



**MEETING MINUTES
BOARD OF DIRECTORS**

December 10, 2003

Illinois DOT ITS Program Office – Schaumburg, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zavattono, Vice President (Illinois DOT)
Mark Newland, Vice President (Indiana DOT)
Phil DeCabooter, Vice President (Wisconsin DOT)
Gary Rylander, Secretary (Edwards and Kelcey)
Ken Glassman, Treasurer (Illinois State Toll Highway Authority)
W.D. Baldwin (HDR)
Russ Bautch (HNTB)
John Benda (Illinois State Toll Highway Authority)
Gordon Paesani for Joseph Brahm (NET)
Connie Li (TranSmart Technologies)
Joe Ligas (Ligas Consulting)
Cindy Paulauskas (NavTech)
Jim Powell (Parsons)
Jacek Tyszkiewicz (Illinois DOT)
Rick Weiland (Weiland Consulting)

Others in Attendance:

Mac Lister (FHWA)
Karen George (Iteris)
Austin Provost (MasTec North America)

*Note: Attendance by teleconference
is shown by italics*

(Secretary's Note: Whenever committee reports and handouts are available, they are appended to these minutes, and the body of the minutes will include only major points of discussion, updates and corrections to the attachments, and actions taken by the Board)

1. Introductions. President Hochmuth called the meeting to order at 2:35 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.
2. Approval of the Agenda. There were no changes to the previously distributed agenda.
3. Approval of Minutes. *It was moved by Joe Ligas and seconded by Jim Powell to approve the minutes of the September 17, 2003 Board meeting as submitted. The minutes were not read at this meeting. The motion passed.*
4. Review Action Items. President Hochmuth reviewed the second 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 September 17, 2003 meeting minutes:
 - 13.1 W.D. Baldwin sent an email requesting a URL address to put links on the ITSMW web site, is still awaiting additional information.
 - 13.2 Treasurer Glassman completed and distributed a draft 2004 budget.

- 13.3 President Hochmuth talked with John Wagner at the Adler Planetarium and they intend to cash the outstanding year-old check for \$6,250, but a new check may need to be written because of its age; Treasurer Glassman will also help resolve this matter soon.
- 13.4 President Hochmuth provided 2004 Annual Meeting Committee Chair John Benda with information on the 2003 Annual Meeting hotel along with a list of vendors.
- 13.5 Mac Lister confirmed that Jeff Lindley of FHWA will speak at the annual meeting.
- 13.6 Treasurer Glassman will implement the new chapter dues schedule effective with the 2004 membership year (March 1) and Secretary Rylander will draft a Bylaws amendment to eliminate the affiliate member category, for a vote at the 2004 annual meeting (carried over).
- 13.7 See agenda item 12 on internships.
- 13.8 Secretary Rylander provided VP Zavattero with a list of Board members whose terms expire at the 2004 annual meeting.

5. President's Report. President Hochmuth reviewed the report that was distributed prior to the meeting and is appended to these minutes.

- 5.1 The timeframe for ITSA approval of the new Smartways Wisconsin state chapter is uncertain, but could be as early as this month. President Hochmuth reported on discussions at the October 2003 Executive Committee meeting with Smartways Wisconsin Chairman Ken Voigt and Steve Cyra. It was expected that Ken would attend today's meeting to discuss the reasons Wisconsin is establishing its own state chapter, and to discuss how ITS Midwest and Smartways Wisconsin can work together. In informal discussions with the Executive Committee, it appears that a request for a one-time payment of "seed money" to help get the chapter started is forthcoming.
- 5.2 Secretary Rylander is serving on a committee of the State Chapters Council (SCC) addressing its future goals and role, but has not been able to participate in recent conference calls.
- 5.3 A total of 40 people attended the "Building from the Architecture" workshop co-sponsored by ITS Midwest and held December 4, 2003. Secretary Rylander reported that an email Board vote last month to increase the level of ITSMW support to \$8,000 (with \$5,000 to be paid by FHWA) passed 21-0. There were several lessons learned. The need for support staff to stage these types of events was demonstrated, as was the need to establish the date further in advance to allow more lead time for preparation. The afternoon panel session was changed at the last minute, complicating meeting preparation, and a tighter focus to stick to the agenda would have helped.

President Hochmuth recommended that ITSMW sponsor one specialty conference each year, and that a separate committee be established to handle the planning and arrangements. Mac Lister indicated his support for this and indicated that the FHWA would look to support such events. VPs Newland and DeCabooter also agreed that the chapter should do more of this.

It was moved by Gary Rylander and seconded by David Zavattero to accept the President's Report. The motion passed.

6. Web Site Committee Report. Webmaster W.D. Baldwin reviewed the report that was distributed prior to the meeting and is appended to these minutes.

Treasurer Glassman has received updated email addresses and URLs and will forward the information to Baldwin, who asked for ideas for links to put on the chapter website. VP Zavattero suggested the website be used to promote membership in ITSMW, and it was noted that only members of ITSMW should have links, at least for now. Various suggested links included: the GCM Communicator, gemtravel.com, Illinois Roads, Gateway Guide (St. Louis area), I-74 Peoria reconstruction website,

Illinois Tollway, IPASS, traffic.com, and PACE. VP Zavattero noted that the calendar portion of the GCM Communicator could have chapter events listed, and it was stressed that it would be best to have only one location for a calendar, it's difficult to have multiple or duplicate calendars. Baldwin will contact Paul Lamb at URS to provide chapter event info for inclusion in the GCM Communicator. Any costs associated with this are unknown at this point, and it was decided to wait and see if the chapter will incur any costs or will simply offset the cost with other services.

