



MEETING MINUTES BOARD OF DIRECTORS

Monday, June 12, 2006

3:00 - 4:30 p.m.

Wilbur Smith Associates

801 Warrenville Road, Suite 260, Lisle, Illinois 60532

Board Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zavattono, Vice President (Illinois DOT)

Karen George, Secretary (TransCore)

Ken Glassman, Treasurer

Joseph Brahm (NET)

Thomas Ewing (Argonne National Laboratory)

Duana Love (RTA)

Austin Provost (Meade Electric Company)

Rick Weiland (Ygomi)

Others in Attendance:

Chris Hedden (ITS Mid-America)

Jeff Hockmuth, Past President
(WSA)

Dean Mentjes (FHWA)

Eric (WSA)

Brian Burkhard (HNTB)

Note: Attendance by teleconference
is shown by italics

1. Self-introductions and approval of the Agenda. President Rylander called the meeting to order at 3:00 p.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 March 9, 2006 ITSMW Board meeting were distributed and are appended to these minutes. Attendees were given five minutes to review the minutes.
3. Executive Committee Report. President Rylander presented the report verbally.
 - A. Welcome New Board Members. President Rylander introduced and welcomed Karen George as the new Secretary and Mike Cline as the Indiana Vice President. Mike Cline was not in attendance.
 - B. Results of Email Balloting for Officer Vacancies were approved.
 - C. ITS Mid-America (Ohio and Kentucky) Merger Update. Guest: Chris Hedden, ITS Mid-America Chairman. Hedden presented an overview of the merger discussions. During discussions it was proposed that the merger needed further analysis. *Duana Love made a motion to establish an ad hoc committee to explore the merger with ITS Mid-America and come back to the Board with a recommendation prior to the September Board meeting. Treasurer Glassman seconded and the vote was unanimously in favor.* President Rylander, Past President Hockmuth, Secretary George, Tom Ewing, and Duana Love agreed to participate on the ad hoc subcommittee. President Rylander to send out a notice to schedule the first subcommittee teleconference. Communication to the Board on this topic will continue through e-mail and the Executive Committee meeting.

- D. Innovative Mobility Showcase. The Innovative Mobility Showcase will be held June 25, 2006 in Tinley Park. President Rylander requested volunteers to assist with parking and other tasks. Twenty (20) volunteers are needed.
- E. Recap of ITS America Annual Meeting, May 7-9. President Rylander gave an overview of the ITS America meeting and the turnout.
- F. State Chapters Council Update. Tom Ewing summarized the meeting presentations with a focus on outreach. Secretary George summarized the meeting including the desire of the Council to work more closely with the other Councils and the ITSA.
- G. ITS Midwest Annual Report. President Rylander to send in non-profit form.
- H. Next Executive Committee meeting. Friday, August 4, 2006

4. Committee Reports.

- A. Finance. The Financial Statement for January 1-May 31, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$9,600, \$7,800 of which was from the ITMW annual meeting. The expenses are approximately \$11,340. ITSA requested two documents be completed. Treasurer Glassman requested the Board to send him how many hours per week they devote to ITSMW in their current position within the Board. Duana Love to send payments from vendors to Treasurer Glassman.
- B. Meetings. Co-chair Duana Love presented the Meetings report and it is appended to these minutes. Duana Love to send meeting information for inclusion in the Newsletter. The Meetings Committee is to report back to the Board in September with a recommended location for the ITSMW 2007 Annual Meeting.
It was moved by Vice President Zavattero and seconded by Secretary George that the Meetings Committee be allowed to arrange the Summer/Fall event without Board approval for up to \$1000. The motion passed unanimously.
- C. Member Services. Co-chair Austin Provost presented the Committee's report and stressed that the 2006 Membership dues invoices were late and needed to go out. President Rylander agreed to create a cover letter for the invoice of dues and Treasurer Glassman to provide old membership form. Member Services Committee is working on a membership database requirements-type documentation for the Board to review.
- D. Outreach. The Outreach Committee Report was reported by Tom Ewing and is appended to these minutes. Co-chair Tom Ewing reported that the committee will soon have the new website available for review. The June ITSMW newsletter was provided and is ready to be mailed.
- E. Recognition. Co-Chair Rick Weiland reported that his committee is pursuing two main activities; the report is appended to these minutes. The Committee will continue to research a Scholarship and will report back to the Board with a recommendation in September. The Committee presented a "Best of the Year" Award program for the Board's review (appended to these minutes).
- F. Technical. Co-chair Joseph Brahm reported that the committee met in May. The Technical Committee agreed to provide a technical article for inclusion in the September newsletter (due in August). The Technical Committee is looking to obtain notes from key ITS meetings that are being conducted in the ITSMW area. A list is provided in the report. Vice President Zavattero asked that GCM workgroups and DuPage County be added to the list. Duana Love agreed to report Multi-Modal Trip Planner meeting minutes to the Committee. In the future, links would be provided on the website to these area meetings and/or minutes.
- G. Training. Neither of the co-chairs were present.
- H. New Item – Past President Hockmuth presented that ITS America is requesting proposals for a location to host the 2011 ITSA Annual Meeting. Locations were discussed and Indianapolis and Chicago were suggested as locations to pursue further review. Past President Hockmuth agreed to review submitting a location for the 2011 ITSA.

