



**MEETING MINUTES
BOARD OF DIRECTORS**

Wednesday, August 22, 2007

1:30 – 3:00 p.m.

Illinois Tollway

2700 Ogden Avenue, Downers Grove, IL 60515

Board Members in Attendance:

John Benda, President (Illinois Tollway)

David Zavattono, Vice President – Illinois (Chicago OEMC)

Meggan Simpson, Vice President – Indiana (InDOT)

Scott Evans, Vice President – Kentucky (Northrop Grumman)

Christopher Hedden, Vice President – Ohio (Cambridge Systematics)

Karen George, Secretary (TransCore)

Ken Glassman, Treasurer (Jacobs)

Gary Rylander, Immediate Past President (Jacobs)

Ryan Elliott, Director (URS)

Charles Sikaras, Director (IDOT)

John Crossfield, Director (U of KY Transportation Center)

Glen Anderson, Director (Kentucky Transportation Cabinet)

George Saylor, Director (Ohio Department of Transportation)

John Gray, Director (DMJM Harris)

Austin Provost, Previous Board Member (Meade Electric)

Shawna Ulicne, Administrator for ITS Midwest

indicates participation via teleconference

- 1) Self Introductions: President Benda called the meeting to order at 1:30 p.m. A quorum of the ITS Midwest Board members was present, either in person or by participation via teleconference. Those in attendance introduced themselves.
- 2) Approval of Meeting Minutes: The minutes from the June 20, 2007 Board meeting were distributed prior to the meeting and the following changes will be made:
 - a) #4 Committee Reports / C. Member services: Austin P. recommended that Secretary George take out the line that refers to sending out the 2007/2008 dues notices in the next week or two. Austin P. said that it was reflected correctly in the executive reports but not the committee reports.
 - b)#3 Executive Committee Report / A. – ITS Mid-America and ITS Midwest merger was approved on June 7, 2006 not 2007.

Pending these changes, David Z. moved to approve the meeting minutes as amended and Ken G. seconded the motion. The motion passed unanimously.

3) Executive Committee Report:

a. Election Tie in Ohio – Untied.

There had previously been a tie in the voting for the representatives for Ohio. The vote was tied between Ping Yi and John Gray. Ping sent an e-mail to President Benda withdrawing his nomination but stated that he would like to be active at the committee level. John Gray is one of the new directors from Ohio.

b. Standing Committees:

President Benda would like to solicit ideas of committee structure for the newly merged organization. In the past, it was customary to have a Board member as the Chair and a Non-Board member as the Co-Chair for each committee. With twice as many directors now, it would be nice to have participation from all states. Gary R. brought up that in 2003 and 2004 the Board transitioned away from the original committee structure so that the Board is able to set up committees at its discretion. David Z. mentioned that he would still like to see the committees chaired by a Board member.

It was discussed that the meetings committee should have a Board member sitting permanently on the committee and the Vice President should oversee the annual meeting. This would ensure the involvement from all 4 states.

David Z. felt that the critical committees to set up in the near future would be: Finance, Member Services, Meetings and Outreach. It was agreed that these committees need to be decided on and working as soon as possible.

President Benda asked that those interested in participating in a committee send him an e-mail by the first week of September. He also asked Shawna to think of non-Board members from Ohio and Kentucky that have shown previous interest and strong chapter involvement and send the names to him. He would like to have an ITS Midwest member and an ITS Mid-America member on each committee to ensure a balance between the 4 states.

David Z. volunteered his assistance with the Meetings Committee. He also wanted to congratulate the newly appointed ITS Midwest Board members.

President Benda thanked Secretary George, Austin P. and Shawna Ulicne for their involvement in the election process.

c. Strategic Plan Task Force:

President Benda would like all Board members to visit the ITS Midwest website: www.itsmidwest.org/ About Us / Strategic Decisions Plan and take a look at the current strategic plan and send any suggestions to him. Since we are now a 4 state chapter, changes will need to be made. He will ask for Jeff Hochmuth's help and Chris H. agreed to help with this project.

d. Fall Event: President Benda asked Shawna for an update on the plans for a fall event in the Ohio/Kentucky area. Shawna reported that Dr. Benn Coifmann from Ohio State University has expressed an interest in spearheading the planning of the fall event. Dr. Coifman and Marian Thompson from ODOT both agreed on holding the one day event in the Cincinnati area around the first week of November which would include a tour of the ATRIMIS facility. Shawna has e-mailed Dr. Coifmann and is waiting for his response. She was reluctant to proceed with the plans before talking with him. Early November seemed like a favorable timeframe for most Board members.

President Benda suggested holding a Board meeting the evening prior to the event. Shawna will secure the location and any hotel arrangements once a date has been decided on.

