



**DRAFT MEETING MINUTES  
BOARD OF DIRECTORS**

**Wednesday, September 13, 2006  
2:00 - 3:30 p.m.**

Meade Electric Company  
9550 W. 55<sup>th</sup> Street, McCook, Illinois 60525

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)*  
*Bob Jacko (Purdue)*  
*Duana Love (RTA)*  
Austin Provost (Meade)  
*Tom Ewing (Argonne)*

Others in Attendance:

Charles Sikaras (IDOT)  
Jeff Hockmuth, Past President  
(WSA)  
Dean Mentjes (FHWA)

*Note: Attendance by teleconference  
is shown by italics*

- 1 Self-introductions and approval of the Agenda. President Rylander called the meeting to order at 2:00 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 and June 12, 2006 ITSMW Board meetings were distributed. *It was moved by Past President Hockmuth and seconded by Treasurer Glassman to approve the minutes as submitted. The motion passed.*

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 June 12, 2006 meeting minutes:

5.1	<i>Closed.</i>
5.2	<i>Closed.</i>
5.3	<i>Closed.</i>
5.4	<i>Open.</i>
5.5	<i>Open.</i>
5.6	<i>Closed.</i>
5.7	<i>Closed.</i>
5.8	<i>Closed.</i>
5.9	<i>Open.</i>
5.10	<i>Closed.</i>
5.11	<i>Open.</i>
5.12	<i>Open.</i>
5.13	<i>Open.</i>

5.14	<i>Open.</i>
5.15	<i>Open.</i>
5.16	<i>Closed.</i>
5.17	<i>Closed.</i>
5.18	<i>Open.</i>
5.19	<i>Open.</i>
5.20	<i>Open.</i>

3. Executive Committee Report. President Rylander presented the report verbally.
  - A. Impacts of President Rylander's relocation to Arizona. There is no impact from President Rylander's relocation to Arizona.
  - B. Resignation of Director Rick Wieland. Need to appoint a new Director to replace. According to the by-laws, Ygomi must decline or appoint a replacement.
  - C. Consideration of appointment to fill remainder of Rick Wieland's term. Several names were reviewed for potential fulfillment of Director Wieland's term. Charles Sikaras agreed to fulfill Director's Wieland tour if the position officially became available. *Vice President Zavattero moved to nominate Charles Sikaras as Director as long as Ygomi declined to nominate anyone. The motion was seconded by Secretary George and passed unanimously.*
  - D. ITS Mid-America (Ohio and Kentucky) Merger Update. President Rylander presented a summary of the merger teleconferences to date. Topics covered included structure (a Board of 16 is anticipated), dues, financial considerations, logistics, and administrative support.
  - E. Nominations Committee Appointments. President Rylander to get volunteers in the next few months.
  - F. Review of Innovative Mobility Showcase. The Innovative Mobility Showcase was held June 25, 2006 in Tinley Park. President Rylander stated that several ITS MW folks were there, but not much interest from the public.
  - G. State Chapters Council Update. President Rylander stated that the council is still working on the Strategic Plan.
  - H. Next Executive Committee meeting. October 26, 2006
  
4. Committee Reports.
  - A. Finance. The Financial Statement for January 1-September 11, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$11,373. The expenses are approximately \$16,178. Also a budget report was distributed and is appended to these minutes. We are behind in spending to budget.
  - B. Meetings. Co-chair Duana Love presented the Meetings report verbally. The Meetings Committee recommended the ITSMW Annual Meeting to be held at Lincolnshire Resort in Lincolnshire, IL. Director Love asked for input from the Board on potential dates in February or March. Meetings committee researching a training seminar in Indiana. Meetings Committee recommended ITSMW sponsor *Railvolution* for \$1500 plus handouts. *It was moved by Director Love and seconded by Treasurer Glassman that ITSMW sponsor Railvolution for \$1500. 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. 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 completed the new website and it is available for review. Mr. Sikaras updated everyone on the future changes of GCM. IDOT is willing to support an e-newsletter, but no mailing.
  - E. Recognition. No report.
  - F. Technical. Co-chair Joseph Brahm reported that the committee provided a technical article for inclusion in the September newsletter.

G. Training. Co-chair Bob Jacko presented possible training seminars for the future, including a GCM Traffic Reporting media training seminar and SW Research Institute Wireless training program.

H. Nominations – President Rylander to begin to produce a list of names for the committee.

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. Merger Subcommittee to report a recommendation to the Board in December regarding the ITS Mid-America possible merger.
  - 5.2. President Rylander to create cover letter for invoice of dues and provide to Austin Provost.
  - 5.3. Austin Provost to provide membership database requirements-type documentation to Board for review.
  - 5.4. Austin Provost to send membership dues notices out.
  - 5.5. Austin Provost to resend directory to Ken.
  - 5.6. Ken Glassman to send stamps to Austin.
  - 5.7. Duana Love to send meeting information for inclusion in newsletter.
  - 5.8. Board to send Duana other meeting dates that might conflict with Annual meeting.
  - 5.9. Duana Love to send Railvolution sponsorship form to Gary/Ken.
  - 5.10. Board to comment on new ITSMW website.
  - 5.11. Charles Sikaras to work with IDOT on e-newsletter and continue to update Board on GCM changes.
  - 5.12. Gary Rylander to establish a transition GCM Reorganization Workgroup.
  - 5.13. Bob Jacko to send GCM Traffic Reporting Media Workshop proposal to Board and interested parties.
  - 5.14. Gary Rylander to establish Nominations Committee.
  - 5.15. 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 provided an update of City of Chicago work, including the new planned TMS.

