



**MEETING MINUTES
BOARD OF DIRECTORS**

June 11, 2003

INDOT Borman Expressway Traffic Management Center – Gary, Indiana

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)
John Benda (Illinois State Toll Highway Authority)
John Braband (PACE)
Dan Lukasik for Joseph Brahm (NET)
Kelly Langer (Wisconsin DOT)
John Ellis for Connie Li (TranSmart Technologies)
Joe Ligas (Ligas Consulting)
Cindy Paulauskas (NavTech)
Karen George for Jim Powell (Parsons)
Rick Weiland (Weiland Consulting)

Others in Attendance:

W.D. Baldwin (HDR)
Russ Bautch (HNTB)
Brian Burkhard (HNTB)
Dennis Lee (FHWA)
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 2:50 p.m. A quorum of the ITSMW 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 John Benda and seconded by Mark Newland to approve the minutes of the March 19, 2003 Board meeting as submitted. 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 March 19, 2003 meeting minutes:
 - 12.1 See agenda item 5.3.
 - 12.2 To be discussed under agenda item 12, other business.
 - 12.3 John Wagner at the Adler Planetarium has not responded to President Hochmuth's messages regarding the outstanding check for \$6,250 from October 2002; he will continue trying.
 - 12.4 The Long-Range Strategic Planning Committee met on April 16th; see agenda item 8.
 - 12.5 The Finance Planning Committee is still in formation and has not yet met.

- 12.6 Secretary Rylander has not yet followed up with Illinois Section ITE President Karen George; she is representing Jim Powell at this meeting and they will confer.
- 12.7 President Hochmuth has not yet requested a web “hot link” from chapter members
5. President’s Report. President Hochmuth reviewed the report that was distributed prior to the meeting and is appended to these minutes.
- 5.1 There has been no change since the last Board meeting regarding the future of the Wisconsin ITS Alliance. The Alliance has not formally started the process with ITS America to form a new ITS Wisconsin state chapter.
- 5.2 The State Chapters Council met at the ITS America annual meeting in May. There continues to be discussion but no resolution on how the Council can have input into ITSA decisions that affect the state chapters. Discussions are ongoing.
- 5.3 President Hochmuth proudly reported that ITSMW won the 2003 State Chapter of the Year award from ITS America. He accepted the award on behalf of ITSMW at the ITS America annual meeting in Minneapolis. The award was passed around the meeting room.
- 5.4 A careful researching of the membership records has shown that some ITSMW Board members are not members of ITSMW. Treasurer Glassman continues to work with ITSA to straighten out the ITSA membership records, picking up from former Treasurer Ligas. The ITSA records have numerous inaccuracies, and Glassman will report back to the Board at the next meeting.

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

6. Web Site Committee Report. ITSMW webmaster W.D. Baldwin indicated the monthly “tickler” to Board members for web site content has been effective, and it was agreed that it should be continued. President Hochmuth noted that ITSMW will continue transitioning to use the website as the primary means of distributing the newsletter and disseminating chapter information. It was noted that the GCM Coordination Work Group has just started consideration of using the GCM Communicator calendar as a possible central source for regional ITS and transportation events. ITSMW and other groups could then provide a hot link to this calendar.

Voila! has only 10 hours remaining on its existing contract, and they provided a quote for continuing web services at a discounted rate: 90 hours over two years for \$2,025, plus the cost of server hosting. *It was moved by Joe Ligas and seconded by David Zavattero to enter into a contract with Voila! for 90 hours over two years for \$2,025, and to authorize the total expenditure of up to \$1,500 per year (including the Voila! contract) for web site services. The motion passed.* President Hochmuth thanked WisDOT for initially hosting the chapter web site, and Baldwin for his work as webmaster.

It was moved by Phil DeCabooter and seconded by John Benda to accept the Web Site Committee Report. The motion passed.

7. Finance Committee Report. Treasurer Ken Glassman reviewed the financial statement for January 1 through May 31, 2003 that was previously distributed and is appended to these minutes. It shows total chapter assets of \$104,906.04 at the end of the period, about one-third in the checking account and the balance in a money market account. There was discussion about various options for using some of these funds to advance chapter goals. VP Zavattero noted two upcoming sponsorship opportunities: a GCM Security Conference tentatively scheduled for September 16th that will be an executive level by invitation only (with an expert panel that will incur travel expenses); and, a “Building from the ITS Architecture” workshop in November (FHWA may obligate \$5,000 to ITSMW for underwriting the costs of this workshop). *It was moved by David Zavattero and seconded by Joe Ligas to co-sponsor*

the GCM security conference at a cost not to exceed \$5,000, with the understanding that ITSMW will be involved in developing the attendee invitation list. The motion passed.