President Benda will contact Dr. Coifmann to see if he can help to expedite the process. He suggests moving forward by the last week of August if we cannot reach Dr. Coifmann.

President Benda reminded the Board that he would like to see activities in each state each year. Since the 2008 Annual Meeting will be held in Ohio or Kentucky, there needs to be smaller events planned in each of the other states. These can be luncheons, co-sponsorships, federal training program, etc. He asked the Board to keep their eyes open to new opportunities.

e. Approval of Shawna Ulicne as Administrator:

It was discussed at the last Executive Committee meeting that Shawna's contract with ITS Mid-America should be reviewed and a new contract be drawn up to reflect her appointment.

Chuck S. moved that President Benda be able to enter into a new contract with Shawna Ulicne as the ITS Midwest Administrator for the remainder of 2007 and 2008. Gary R. seconded the motion and the motion unanimously passed.

Shawna will send a copy of her contract with ITS Mid-America to President Benda.

f. Approval to Recognize Tom Ewing for Web Page Efforts.

The Executive Committee agreed that it would be a good idea to recognize Tom's effort and the award Tom/Argonne National Laboratories received in respect to the ITS Midwest web page.

Dave Z. motioned that a Chapter Service Award be awarded to Tom at the next appropriate event. Chuck S. seconded the motion and the motion was unanimously passed.

President Benda will reach out to Tom to see if he is able to attend the fall event.

g. Website Upgrade and Maintenance:

David Z. suggested that we ask Tom to update the ITS Midwest website to reflect the addition of Ohio and Kentucky and post the results of the past election. He would also like to see the consolidation of the ITS Mid-America website into the ITS Midwest's website.

President Benda will contact Tom Ewing to see about making the above mentioned changes, adding a President's message to the website and finding out where the website is hosted.

Ken G. mentioned that ITS Midwest budgets \$2,500 a year for webpage maintenance and has paid out \$3,700 to Claudia for work she has done to maintain the website at Argonne.

h. Organizational Membership for ITS Mid-America Members:

It appears that if ITS America members had designated ITS Mid-America as their state chapter that ITS America has changed this to now show them as designating ITS Midwest as their state chapter. This change seems to have been made automatically by ITS America.

Secretary George and Austin P. brought up a question regarding the designation of a key voting member within an organization. If an organization had a key member in ITS Mid-America and a key member in ITS Midwest, who becomes the key vote? Only 6 or so organizations are involved. It was decided that a note requesting a key vote selection will accompany the 2008 dues notices for those affected organizations.

i. ITSA Request for Concise History Update:

ITS America is requesting an update for our concise history. Chris Hedden agreed to work on the history of ITS Mid-America and ITS Midwest can use what is on the website as a starting point. President Benda will reach out to Jeff Hochmuth for his input and assistance.

j. Next Executive Committee Meeting:
September 19, 2007

4. Current Standing Committees:
There are no updates at this time

5. New Action Item Review. Shawna 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, awards, logo and newsletter.
- 5.2 President Benda to provide welcome letter for the website and ITS Mid-America members.
- 5.3 Board Directors to send interest in Committees they wish to co-chair to President Benda by first week of September.
- 5.4 Secretary George to send wording for Chapter Service Award to Ken G.
- 5.5 Newsletter Editor needs to be named and the mail date scheduled.
- 5.6 Past President Gary R. to work with Jeff Hochmuth on Strategic Plan.
- 5.7 Shawna Ulicne to begin work on Annual Meeting for October 2008.

6. Reports and Announcements:
a. State Vice President Reports

Scott Evans reported regarding Kentucky:

- Kentucky has a newly created Department of Transportation Safety. Its duties include the management and operation of the TOC in Frankfort.
- The SAFE patrol (Kentucky's freeway service patrol) will soon be expanded to cover most of the interstate system in Kentucky. It is managed by the Department of Transportation Safety.
- TRIMARC just began operating under a new management and operations agreement. Indiana is no longer a part of the bi-state agreement. Assets in Indiana will be managed by Indiana DOT.
- Several ATMS systems are in process. Lexington area is almost fully operational, Elizabethtown area will be operational within 2 months, Paducah and Bowling Green area systems are in their early stages.
- An independent evaluation of TRIMARC will begin November 1.

No update from Ohio, Indiana and Illinois

President Benda would like to have an update from the states to be worked into the fall Ohio/Kentucky event.

b. Ken G. reported that he received the transfer of funds from ITS Mid-America. On another subject, he also looked into investing approximately \$20,000 of the funds in Certificates of Deposits in order to earn

a better interest than that currently earned through the money market.. The financial institution, however, indicated they needed additional documentation allowing him to do so.

