Year Award, which he will submit by the March 31 deadline
 - 12.2 The next Board meeting agenda will include an item on awards and recognition
 - 12.3 President Hochmuth will follow up with John Wagner at the Adler Planetarium regarding the outstanding check for \$6,250
 - 12.4 The Long-Range Strategic Planning Committee will meet on April 16th at NavTech
 - 12.5 Treasurer Ken Glassman will chair a Finance Planning Committee to work with the Long-Range Strategic Planning Committee
 - 12.6 Secretary Rylander will contact Illinois Section ITE President Karen George regarding their scholarship program, and discuss options for awarding scholarships with Ray Benekohal and Darcy Bullock
 - 12.7 President Hochmuth will send a letter to all chapter members requesting a web “hot link” (URL) to put in the membership roster by the member’s name
13. Other Business. President Hochmuth suggested adding a web address “hot link” in the membership directory for each member. It was agreed that he will send a letter to all members asking for the appropriate URL.
14. Overview of US DOT ITS Activities. Mac Lister reviewed the report distributed prior to the meeting. He singled out several upcoming events. These included a Building the Architecture course planned for November 2003, an “invitation only” security workshop that will be held in Chicago in 2003, and a 511 Program workshop to be held in early October 2003 in either Maine or Kentucky. He also noted that the Rural ITS course is currently being re-bid.
15. Public Sector Announcements. VP Zavattero reviewed the Illinois report distributed prior to the meeting. He noted an ITE/IEEE incident management training course will be held on May 12th and hosted by the ISTHA. He reported that the Tollway’s TIMS system now can provide travel times and they are posted on the GCM web page. John Braband added that Pace’s March 6th kick-off meeting and open house for the Intelligent Bus System, held at the North Shore Garage, was well attended.

VP Newland reviewed the Indiana report distributed prior to the meeting. He reported that INDOT is currently reviewing 511 proposals. Troy Boyd added that the Indiana Toll Road is now online with their system.

VP DeCabooter reported that new Wisconsin DOT Secretary Busalacchi has expressed support for ITS, and the first GCM meeting he attended went well.

