



**MEETING MINUTES
BOARD OF DIRECTORS
Wednesday, June 20, 2007**

1:30 - 3:30 p.m.

Illinois Tollway

2700 Ogden Avenue, Downers Grove, IL 60515

Board Members in Attendance:

John Benda, President (ISTHA)

David Zavattono, Vice President (Chicago OMEC)

Meggan Simpson (InDOT)

Karen George, Secretary (TransCore)

Ken Glassman, Treasurer (Jacobs)

Charles Sikaras (IDOT)

Austin Provost (Meade Electric Company)

Ryan Elliot (URS)

Gary Rylander, Immediate Past President (Edwards and Kelcey)

Others in Attendance:

Jeff Hochmuth (WSA)

Debbie Miller (ISTHA)

Shawna Ulicne (ITS Mid-America)

Note: Attendance by teleconference
is shown by italics

- 1 Self-introductions. President Benda called the meeting to order at 1:30 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. President Benda introduced Shawna Ulicne as the administrator of the newly formed four-state ITS MW. John Benda asked that assignments for Shawna be copied to John so that John knows what Shawna is working on.

The newsletter was discussed as we need to decide who will lead the newsletter development and production. The website was also discussed as we have a paid webmaster who is continuing to maintain and host the website. President Benda to call Tom Ewing regarding the website and newsletter. President Benda to provide welcome letter for the website. Whether the newsletter should be paper or electronic was discussed. It was agreed that a paper document would be of value for the future.

- 2 Approval of Minutes. The minutes of the March 28, 2007 were approved by the Board.

Review Action Items. Secretary George 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 13, 2006 meeting minutes:

- | | |
|-----|---------------|
| 5.1 | <i>Closed</i> |
| 5.2 | <i>Open</i> |
| 5.3 | <i>Open</i> |
| 5.4 | <i>Open</i> |

- 5.5 *Open*
- 5.6 *Closed.*

3. Executive Committee Report. President Benda presented the report verbally.
 - A. ITS Mid-America (Ohio and Kentucky) Merger Update. The merger was approved by ITS America on June 7, 2007.
 - B. Nominations Committee for Special Election. President Benda stated that the Nominations Committee for special election will be chaired by Gary Rylander. John Benda has been given several names for possible candidates of the Nominations Committee. Nominations Committee for Special Election to be structured in the next few weeks.
 - C. General. See enclosed report prepared by John Benda. It was discussed that John Benda will put out a revised meeting schedule for the remainder of the year. President Benda went over his goals for the year as shown in the attached.

Charles Sikaras moved that ITS Midwest conduct the special election of directors and officers and establish our committee chairs and co-chairs, then after completion of those tasks that dues notices would go out no later than October 1, 2007. The dues would be prorated for 2007 and a full year for 2008 in the amount of \$250 for agencies and corporations and \$75 for individuals. The motion was seconded by Gary Rylander and passed unanimously. It was agreed that Austin Provost will manually decrease the dues amount in the new dues notice for those who already paid 2007 dues.
 - D. Next Executive Committee Meeting. July 11, 1:30PM.

4. Committee Reports.
 - A. Finance. The Financial Statement for January 1 to June 15, 2007 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$47,216. The expenses are approximately \$38,067. Shawna Ulicne to send financial statement to Ken. *John Benda moved to renew the organization administrator's (Shawna Ulicne's) contract for the year, including an increase in the hourly rate to match the hourly rate previously agreed to in merger and ITS Mid-America Board meetings. The motion was seconded by Ken Glassman and passed unanimously.* Treasurer Glassman to modify contract accordingly.
 - B. Meetings. No report.
 - C. Member Services. The member services report was distributed in advance and Austin Provost presented the report on member services verbally. The membership database needs to be moved from Excel to Access. Need member database from Mid-America.
 - D. Outreach. No report.
 - E. Recognition. No report.
 - F. Technical. No report.
 - G. Training. No report.

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 Benda to call Tom Ewing regarding the website and newsletter.
 - 5.2. President Benda to provide welcome letter for the website and ITS Mid-America members..
 - 5.3. President Benda to finalize Nomination Committee for Special Election in the next few weeks.
 - 5.4. Secretary George and Director Provost to work with Shawna to update member database to include all four states.
 - 5.5. Newsletter Editor needs to be named and the mail date scheduled.
 - 5.6. President Benda to produce a new meeting schedule for the remainder of the year.
 - 5.7. Austin Provost to provide John Benda with a write-up of what is needed for the member database migration.
 - 5.8. Shawna Ulicne to begin work on Annual Meeting for October 2008.
 - 5.9. Shawna to send ITS Mid-America financial statement. Ken to transfer funds.

5.10. Technical committee to send presentations from Annual Meeting to Tom Ewing.

6. State Vice Presidents Reports

- No report.