Gary R. motioned that the Treasurer be able to transfer between accounts at his discretion. David Z. seconded the motion and the motion passed unanimously.

Ken G. also is working on developing a new budget for the new fiscal year. He can put together the new budget and see if Rick Gildow, Treasurer for ITS Mid-America, would be willing to help. The Board would like to have a new budget sketched out in the next 45 – 60 days and ready to be looked at during the next Executive Committee meeting.

7. Meeting Adjourned:
The meeting was adjourned at 2:59 p.m.

Respectfully Submitted,
{Electronic Copy}
Shawna Ulicne
Administrator

Attachments

ATTACHMENTS FOLLOW

- Agenda
- Committee Description
- ITS Midwest Financial Statement dated January 1, 2007 – August 1, 2007

FINAL
MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS
Wednesday, August 22, 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	Self-Introductions and Approval of Agenda	All
1:35 – 1:40	Approval of Minutes from June Board Meeting Review Action Items	K. George
1:40 – 2:00	Executive Committee Report a. Election Tie in Ohio - Untied b. Standing Committees • Membership • Participation c. Strategic Plan Task Force d. Fall Event e. Approval of Shawna Ulicne as ITS Midwest Administrator f. Approval to Recognize Tom Ewing for Web Page Efforts g. Web Site Upgrade and Maintenance h. Organization Membership for Mid America Members i. ITSA Request for Concise History Update j. Next Executive Committee Meeting – September	J. Benda
2:00 – 2:45	Current Standing Committees a. Finance b. Member Services c. Outreach d. Recognition e. Technical f. Training g. Meetings	Committee Chairs K. Glassman
2:45 – 2:55	Reports and Announcements a. State Vice President Reports Illinois Indiana Kentucky Ohio	 D. Zavattero M. Slmpson S. Evans C. Hedden

	b.	Member Announcements	All
2:55 – 3:00		Future Board of Directors Meeting Dates	J. Benda
	a.	October 2007	
	b.	December 2007	
3:00		Adjourn	

COMMITTEE DESCRIPTIONS:

7. Website

Although ITS Midwest has had considerable success with its websites, we plan to make a few improvements. The Publicity Committee will take on this task.

8. Scholarship program

The Publicity Committee will also take on the role of developing a scholarship and internship program in order to attract talented young professionals to ITS Midwest.

9. Nominations

The nominations Committee will be asked to develop a slate of candidates that matches as closely as possible the requirements outlined in Appendix A. The intent is to maintain a balance that provides appropriate representation of all sectors of the profession. In particular, there should be a balance of public/private officers and directors as well as a balance of inside GCM territory members vs outside GCM territory members. It is likely that other criteria will also need to be considered in establishing a slate of candidates due to specific circumstances arising during each election.

IV. Potential

The third leg of this report, Potential, is simply an outline of where the organization can grow. It begins with a listing of funding opportunities, and continues with an explanation of how the changes in Purpose and Process will ultimately advance our human resources as well.

A. Funding and resources

Growth of the organization will depend in part on the available funding because money will be needed to complete a lot of the tasks. While our most important resource is and will always be our members, financing of the various activities and events will be needed to be successful in the long run. Below is a listing of some of the potential funding sources available to ITS Midwest.

- Possible DOT funding support
- Fund raising events
- New Transportation Bill
- Establish formal advisory status to state DOT's
- Member Dues
- Contributions
- Registration Fees

Other non-financial resources can be of value also. This includes volunteers to support events, provision of support materials, etc. ITS Midwest will examine all possible resources with the intent of using those resources in a timely manner to provide more and better services to our membership and the community.

ITS Midwest

Financial Statement for the Period January 1, 2007 to August 20, 2007

Revenues

Interest Earned	\$ -	
Other Income - Money Market transfer	\$ 20,000.00	
Other Income - ITS Mid America transfer		8284.88
2007 Membership Dues	\$ 1,200.00	
ITSA Rebates	\$ 300.00	
ITS Midwest Annual Meeting	<u>\$ 26,466.50</u>	
Total Revenues		\$ 56,251.38

Expenses

Annual Meeting	\$ 31,130.83	
Board Meeting and Meeting Support	\$ 726.18	
Officer Travel	\$ 725.00	
Administrative Assistance	\$ 1,928.74	
Newsletters		
Printing	\$ -	
Postage & Mailings	\$ 24.60	
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		\$ 40,192.86

Net Gain/(Loss)

\$ 16,058.52

Balances

Checking Account ending July 31, 2007	\$ 24,729.59	
Outstanding Checks Ending July 20, 2007		(\$1,186.53)
Money Market ending June 25, 2007	<u>\$ 60,132.81</u>	
Total Assets as of June 15, 2007		\$ 83,675.87