5. New Action Item Review. Secretary George reviewed the action items resulting from this meeting, and items carried over from previous meetings that have not been completed, as follows:

- 5.1. President Rylander to send out notice of ITS Mid-America possible merger subcommittee teleconference.
 - 5.2. President Rylander to create list of volunteers for the Innovative Mobility Showcase scheduled for June 25, 2006.
 - 5.3. President Rylander to send non-profit form into SOS.
 - 5.4. President Rylander to create cover letter for invoice of dues and provide to Austin Provost.
 - 5.5. Past President Hockmuth to look into submitting Chicago as an ITS America location.
 - 5.6. Treasurer Glassman to provide 2 documents requested by ITSA.
 - 5.7. Treasurer Glassman to provide old membership form to Austin Provost.
 - 5.8. Duana Love to send vendor payments to Ken.
 - 5.9. Duana Love to send meeting information for inclusion in newsletter.
 - 5.10. Duana Love to provide Board with recommended location for ITSMW 2007 Annual Meeting.
 - 5.11. Austin Provost to provide membership database requirements-type documentation to Board for review.
 - 5.12. Austin Provost to send membership dues notices out.
 - 5.13. Tom Ewing will update the ITSMW website.
 - 5.14. Rick Weiland will provide scholarship recommendations to the Board at the next meeting.
 - 5.15. Rick Weiland to send Best of ITSMW Awards for inclusion in newsletter.
 - 5.16. Joseph Brahm/Brian Burkhard to submit article on a technical topic for the newsletter.
 - 5.17. Vice President Zavattero to send GCM Committees to Joseph Brahm.
 - 5.18. Board to send Treasurer Glassman hours per week devoted to the position you currently hold.
 - 5.19. Board to provide feedback on the "Best of the Year" Awards to Rick Weiland.
 - 5.20. Chairs to send out teleconference committee updates and meeting notices.
4. Overview of USDOT ITS Activities. The USDOT ITS Activities Report was distributed at the meeting and is appended to these minutes.

State Vice Presidents Reports

Vice President Zavattero reported that Illinois DOT is working on:

- Projects described in the ITSMW newsletter
- Temporary detectors and DMS on the Dan Ryan
- www.gcmtravel.com just launched e-mail notification
- IDOT/Tollway readers to be implemented to improve travel time information
- AVL/Mobile radio

5. Set Future Meeting Dates.

- A. September Board Meeting – September 13, 2:00-4:00pm at possibly the Borman TMC
- B. December Board Meeting – TBD

6. Adjourn. The meeting was adjourned at 5:09 p.m.

Respectfully submitted,
{Electronic Copy}
Karen M. George
Secretary

Attachments

ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Financial Statement for the Period January 1-May 31, 2006
- Committee Reports
- Summary of USDOT Activities

PRELIMINARY MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS

Monday, June 12, 2006

3:00 - 4:30 p.m.