7. Set Future Meeting Dates.

- A. August and October Board Meetings – TBD
- B. Executive Board Meeting – July 11, 1:30PM, TBD

8. Adjourn. The meeting was adjourned at 3:00 PM.

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

Attachments

ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Financial Statement for the Period January 1, 2007 - June 15, 2007
- President Benda's Goals

MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS
Wednesday, June 20, 2007
1:30 p.m. – 3:00 p.m. CST
Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

Teleconference Participation is Available

1:30 – 1:35	1.	Self-Introductions and Approval of Agenda	All
1:35 - 1:40	2.	Approval of Minutes from March Board Meeting Review Action Items	K. George
1:40 – 2:00	3.	Executive Committee Report a. ITSA approval of ITS Midwest and ITS Mid-America Merger b. Nominations Committee Appointments c. State Chapters Council Update d. Next Executive Committee Meeting – July	J. Benda
2:00 – 2:45	4.	Reports of Standing Committees a. Finance b. Member Services c. Outreach d. Recognition e. Technical f. Training	J. Hochmuth & Committee Co-Chairs K. Glassman A. Provost / D. Henkel T. Ewing / J. Wolstan C. Sikaras / F. Lendrum J. Graham / B. Burkhard B. Jacko / R. Syal
2:45 – 2:50	5.	Review New Action Items	K. George
2:50 – 2:55	6.	Reports and Announcements a. Overview of US DOT ITS Activites b. State Vice Presidents Reports c. Member Announcements	M. Lister / D. Mentjes D. Zavattero / M. Cline All
2:55 – 3:00	7.	Future Board of Directors Meeting Dates a. August 2007 b. October 2007	J. Benda
3:00	8.	Adjourn	

ITS Midwest

Financial Statement for the Period January 1, 2007 to June 15, 2007

Revenues

Interest Earned	\$ -	
Other Income - Money Market transfer	\$ 20,000.00	
2007 Membership Dues	\$ 750.00	
ITSA Rebates	\$ -	
ITS Midwest Annual Meeting	<u>\$ 26,466.50</u>	
Total Revenues		\$ 47,216.50

Expenses

Annual Meeting	\$ 31,130.83	
Board Meeting and Meeting Support	\$ 553.43	
Officer Travel	\$ 725.00	
Newsletters		
Printing	\$ -	
Postage & Mailings	\$ -	
Website Maintenance	\$ 3,706.50	
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	\$ -	
Miscellaneous	<u>\$ 100.00</u>	
Total Expenses		<u>\$ 38,066.77</u>

Net Gain/(Loss)

\$ 9,149.73

Balances

Checking Account ending June 15, 2007	\$ 20,419.65	
Outstanding Checks Ending June 15, 2007		(\$4,746.88)
Money Market ending March 23, 2007	<u>\$ 60,097.22</u>	
Total Assets as of June 15, 2007		<u><u>\$ 75,769.99</u></u>

ITS Midwest

1. Future Meeting Dates – Held every other month. Please be prepared to discuss a set date and time each month for either a Board Meeting or Executive Committee Meeting. If possible forward your suggestions to Shawna prior to the meeting.
2. Committee Membership – I would like to encourage participation from our membership in the Committee structure and at the very least would like to see a representative from each State serve on the Committee. It may be advisable to facilitate the consolidation of the two Chapters to have co-Chairpersons for the next year. A representative from ITS Mid-American and ITS Midwest each serving in a co-Chair capacity. Interested in Board thoughts in this regard.
3. Current Membership – I would like to set a goal of increasing ITS Midwest membership by 10% in each of the next two (2) years. The Membership Committee is tasked to identify potential new members and suggest a means to attract new members to ITS Midwest and hopefully encourage membership in ITS America.
4. Future Chapter Events – With the consolidation of the two Chapters, the previous Board discussed the advisable of holding two events per year. One at the Annual Meeting in the September – November time frame and one Spring event to be held in one of the remaining three States that do not ^{HOST} (house) the Annual Meeting. I would like to explore the opportunity to hold a special event in the Spring in each of the States that are not hosting the Annual ITS Midwest Meeting in the Fall. This may not be possible in all cases, but I believe this is an important goal to work towards in order to heighten the awareness of the ITS Industry, increase the profile of ITS Midwest and provide opportunity for Annual participation in Chapter Activities given government restrictions that occur from time-to-time regarding out-of-state travel. Such an event need not be elaborate in nature and this could be an opportunity to pursue both Sponsorship of Training Programs, on-site highlighting of a professional operation or other possibilities that I have yet to think of.

5. Treasury Consolidation – Request that ITS Mid-America Chapter Treasurer work with Ken Glassman to consolidate Chapter Treasury's and once the new Board is elected, will need to review the budget for the remainder of 2007 and prepare a budget for 2008.
6. Scholarships – Appointing a Task Force to review what other ITS America Chapters have done in regard to scholarships and by the end of the year formulate a recommendation as to whether ITS Midwest should develop a scholarship Program or not. If yes, provide frame work for such a scholarship program.