



**MEETING MINUTES
BOARD OF DIRECTORS**

Thursday, November 1, 2007

6:00 – 7:30 p.m. EDT

**Radisson Cincinnati Riverfront Hotel
668 W. Fifth St., Covington, KY 41011**

Board Members in Attendance:

John Benda, President (Illinois Tollway)
David Zaverro, Vice President – Illinois (Chicago OEMC)
Scott Evans, Vice President – Kentucky (Northrop Grumman)
Meggan Simpson, Vice President – Indiana (Indiana DOT)
Ken Glassman, Treasurer (Jacobs)
Karen George, Secretary (TransCore)
Ken Glassman, Treasurer (Jacobs)
Gary Rylander, Immediate Past President (Rylander Consulting)
Ryan Elliott, Director (URS)
Charles Sikaras, Director (Illinois DOT)
Glen Anderson, Director (Kentucky Transportation Cabinet)
George Saylor, Director (Ohio Department of Transportation)
John Gray, Director (DMJM Harris)
Italics indicates participation via teleconference

Others in Attendance:

Shawna Ulicne, Administrator
Scott Belcher, President, ITSA

- 1) Self Introductions: President Benda called the meeting of the newly merged state chapters of ITS Midwest and ITS Mid-America to order at 6:00 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) Updated Strategic Plan: President Benda discussed updating the strategic plan to reflect the new organization. President Benda asked Jeff Hochmuth to look at the current ITS Midwest strategic plan and make suggestions that reflect the merger of ITS Midwest and ITS Mid-America. Jeff has revised the plan, but had not had the opportunity to contact Gary Rylander and Secretary Karen George for their input. To save time, President Benda will send an updated copy of the language to the entire Board for their review. President Benda would like the plan updated by the end of 2007.
- 3) Committee Structure: President Benda met with Secretary George and they came up with a recommended list of 7 standing committees:
 - Technical and Training
 - Meetings
 - Outreach
 - Communications
 - Finance
 - Recognition
 - Member Services

This committee structure is similar to the previous ITS Midwest committee structure but it encompasses the feedback and goals of the ITS Mid-America folks as well. President Benda reminded the Board that a committee structure will help the organization to be successful. President Benda will incorporate this handout into his presentation on November 2, 2007 and will encourage those in attendance to complete the "Committee Interest Survey" and return it to Shawna. A discussion followed on the proposed committee structure. Gary Rylander commented that he agreed with the recommendation to combine the technical and training committees.

The meetings committee and future meetings were then discussed. David Zavattero mentioned that having four states in one chapter may make it difficult for members to attend all events. Members may need to focus on events within their areas. He mentioned the example of looking into Turbo Architecture training for Northeast Illinois. This is an example of the type of training the Board may want to explore and offer to the organization. This would be open to all members but will mainly draw Illinois members. David also said he would like to encourage the state Vice Presidents to pursue ITS activities for the organization to co-sponsor or join with.

Gary Rylander informed the Board that each Vice President has \$1,000.00 to use at their discretion to sponsor small events such as luncheon meetings, cover costs of speakers or any initiatives that further ITS. President Benda agreed.

David Zavattero mentioned that he would like to see the Training Committee, Technical Committee and the Meetings Committees all combined into one committee. President Benda respectfully disagreed and so did the remainder of the Board. David still felt the committees should be combined but agreed to defer to the decision of the Board. He reminded the Board that there are sessions going on in all four states that the organization needs to tap into. He offered to serve on the Technical/Training and the Annual Meeting Committees.

Gary Rylander moved that the standing committee structure be approved as proposed by President Benda, and the motion was seconded. Karen George proposed that the Publicity Committee be renamed Communications Committee. This was considered a friendly amendment and the motion, as amended, passed.

President Benda asked that the Board members be proactive in being aware of ITS related events being held throughout the areas and share that information. ITS America sends out e-mails on near future events and we need to make sure we are sharing the information throughout the Board.

President Benda also commented that he would like the organization to continue the focus of having two to four state meetings per year. He would like to see significant activity within the chapter. One Director from each state will serve on the Meetings Committee.