Wilbur Smith Associates

801 Warrenville Road, Suite 260, Lisle, Illinois 60532

Teleconference Participation is Available

3:00	1. Self-introductions and Approval of Agenda	All
3:00 – 3:05	2. Approval of Minutes from Previous Board Meeting Review Action Items	K. George
3:05 – 3:25	3. Executive Committee Report A. Welcome New Board Members: Secretary Karen George and Indiana Vice President Mike Cline B. Results of Email Balloting for Officer Vacancies C. ITS Mid-America (Ohio and Kentucky) Merger Update Guest: Chris Hedden, ITS Mid-America Chairman D. Innovative Mobility Showcase, June 25 (Tinley Park) E. Recap of ITS America Annual Meeting, May 7-9 F. State Chapters Council update G. ITS Midwest Annual Report (Illinois Secretary of State) H. Next committee meeting – early August	G. Rylander
3:25 – 4:15	4. Committee Reports A. Finance B. Meetings C. Member Services D. Outreach E. Recognition F. Technical G. Training	J. Hochmuth and Committee Co-chairs K. Glassman D. Love / M. Simpson A. Provost / D. Henkel T. Ewing / J. Wolstan R. Weiland / F. Lendrum J. Brahm / B. Burkhard B. Jacko / R. Syal
4:15 – 4:20	5. Review New Action Items	K. George
4:20 – 4:25	6. Overview of US DOT ITS Activities State Vice President Reports Member Announcements	M. Lister / D. Mentjes D. Zavatiero M. Cline All
4:25 – 4:30	7. Future Board Meeting Dates A. September 2006 Board Meeting B. December 2006 Board Meeting	G. Rylander
4:30	8. Adjourn	
	9. Executive Session (Board members only) – if needed	G. Rylander

ITS Midwest

Financial Statement for the Period January 1, 2006 to May 31, 2006

Revenues

Interest Earned	\$ 61.02	
Other Income	\$ -	
2005 Membership Dues	\$	
2006 Membership Dues	\$ 1050.00	
ITSA Rebates	\$ 700.00	
ITS Midwest Annual Meeting	<u>\$ 7,800.00</u>	
Total Revenues		\$ 9,611.02

Expenses

Annual Meeting	\$ 6,979.51	
Board Meeting and Meeting Support	\$ 370.72	
Officer Travel		
Newsletters		
Printing	\$ 1,575.00	
Postage & Mailings	\$ 312.00	
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	\$ 1,455.00	
Affiliation Fees	\$ 250.00	
Miscellaneous	\$ 2.00	
Total Expenses		\$ 11,340.24

Balances

Checking Account ending May 30, 2005	\$ 13,771.61	
Outstanding Checks as of June 12, 2006	\$ (382.38)	
Outstanding Deposits as of April 19, 2006	\$ -	
Money Market ending March 23, 2006	<u>\$ 79,866.64</u>	
Total Assets as of May 31, 2006	<u><u>\$ 93,255.87</u></u>	

Meetings Committee
June 12, 2006
ITS Midwest Board of Directors

- The Meetings Committee has identified a few opportunities for ITSMW to investigate partnering with a local event to provide a summer/fall technical meeting, luncheon or technology fair. Our Indiana reps will also report back if there are events being held in Indiana that may present a similar opportunity.
 - a. IDOT Emergency Preparedness Exercise Chicago, Aug 15th -16th
 - b. ITE Annual meeting in Milwaukee, August 6th - 9th
 - c. DuPage Discovery Conference – Sept 15th
 - d. IDOT Planning Conference – Sept/Oct

- Topics to pursue were recommended by the Technical Committee as follows:
 - a. Wireless communication
 - b. Video compression techniques and issues
 - c. VII
 - d. Intelligent security software
 - e. Cell probe detection
 - f. Toll tag use in traffic metrics
 - g. Performance measurements in ITS
 - h. Integration with IT WAN's
 - i. Transit ITS Deployment
 - j. Incident Management
 - k. ITS and legislative issues.

- Planning for the 2007 ITSMW Annual Meeting will begin soon. Preliminary planning will consist of identifying possible meeting dates and gathering information about venues.

Member Services Committee Report

June 12, 2006

- 1. Check on status and follow-up on annual dues payments. Review and update records for company or individual contact information.**
 - Updated membership dues received to-date (2005 & 2006) and contact information in excel database, and updated ITS Midwest Membership List for newsletter mailing and website.
 - Proposed holding off on sending 2006 annual membership dues invoices until approximately July, 1st 2006 in order to make use of new database currently under development...accepted by Board of Directors at March meeting.