5. Set Future Meeting Dates.
  - A. December Board Meeting – December 13, 9:00-10:30am at TBD
  - B. March 2007 Board Meeting – TBD
6. Adjourn. The meeting was adjourned at 4:00 p.m.

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

Attachments

### **ATTACHMENTS FOLLOW**

- Agenda
- ITS Midwest Financial Statement for the Period January 1-September 11, 2006
- Budget Status Report
- Committee Reports
- Summary of USDOT Activities

**PRELIMINARY MEETING AGENDA  
ITS MIDWEST BOARD OF DIRECTORS**

**Wednesday, September 13, 2006**

**2:00 - 3:30 p.m. CDT**

Meade Electric Company

9550 W. 55<sup>th</sup> Street, Suite A, McCook, Illinois 60525

Teleconference Participation is Available

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2:00	1. Self-introductions and Approval of Agenda	All
2:00 – 2:05	2. Approval of Minutes from March and June Board Meetings Review Action Items	K. George
2:05 – 2:25	3. Executive Committee Report A. Impacts of President Rylander's Relocation to Arizona B. ITS Mid-America (Ohio and Kentucky) Merger Update C. Review of Innovative Mobility Showcase, June 25 D. State Chapters Council update E. Next committee meeting – October 26 (PM) proposed	G. Rylander
2:25 – 3:15	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
3:15 – 3:20	5. Review New Action Items	K. George
3:20 – 3:25	6. Overview of US DOT ITS Activities State Vice President Reports Member Announcements	M. Lister / D. Mentjes D. Zattero M. Cline All
3:25 – 3:30	7. Future Board Meeting Dates A. December 2006 Board Meeting B. March 2007 Board Meeting	G. Rylander
3:30	8. Adjourn	
	9. Executive Session (Board members only) – if needed	G. Rylander

9/5/2006

# ITS Midwest

## Financial Statement for the Period January 1, 2006 to September 11, 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	\$ 1,529.38	
Membership Mailings		
Outreach		
State Outreach		
Illinois DOT	\$ 137.50	
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>\$ 5.00</u>	
Total Expenses		<u>\$14,603.24</u>

### Net Gain/(Loss)

\$ (3,229.80)

### Balances

Checking Account ending August 22, 2006	\$ 11,961.73	
Outstanding Checks as of September 11, 2006	\$ (137.50)	
Outstanding Deposits as of August 22, 2006	\$ -	
Money Market ending June 23, 2006	<u>\$ 79,929.06</u>	
Total Assets as of September 11, 2006	<u>\$ 91,753.29</u>	

**ITS Midwest**  
**Budget to Actual Comparison**  
For Period Ending September 11, 2006

	<u>Adopted 2006</u>	<u>FY2006 Actuals</u>	<u>Variance</u>
<b>Revenues</b>			
Interest Earned	\$300.00	\$ 123.44	\$176.56
Other Income		\$ -	
2005 Membership Dues			
2006 Membership Dues	\$9,500.00	\$ 1,350.00	\$8,150.00
ITSA Rebates		\$ 700.00	-\$700.00
ITS Midwest Annual Meeting	<u>\$15,000.00</u>	<u>\$ 9,200.00</u>	<u>\$5,800.00</u>
Total Revenues	<u>\$24,800.00</u>	<u>\$ 11,373.44</u>	<u>\$13,426.56</u>
<b>Expenses</b>			
Annual Meeting	\$12,000.00	\$ 6,979.51	\$5,020.49
Board Meeting and Meeting Support	\$1,000.00	\$ 575.82	\$424.18
Officer Travel	\$1,500.00		\$1,500.00
Newsletters			
Printing	\$5,500.00	\$ 2,963.02	\$2,536.98
Postage & Mailings	\$1,000.00	\$ 312.00	\$688.00
Website Maintenance	\$5,500.00	\$ 1,529.38	\$3,970.62
Membership Mailings	\$500.00		\$500.00
Outreach			
State Outreach			
Illinois DOT	\$1,000.00	\$ 137.50	\$862.50
Indiana DOT	\$1,000.00		\$1,000.00
Promotions	\$2,000.00	\$ -	\$2,000.00
Chapter Recognition Awards	\$250.00	\$ 396.01	-\$146.01
Legislative	\$1,500.00		\$1,500.00
Sponsorships			
Conference and Training Support	\$7,000.00		\$7,000.00
Student Outreach			
Scholarships	\$2,000.00		\$2,000.00
Special Projects			
Internship			
Business Cards	\$750.00		\$750.00
Insurance and Fees	\$1,600.00	\$ 1,455.00	\$145.00
Affiliation Fees	\$250.00	\$ 250.00	\$0.00
Miscellaneous	<u>\$500.00</u>	<u>\$ 5.00</u>	<u>\$495.00</u>
Total Expenses	<u>\$44,850.00</u>	<u>\$ 14,603.24</u>	<u>\$30,246.76</u>
			-
Net Gain/(Loss)	<u>\$ (20,050.00)</u>	<u>\$ (3,229.80)</u>	<u>\$16,820.20</u>