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

8. Long-Range Strategic Planning Committee Report. Via teleconference, Chairman Rick Weiland reported that the committee met on April 16th and further discussed the preliminary recommendations presented to the Board in March. The two suggested areas of focus and emphasis for ITSMW are outreach to legislators and professional networking. The Committee also recommends that ITSMW help create and support internships. The Committee recommends that the chapter take a stronger role in promoting ITS, including the development of materials that can be used with legislators and the public. The value of 511 to enhance the visibility and stature of ITS was discussed. The committee also sees much value in providing more opportunities for ITS professionals to get together and interact. A variety of possible outreach roles and options were discussed, including the possibility of hiring of an event organizer. So was seeking opportunities to schedule meetings and events with other professional associations. It was agreed that the Committee will further discuss options with the Executive Committee and report back at the next Board meeting.

Joe Ligas suggested that the chapter consider helping to coordinate some of the input to the current 511 projects underway by the three states represented by ITSMW; a 511 brainstorming session was suggested. There was extensive discussion about how the chapter might contribute to education and outreach to private agencies that might be overlooked in the 511 projects, what role, if any, would be appropriate for ITSMW. There was no resolution, and discussions will continue.

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

9. Possible Changes in Dues Structure. President Hochmuth reported that the Executive Committee has discussed the possibility of revising the chapter dues structure, since ITSMW has a very strong asset balance. The Executive Committee did not agree on a specific recommendation to the Board, and President Hochmuth suggested the following proposal, effective with the 2004 membership year that begins on March 1: a decrease to \$150 per year and that corporate members would get up to six (6) members; a decrease in individual member dues to \$50; and the elimination of the Chapter Affiliate class of membership.

There was extensive discussion about the financial impact of reducing the dues and the specific proposal that was offered. *It was moved by David Zavattono and seconded by Phil DeCabooter to establish, effective March 1, 2004, chapter dues at \$150 for Corporate members, who may designate up to 12 named members, and \$50 for Individual members; and to direct the Secretary to prepare and submit to the membership, for a vote at the 2004 annual meeting, an amendment to the Bylaws eliminating the Chapter Affiliate class of membership. The motion passed.*

10. Next Annual Meeting. John Benda has volunteered to chair the 2004 Annual Meeting, with support from Parsons. The meeting will be targeted for early February, and the IDOT ComCenter in Schaumburg and/or Traffic Systems Center in Oak Park are possible technical tours. There may also be a tie-in with a training seminar, for which one suggested topic is managing technology.
11. Internships. As discussed in agenda item 8, the Long-Range Strategic Planning Committee recommends that ITSMW help create and support internships. President Hochmuth noted that ITS Michigan has a successful intern program, and students have prepared some of the materials that can

be used in outreach activities. He suggested that interns should be employed by both the public and private sectors. President Hochmuth indicated that the Executive Committee will develop a concept for a chapter-supported internship program and present it to the Board for discussion, refinement and approval.

12. Other Business. President Hochmuth asked if there was interest in creating up to three awards that would be presented by ITSMW in an open competition. He suggested that the Executive Committee could prepare a recommended framework and committee structure for the Board to review. The goal would be to tie the awards into the ITS America award schedule so winners could be submitted to ITS America for their award consideration. There was a consensus that this idea should be further explored.

Mark Newland asked about ITSMW paying the expenses for the President to attend this year's ITS World Congress. President Hochmuth noted that past attendance at the World Congress was always for assisting the Chapter in preparation for Chicago hosting the World Congress in 2002. He did not anticipate further chapter-paid attendance at any future ITS World Congress.

13. New Action Item Review. Action items resulting from this meeting, and items carried over from previous meetings that have not been completed, are as follows:
 - 13.1 President Hochmuth will execute a contract with Voila! for web site support consistent with the motion approved in agenda item 6.
 - 13.2 Treasurer Glassman will transfer funds as he sees appropriate from the checking account to an interest bearing account.
 - 13.3 President Hochmuth will continue his so-far unsuccessful attempts to contact John Wagner at the Adler Planetarium regarding the outstanding check for \$6,250
 - 13.4 Rick Weiland and the Executive Committee will work to further "flesh out" the outreach and internship concepts, with the intent of bringing recommendations and possibly action items to the Board at its next meeting.
 - 13.5 Treasurer Glassman will implement the new chapter dues schedule effective with the 2004 membership year (March 1) and Secretary Rylander will draft a Bylaws amendment to eliminate the affiliate member category, for a vote at the 2004 annual meeting.
 - 13.6 Executive Committee will develop a chapter awards framework and committee structure for consideration by the Board at its next meeting.
 - 13.7 Mac Lister will follow up at FHWA regarding the obligation of funds to ITSMW for underwriting the costs of the "Building from the ITS Architecture" workshop in November.
 - 13.8 Treasurer Glassman will disburse to FHWA the ITSMW sponsorship amount of \$5,000 for the GCM Security Conference; President Hochmuth will follow-up with respect to ISTMW input to the invitation list.
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, including the Rural Toolbox training course that will be held August 6th in Peoria. He also noted that Martin Knoop is the new FHWA National Resource Center ITS Team Leader nationally, and that the 11 staff members that form a "virtual team" will be meeting in August to discuss roles and responsibilities.