- 2. Review and suggest any appropriate modifications to the proposed budget for 2006 as it relates to the Members Services Committee.**
 - Completed

- 3. Develop a more robust electronic means of keeping track of and/or updating membership using Microsoft Access Database. Explore using database as an online membership resource (e.g., application, registration, dues payment, receipt of newsletters, etc.).**
 - Continued process of establishing and/or importing the existing excel membership database into Microsoft access.
 - Continued preliminary discussions with ITS Midwest Outreach Committee for providing online access to ITS Midwest database information through the existing website.
 - Began preliminary discussions with GCM Committee for coordinating and sharing information between databases and committees.
 - Conducted a follow-up meeting to discuss and review items noted above...currently in process of drafting a requirements type document for review, comments, and approval

- 4. Prepare and distribute a survey that will assist in review of existing membership benefits and suggest any improvements (e.g., discounts, reduced, or complimentary prices or fees on ITS Midwest sponsored events, members only feature and access on website, free advertisement and links such as job listings on website, etc.). In addition, the survey will help to establish a process and procedures to retain existing members and actively increase as well as diversify the existing membership via the recruitment of new members.**
 - Attempted to distribute membership survey...plan on redistributing in near future.

- 5. Review existing membership structure, dues, and fee setup and recommend any modifications or changes (e.g., student or university membership, 1st year free, potential use of annual meeting dues as portion of membership dues, reduction for membership renewal, dues proportional to number of employees, etc.). In addition, coordinate membership with ITS America, GCM, and surrounding ITS America State Chapters (ITS Heartland, ITS Michigan, ITS Mid-America, ITS Minnesota, and Smartways Wisconsin) and others as appropriate (e.g., discounted "joint" membership, etc.)**
 - For informational purposes, began contacting surrounding ITS state chapters to follow-up and continue coordination efforts

Status Report

ITS Midwest Outreach

June 12, 2006, Exec Meeting

POC: T. Ewing, ewing@anl.gov, 630-251-0247

- ITS Midwest/GCM newsletter is ready to mail out this week. A pdf version is attached.
- Attended the **2006 ITS America State Chapter Strengthening Workshop** (as our chapter's rep). Attached is the briefing I gave, with an emphasis on our Outreach efforts. Here is a brief report:

ITSA State Chapters Council workshop

Representatives of the state chapters of ITS America met on May 6, 2006 in Philadelphia to discuss best practices and share ideas. ITS Midwest briefed the other chapters on outreach efforts to improve public and legislature awareness of ITS benefits, which turned out to be a common theme. Other chapters face many of the same issues, hence there is real benefit to sharing experiences and discussing solutions to common problems. The chapters identified quality brochures and videos to support chapter outreach efforts as a need that ITSA could provide assistance. ITSA in turn voiced the need for help from the chapters in state legislature outreach to bolster their outreach efforts to Congress.

- The new website is close to rollout and will hopefully be out near the end of the month. The first version, which is geared toward outreach, will not include the user login's, which will take some time to develop.

Recognition Committee

June 12, 2006

The Recognition Committee has been pursuing two activities:

- Beginning to explore a **scholarship program** (Samuel Wolfe and Francesca Lendrum). Some initial parameters have been outlined. At present, the budget includes \$2,000 for scholarships. We are not sure that this level of scholarship actually represents a meaningful grant, and we are preparing a proposal for the Board that includes alternatives – target: next Board meeting
- Getting the **2006 Best of ITS Midwest Awards** program underway. A preliminary announcement is attached which could be adapted for inclusion on the chapter's web site and in the next newsletter. We are targeting opening nominations for about October 1, and closing them on about November 15. This should provide sufficient time for consideration and decisions to make the awards at the 2007 Annual Meeting.

Announcing ITS Midwest “Best of the Year” Awards

Are you or your organization doing something exceptional in ITS during 2006? Here’s an opportunity for some well-deserved recognition!

A little later this year, ITS Midwest will start accepting nominations for “Best of the Year” Awards in four categories:

Best Public Sector ITS Project of 2006

Best Private Sector ITS Project of 2006

A nominated project must have been primarily conducted in Illinois or Indiana and/or conducted by an organization headquartered in Illinois or Indiana. The project should have reached completion in 2006 or, if not completed, have produced significant results in 2006.

Separate awards will be made by projects undertaken by public agencies and by private sector companies. Projects conducted by a private company but on behalf of a public agency (e.g., the agency paid for the project) should be nominated in the Public Sector category.

Best ITS Outreach Activity of 2006

An important foundation for the success of ITS is to get the word out and to build interest and awareness of ITS activities. This award is presented to the Illinois or Indiana organization that does the best job of raising public consciousness of ITS, or making the public aware of the benefits of ITS in general or of a particular system, or encouraging adoption and participation in ITS systems or activities.

