



DRAFT MEETING MINUTES

Executive Committee Meeting

Friday, August 4, 2006

9:00 - 10:30 a.m.

Edwards and Kelcey Offices

One N. Franklin, Suite 500, Chicago, Illinois 60606

Board Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zavattono, Vice President (City of Chicago)

Karen George, Secretary (TransCore)

Ken Glassman, Treasurer (ISTHA)

Duana Love (RTA)

Others in Attendance:

Jeff Hockmuth, Past President
(WSA)

*Note: Attendance by teleconference
is shown by italics*

1. Call to Order. President Rylander called the meeting to order at 9:00 a.m. A quorum of the ITS Midwest (ITSMW) Executive Board was present, either in person or by teleconference.
2. Approval of Minutes. Tabled for next meeting.
3. President's Report. President Rylander presented the report verbally.
 - A. ITS Mid-America (Ohio and Kentucky) Merger Coordination Update. A teleconference was held on July 18th between ITSMW and ITS Mid-America to discuss the possible merger and potential issues. The primary topics for resolution were identified as dues, board, meetings, and scholarships. Two more teleconferences were scheduled to continue discussions:
 - Friday, August 11, 2006 1:30 p.m. Central
 - Tuesday, August 29, 2006 9:00 a.m. Central
 - B. State Chapters Council Update. Secretary George reported that the discussion at the last State Chapters Council meeting focused on the Strategic Plan. The plan is still being formulated and there was a request by the State Chapters Council for State Chapters to provide input into the Strategic Plan.
 - C. Next Board of Directors Meeting. September 13, 2006 at 2:00 p.m. at the Borman TMC
4. Committee Reports.
 - A. Finance. The Financial Statement for January 1-July 31, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$11,373, \$9,200 of which was from the ITMW annual meeting. The expenses are approximately \$13,170.

Meetings. Co-chair Duana Love presented the Meetings report verbally. Duana Love reported that the Railvolution Conference is looking for association sponsors. www.railvolution.com has more information and the Conference will be held November 5-8, 2006. Duana Love will present the details to the Board for a vote.

- B. Member Services. Co-chair Austin Provost provided a Committee report prior to the meeting. President Rylander presented the report and the report is appended to these minutes.
- C. Outreach. Co-chair Tom Ewing provide a Committee report prior to the meeting. Vice President Zavattero presented the report. *August 21, 2006 is the deadline for submission of articles and items for the next newsletter!*
- D. Recognition. Not present. No report.
- E. Technical. Not present. No report.
- F. Training. Not present. No report.

5. Secretary's Report. Secretary George had no report.

6. Other Items.

President Rylander announced he will be moving to Phoenix, AZ at the end of August. President Rylander asked to complete his term through February 2007. All agreed that President Rylander should complete his term as President.

Vice President Zavattero announced his change in agencies, as he is now working for the City of Chicago as the Deputy Director of the Office of Emergency Management and Communications.

Vice President Zavattero announced that the State of Illinois has a 511 RFP posted on the IL procurement website: <http://www.purchase.state.il.us>

Treasurer Glassman announced that the IL Tollway will be working with FHWA on a study to review colors on Tollway signs.

7. Next Executive Committee Meeting. TBD, late October/early November 2006.

8. Adjourn. The meeting was adjourned at 10:02 a.m.

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

Attachments

ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Financial Statement for the Period January 1-July 31, 2006
- Committee Reports



**PRELIMINARY MEETING AGENDA
ITS MIDWEST EXECUTIVE COMMITTEE**

**Friday, August 4, 2006
9:00 – 10:30 a.m.
Edwards and Kelcey Offices
One N. Franklin, Suite 500, Chicago, Illinois 60606**

9:00	1. Call to Order	G. Rylander
9:00	2. Approval of Minutes – April 19, 2006 meeting	K. George
9:05	3. President's Report A. ITS Mid-America Merger Coordination (Ad-hoc Committee Update) B. State Chapters Council Update C. Next Board of Directors meeting: Wednesday, September 13, 2006 at 2:00 p.m. CDT, Borman TMC	G. Rylander
9:35	4. Committee Reports A. Finance – Glassman B. Meetings – Love, Simpson C. Member Services – Provost, Henkel D. Outreach – Ewing, Wolstan E. Recognition – Weiland, Lendrum F. Technical – Brahm, Burkhard G. Training – Jacko, Ryal	Committee Co-Chairs J. Hochmuth
10:15	5. Secretary's Report	K. George
10:20	6. Other Items Rylander Announcement	All
10:28	7. Schedule Next Executive Committee Meeting	G. Rylander
10:30	8. Adjourn	

ITS Midwest

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

Revenues

Interest Earned	\$	123.44	
Other Income	\$	-	
2005 Membership Dues			
2006 Membership Dues	\$	1,350.00	
ITSA Rebates	\$	700.00	
ITS Midwest Annual Meeting	\$	<u>9,200.00</u>	
Total Revenues			\$11,373.44

Expenses

Annual Meeting	\$	6,979.51	
Board Meeting and Meeting Support	\$	575.82	
Officer Travel			
Newsletters			
Printing	\$	2,963.02	
Postage & Mailings	\$	312.00	
Website Maintenance	\$	231.88	
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	\$	<u>7.00</u>	
Total Expenses			\$13,170.24

Balances

Checking Account ending June 30, 2006	\$	14,072.66	
Outstanding Checks as of June 12, 2006	\$	(1,663.43)	
Outstanding Deposits as of July 31, 2006	\$	-	
Money Market ending June 23, 2006	\$	<u>79,929.06</u>	
Total Assets as of July 31, 2006	\$	<u><u>92,338.29</u></u>	

ITS Midwest
Member Services Committee Report
August 4, 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.
 - In process of sending 2006 annual membership dues invoices out via mail to existing members...invoices will be sent along with a letter from President and membership survey

- 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.
 - Continued 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 completing 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 MidAmerica, 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

August 4, 2006, ITS Midwest Exec Committee meeting

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

- ITS Midwest/GCM newsletter June issues were mailed on June 13-14.
- Participated in the merger ad-hoc committee telecon on June 21.
- Held meetings to plan the next newsletter issue on June 29 and July 24. Articles are due August 21. The ITSMW Technical committee plans to contribute an article. Mailing to occur in September.
- IDOT will not be able to support mailing the newsletters after the next issue; hence outreach is looking for assistance. Given only 3 issues/year, perhaps different agencies or private firms could take turns. Stamps are furnished by ITSMW and newsletters are folded and tabbed by the printer, so the primary task required is applying labels. We could also just task the printer with this.
- The new website is complete and just needs some updating to bring events, member lists, etc. up-to-date, then it will go to Voila to put on the server. The first version, which is geared toward outreach, will not include the user login's, which will take some time to develop.