- 4) Committee Participation: President Benda hopes that the Vice Presidents from all four states will help identify key players within their states to potentially serve on the new committees. President Benda requested the Vice Presidents send him an e-mail with their contact information.

- 5) 2008 Annual Meeting: President Benda opened the discussion regarding the location of the 2008 Annual Meeting. It was agreed by the Board that the next Annual Meeting will be held in either Kentucky or Ohio.

George Saylor shared that in the past, ITS Mid-America had joined with the Ohio Chapter of ITE for their annual meetings. This met with much success and fostered support for both organizations. He also mentioned that the recent OTEC meeting in Ohio only had one ITS session. He suggests that due to the success, large attendance and lack of ITS sessions at the OTEC meeting, ITS Midwest make overtures to the OTEC Steering Committee to see if we can get involved in the program in the future. President Benda agreed and suggested that we may look at holding the ITS Midwest Annual Meeting the day before or the day after in conjunction with the OTEC meeting. This will encourage support of the Annual Meeting and keep the ITS Midwest name in front of the members. If OTEC does not seem to be a viable option, the Board suggested Cleveland or Dayton as a possible host city.

David Zavattero expressed concern that local events in those states not hosting the Annual Meeting will overlap and we will begin competing with ourselves for support. It was decided that we need to be alert and not schedule events in neighboring states within six weeks of the annual meeting.

Scott Belcher mentioned that in 2009 the ITS America Annual Meeting will be held in Washington, D.C., and that this may present an excellent opportunity for ITS Midwest to piggyback and become a sponsor. There is a possibility for a showcase in the pavillion where the states share staffing and expenses.

David Zavattero thanked Scott Belcher, President and CEO of ITS America for attending our Board Meeting and the Fall Event November 2, 2007.

- 6) Other Business:
a) Karen George mentioned that Austin Provost still handles all database related issues. They discussed the membership roster and list. It was suggested that in the future the organization devise a "member list" and a "non-member" list. This would give people incentive to join and become a member and incentive for organizations to maintain their membership. It was agreed by the Board that this item needs further discussion. President Benda will add this item to the agenda for December's Board Meeting.

b) Gary Rylander moved that ITS Midwest pay for the get-acquainted dinner after this Board Meeting. David Zavattero seconded the motion and the motion passed.

- 7) Future Board Meetings: President Benda would like to assemble an annual calendar of all of the Board Meetings and Executive Committee Meetings. He would like the Board members to send him an e-mail with the day of week, time of day and time of month that works best for them. He will take this into consideration when scheduling future meetings.

The next Board Meeting is scheduled for Wednesday, December 12 at 1:30 p.m. CST.

- 8) Action Items: Shawna Ulicne reviewed the action items resulting from this meeting and actions carried over from previous meetings that have not been completed, as follows:

- 8.1 John Benda to send an updated copy of the Strategic Plan to the Board for their input.
 - 8.2 Vice Presidents need to send an e-mail to John Benda with the contact information of the key players from their states to potentially serve as committee members.
 - 8.3 John Benda will explore holding the 2008 Annual Meeting in conjunction with OTEC meeting in Columbus Ohio.
 - 8.4 Membership List Discussion to be added to the December Board Meeting agenda.
 - 8.5 Newsletter Editor needs to be named and the mail date scheduled.
 - 8.6 President Benda to provide a new meeting schedule for the remainder of the year.
 - 8.7 Austin Provost to provide John Benda with a write-up of what is needed for the member database migration.
 - 8.8 Shawna to begin work on Annual Meeting for October 2008.
- 9) Adjournment: The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,
{Electronic Copy}
Shawna Ulicne
Administrator

Attachments

Agenda

ITS MIDWEST BOARD MEETING AGENDA
November 1, 2007
Radisson Cincinnati Riverfront Hotel
Covington, Kentucky
6:00 p.m.

- 1. Introduction**
- 2. Update of The Strategic Plan**
 - **Jeff Hochmuth**
- 3. Committee Structure**
 - **Discussion by All**
- 4. Committee Participation**
- 5. 2008 Meetings**
 - **Annual Meeting Fall 2008**
Location?
 - **Local State Meetings**
- 6. Future Meeting Dates**
 - **Full Board Meetings**
 - **Executive Committee Meetings**
- 7. Open Discussion**