*ITS Midwest*  
**Member Services Committee Report**  
September 13, 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, 1<sup>st</sup> 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

*September 13, 2006 ITS Midwest Board of Directors meeting*

POC: T. Ewing, [ewing@anl.gov](mailto:ewing@anl.gov), 630-251-0247

- We rolled out our all new website a week ago, which is designed from scratch to support outreach. This completes the second phase (phase 1 was revamp the old website to make it more outreach friendly, phase 2 was to roll out a complete rewrite, and phase 3 is to build in added business functions: member logins, database functions, online registration, etc.).

The website has features that facilitate indexing by search engines like Google. We have embedded keywords that indexing engines look for to steer the search. We also took pains to make it easy to update, and Voila was very cooperative in facilitating the transition so we can fully manage the website on our own (that is, directly place files on the ISP server without Voila's involvement). We will use Voila as a backup (we have a certain number of paid-up support hours which never expire), so content can be changed also by them at our direction if one of our people authorized to make the change is unavailable.

Comments are welcome. You can access it the usual way: <http://itsmidwest.org> or <http://itsmidwest.com>

Use email to [ITSnews@anl.gov](mailto:ITSnews@anl.gov) (noted on both the website and newsletter) to get events and news items automatically forwarded to the right group of people who support these outreach tools...

- We are assembling the October newsletter. An article was contributed by the ITSMW technical committee (which is also online as one of the web featured news articles at <http://itsmidwest.com/news/2006/092006001.html>). The newsletter will be finalized at the end of September. Will we have anything to say about the merger or next annual meeting for the newsletter (possibly in the President's letter)?
- Most know that sweeping changes are proposed for the GCM Corridor. The GCM A&C committee, chaired by Chuck Sikaras, has been heavily involved with the newsletter content. The newsletter has been a joint effort between ITS Midwest and GCM for about the last 5 years, when it was decided that it made more sense to combine forces than have two independent newsletters with significant overlap. We have also benefited from the URS consultant, Tina Roelofs, who supports the A&C committee as a coordinator, but who may be unavailable after the GCM reorganization.

With the possible merger with ITS Mid-America, and the departure of Wisconsin from ITS Midwest (but not GCM), we need to rethink this convenience anyway. Moreover, IDOT will not be able to support mailing the newsletters after the next issue because of changes occurring at the IDOT ITS Program Office in Schaumburg. Chuck will be taking on added responsibilities

at IDOT, but has offered to stay involved to the extent possible. ITS Midwest outreach, no matter what, will need to shoulder more of the burden.

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 (for an added cost, of course). We could also consider again dropping the print copy, but at some loss of outreach potential. Hard copies are hard to beat for meetings, trade shows, and for some who just prefer paper to the alternative. We also use the issue published just prior to the annual meeting as a vehicle to mail out registration materials. That's why most organizations still have paper versions in addition to web versions, including all the ITS state chapters I am aware of.

Stay tuned...

Tom Ewing  
ITS Midwest Outreach

## *Summary of USDOT Activities*

### ITS-MW Board Meeting

September 13, 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 is now available on the FHWA website. It features more material on usage of the Architecture at the regional level for both planning and project development and a more extensive section on Architecture maintenance.

FHWA is conducting regional workshops on Architecture Use and Maintenance. Four have been done in FY 06 and have gotten good reviews. More are planned for FY 07. If you are interested in having one of these workshops in FY 07 contact your FHWA Division Office staff.

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

A new version of the National ITS Architecture to replace the current Version 5 is under development and will be available first quarter of 2007. It will contain more details for safety and security systems and border architectures. More information will be available next 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 more than 100 million Americans, 35 % of the population. Current information available at [www.deploy511.org](http://www.deploy511.org).

*A National Conference was held July 17-19 2006 in San Diego, California.*

*In June the National 511 Program celebrated the 5<sup>th</sup> anniversary of the first launch. With the soft launch of a new system in Nevada this month there are now 31 systems in all or part of 27 states.*

#### 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.

The FHWA Professional Capacity Building (PCB) Program offers web based training thru it's T3 Sessions on various topics of interest in ITS. Session announcements and registration procedures are available at [www.pcb.its.dot.gov/T3](http://www.pcb.its.dot.gov/T3). Archives from previous sessions are also available.

#### 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](http://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.