



## **DRAFT MEETING MINUTES**

### **Executive Committee Meeting**

**Wednesday, October 25, 2006**

**8:00 - 9:30 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)*  
*Tom Ewing (Argonne)*  
Austin Provost (Meade)

#### Others in Attendance:

*Note: Attendance by teleconference  
is shown by italics*

1. Call to Order. President Rylander called the meeting to order at 8:00 a.m. A quorum of the ITS Midwest (ITSMW) Executive Board was not 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. President Rylander led a discussion of the merger status. ITSA was in favor of the merger. Bylaws would have to be amended and approved by both memberships.
  - B. State Chapters Council Update. No report.
  - C. Next Board of Directors Meeting. December 13, 2006 at 9:00 a.m. at the Argonne Lab.
4. Committee Reports.
  - A. Finance. The Financial Statement for January 1-October 23, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$12,338 and expenses are approximately \$16,179.
  - B. Meetings. Co-chair Duana Love distributed a report prior to the meeting and is appended to these minutes.
  - C. Member Services. Co-chair Austin Provost provided a Committee report prior to the meeting and is appended to these minutes.
  - D. Outreach. Co-chair Tom Ewing provide a Committee report prior to the meeting. Last newsletter to go out this month with ITS Program Office/GCM support. Committee will need assistance in the future regarding the newsletter. Website had many hits.
  - E. Recognition. Not present. No report.

F. Technical. Not present. No report.

G. Training. Not present. No report.

5. Secretary's Report. Secretary George had no report.
6. Other Items.  
President Rylander putting together Nominations Committee.
7. Next Executive Committee Meeting. TBD, late February 2007.
8. Adjourn. The meeting was adjourned at 9:00 a.m.

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

Attachments

#### **ATTACHMENTS FOLLOW**

- Agenda
- ITS Midwest Financial Statement for the Period January 1-October 23, 2006
- Committee Reports



***P R E L I M I N A R Y* MEETING AGENDA  
ITS MIDWEST EXECUTIVE COMMITTEE**

**Wednesday, October 25, 2006**

**8:00 – 9:30 a.m. CDT**

**Edwards and Kelcey Offices**

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

- |      |  |                                    |
|------|--|------------------------------------|
| 8:00 | <b>1. Call to Order</b>  | G. Rylander                        |
| 8:00 | <b>2. Approval of Minutes – August 4, 2006 meeting</b>   | K. George                          |
| 8:05 | <b>3. President’s Report</b><br>A. ITS Mid-America Merger Coordination (Ad-hoc Committee Update)<br>B. ITS Mid-America Annual Meeting (10/05/06)<br>C. State Chapters Council Update<br>D. Next Board of Directors meeting:<br>Wednesday, December 13, 2006 at 9:00 a.m. CST | G. Rylander                        |
| 8:30 | <b>4. Committee Reports</b><br>A. Finance – Glassman<br>B. Meetings – Love, Simpson<br>C. Member Services – Provost, Henkel<br>D. Outreach – Ewing, Wolstan<br>E. Recognition – Sikaras, Lendrum<br>F. Technical – Brahm, Burkhard<br>G. Training – Jacko, Ryal              | Committee Co-Chairs<br>J. Hochmuth |
| 9:20 | <b>5. Secretary’s Report</b>   | K. George                          |
| 9:25 | <b>6. Other Items</b>  | All                                |
| 9:30 | <b>7. Adjourn</b>  |                                    |

# ITS Midwest

## Financial Statement for the Period January 1, 2006 to October 23, 2006

### Revenues

Interest Earned	\$ 187.94	
Other Income	\$ -	
2005 Membership Dues		
2006 Membership Dues	\$ 2,250.00	
ITSA Rebates	\$ 700.00	
ITS Midwest Annual Meeting	<u>\$ 9,200.00</u>	
Total Revenues		\$12,337.94

### Expenses

Annual Meeting	\$ 6,979.51	
Board Meeting and Meeting Support	\$ 651.25	
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	\$ 1,500.00	
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>\$16,178.67</u>

### Net Gain/(Loss)

\$ (3,840.73)

### Balances

Checking Account ending September 30, 2006	\$ 11,961.73	
Outstanding Checks as of October 23, 2006	\$ (1,712.93)	
Outstanding Deposits as of October 23, 2006	\$ 900.00	
Money Market ending September 26, 2006	<u>\$ 79,993.56</u>	
Total Assets as of October 23, 2006	<u>\$ 91,142.36</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*  
October 25, 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

## 2007 ITS Midwest Annual Meeting Planning Task List

A conference call was held on Thursday, October 12, 2006 to discuss the 2007 annual meeting planning activities.

The 2007 annual meeting date and location were determined as **Tuesday, 3/20/07 through Thursday, 3/22/07 at the Lincolnshire Marriot Resort in Lincolnshire, Illinois.**  
<http://marriott.com/property/propertypage.mi?marshaCode=CHILN>

The **proposed** meeting format includes a training course (NHI, NTI, FHWA, ITSA, etc.), 1 ½ day meeting, and an evening reception.

- Tuesday 3/20/07 – training course TBD sponsored by ITSMW
- Wednesday 3/21/07 – Day 1 of annual meeting
- Wednesday 3/21/07 – evening reception
- Thursday 3/22/07 – Day 2 of annual meeting

The attached table summarizes the 10/12/06 conference call according to work group responsibilities.

The names in bold indicate the lead person for each group.

Please contact me if you are interested (*or not*) in participating on a work group.

**The next call will be held on Monday, October 30, 2006 at 1:30pm.**

## Status Report

# ITS Midwest Outreach

*October 24, 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 last month, 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.). Access it the usual way: <http://itsmidwest.org> or <http://itsmidwest.com>
- October newsletter (attached) is complete and is going through internal review. It will go to the printer at the end of this week.
- 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 member agencies or private companies 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), or 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.

Tom Ewing  
ITS Midwest Outreach