Best Student Paper or Project of 2006

This is not a paper-writing competition, but rather an opportunity to recognize the work of a student, undergraduate or graduate, who is an Illinois/Indiana resident or enrolled at an Indiana/Illinois college/university. Candidate papers/projects must have been published/presented at a recognized ITS conference during 2006 (e.g., ITS America Annual Meeting, ITS World Congress, ITS-oriented meeting or conference session sponsored by ITE, SAE, TRB, etc.) In addition to submitting a copy of the paper/project, authors will be asked to prepare a short statement supporting the significance of the work.

Watch the ITS Midwest website and the ITS Midwest Newsletter for details on making a nomination. Awards will be presented at the ITS Midwest 2007 Annual Meeting
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ITS Midwest Technical Committee Report

The committee had a conference call on 5/5/06. The agenda for the meeting was to discuss the Tech. Committee roles this year and identify means to be more proactive than last year. The following items were discussed:

- The Technical Committee will provide a write up for each ITS Midwest/GCM news letter that highlights important ITS technical issues or developments. We will rotate responsibility for taking the lead in this each quarter. Each quarter there will be two members assigned. Brian Burkhard and Joseph Brahm will take the lead for the first submittal. We just missed the June letter cut off date so our first submittal will be for the September News Letter (due in August).
- Potential for supporting a mid-year meeting focused on technical issues. – Joseph Brahm followed-up with the Meetings Committee on this. Requests for potential topics were solicited from the Technical Committee and passed on to the Meetings Committee.
- Members of the technical Committee that attend regional meeting that would be of interest to the Technical Committee, will now provide a brief summary of key items to the Committee. The following folks have volunteered to provide notes back to the Technical Committee:
 - IEEE ITS Group - Brian Burkhard
 - ATTF – Tony Khawaja
 - Configuration Management Board (was GRICC) – John Dillenburg
 - ITE ITS Workgroup– Scott Lee
 - Traffic and Incident Management Performance Measures Group – Scott Lee
 - Multi Modal Trip Planner - Looking for person to report?

If there are already notes created from the meeting that are open to everyone, you can reference the notes with a brief email. Please email your notes to the entire committee.

The next Technical Committee conference call is scheduled for July 14th at 11:00 AM

Summary of USDOT Activities

ITS-MW Board Meeting

June 12, 2006

National ITS Architecture

Training and Technical Assistance Program available through Division Offices
Training courses in the National Architecture, Turbo Architecture and Systems Engineering can be scheduled thru NHI.

An updated Guidance Document addressing the development and use of Regional Architectures will be available in the late summer. It will highlight more material on usage of the Architecture at the regional level than the earlier guide book.

FHWA is conducting regional workshops on Architecture Use and Maintenance. Four will be done in FY 06. More are planned for FY 07.

FHWA participated in the ITS America Workshop on Architecture Use and Maintenance in Orlando, Florida. Proceedings and presentations are available at http://www.itsa.org/architecture_workshop.html

A Guidance Document on Systems Engineering is also being developed and will be available later this year.

Standards Program

Training and Technical Assistance Program available through Division Offices
ITE courses can be scheduled by ITE.

511 Program

FHWA continues to partner with the National Deployment Coalition to promote the use of 511. More than a million calls a month are now being made to this number and it is available to 90 million Americans, 32 % of the population. Current information available at www.deploy511.org.

A National Conference will be held July 17-19 2006 in San Diego, California. Conference registration is available online at <http://www.transportation.org/meetings/74.aspx>. Contact

Ernie Cochran for exhibit and sponsorship opportunities at (512) 918-8657 or ernie@housmanandassociates.com.

Training Courses

Improving Highway Safety with ITS workshop now available through the Resource Center. Workshop has been developed into an NHI Course and is now available for scheduling thru NHI.

NHI Course in Turbo Architecture software has been changed to a 2-day course to accommodate features available in Version 3.1 of the software.

A new course on Transportation Systems Management and Operations is now available. The course is scheduled thru NHI and will be free for the first year.

Reauthorization

SAFETEA-LU the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users was finally passed in August 05 and signed by the President into law in Chicago. Details of the bill are available at the FHWA website www.fhwa.dot.gov/safetealu. The website contains full text of the legislation, summary information, fact sheets and funding tables. Several new initiatives and programs provided in the legislation are being defined by FHWA and FTA.