During the discussion, VP Zavattero called up the ITSMW website looking for information on last week's Building from the Architecture workshop, but was unable to locate it. The Web Site Committee will review how events are posted on the site to ensure the information can be readily found.

It was moved by Gary Rylander and seconded by David Zavattero to accept the Web Site Committee Report. The motion passed.

7. Finance Committee Report. Treasurer Ken Glassman handed out and reviewed the financial statement for January 1 through December 10, 2003, which is appended to these minutes. It showed total chapter assets of \$98,793.37 at the end of the period, though the year-old, outstanding check for \$6,250 to the Adler Planetarium will reduce this balance when it is cashed, as the Adler recently indicated it would do. Glassman recommended transferring up to \$50,000 to a CD to earn a higher interest rate. *It was moved by Gary Rylander and seconded by John Benda to authorize the Treasurer to open a certificate of deposit account and transfer up to \$50,000 from the money market fund to the CD account, at his discretion. The motion passed.*

Treasurer Glassman then reviewed, in detail, a revised draft of the budget for fiscal (calendar) year 2004 dated December 5, 2003 that was previously distributed. It had been updated to reflect discussion at the September Board meeting. There was extensive discussion and it was reviewed line by line, with the following changes made:

- Expenses, Board Meeting and Meeting Support—increased to \$1,200
- Expenses, Website Maintenance—increased to \$2,500
- Expenses, Student Outreach Scholarships—increased to \$2,000
- Expenses, Special Projects Internship—decreased to \$3,000

The above changes result in the following 2004 totals:

• Total Expenses	\$ 34,700
• Net Asset Gain/(Loss)	\$ (12,900)
• 5 year Projected Asset Gain/(Loss)	\$ (64,500)
• Current Assets	\$ 98,500 (approx.)
• Projected 5 year balance	\$ 34,000

It was moved by Ken Glassman and seconded by Rick Weiland to adopt the 2004 Budget as amended at this meeting, as reflected above. The motion passed.

It was moved by John Benda and seconded by W.D. Baldwin to accept the Finance Committee Report. The motion passed.

8. Smartways Wisconsin Review. President Hochmuth briefly summarized the history of Wisconsin's actions to form its own state chapter of ITS America, which is expected to be official early in 2004.

Smartways Wisconsin (Wisconsin ITS Alliance) Chairman Ken Voigt had been invited to this meeting, but neither he nor anyone from the elected leadership was present. As a result, there was no need for the Board to discuss this matter at this time.

9. Next Annual Meeting. Committee Chairman John Benda reported that the annual meeting date is confirmed for Friday, February 6, 2004 at the Hyatt Woodfield Hotel in Schaumburg. He distributed layouts of the meeting rooms and noted that a preliminary program would be emailed very soon to the Board. A mailing had been made earlier this week so people would put the date on their calendar, with a second mailing to go out on or about December 29th. A total of 22 vendor spaces will be available. There was discussion about possible speakers to fit the theme of transportation safety and security; up to seven speaker slots will be available. President Hochmuth and VPs Mark Newland and David Zavattero will work with Chairman Benda to finalize the agenda.
10. ITS Midwest Restructuring. President Hochmuth reviewed the previously distributed materials, appended to these minutes, related to a possible restructuring of the chapter. He revisited the chapter's goals and stressed that it's important to give people a reason to join the chapter. There was a consensus that a committee should be formed to consider a possible restructuring, with recommendations to be presented to the Board in the fall of 2004 and any changes submitted to the members for approval at the 2005 annual meeting. It was agreed that all Officers and Directors elected at the 2004 annual meeting be elected to a one-year term rather than two-years, so that it will be easier to implement changes in Board membership with the 2005 election (since the terms of all Officers and Directors would expire in 2005) should that be a recommendation of the committee. President Hochmuth will seek a committee chair, and Gary Rylander, Joe Ligas, W.D. Baldwin and Jacek Tyszkiewicz agreed to serve on the committee.
11. Nominations for 2004 Board of Directors. Nominating Committee Chairman David Zavattero reported that there are 12 positions up for election at the 2004 annual meeting, three Officers and nine Directors. The Nominating Committee includes Mark Newland, Rick Weiland and Joe Ligas. The Committee is still working on developing a slate of candidates, and based on the discussion in Agenda Item 10 it is understood that all 12 will be elected to one-year terms. The Nominating Committee expects to finalize the list of nominees no later than one month before the annual meeting.
12. Internships. President Hochmuth revisited the issue of a potential chapter internship program and reviewed a previously distributed, and discussed, draft proposal (which is appended to these minutes). He indicated that did not want to move forward at this time with this as a recurring program. Rather, he would like to explore testing the concept in 2004, noting that the adopted 2004 budget includes \$3,000 for such a test. He will contact UIC, UIUC and Purdue to see if they are interested in participating in such a test.
13. New Action Item Review. Action items resulting from this meeting, and items carried over from previous meetings that have not been completed, are as follows:
 - 13.1 President Hochmuth and Treasurer Glassman will work with the Adler Planetarium to finalize payment of the outstanding \$6,250 check that is more than a year old
 - 13.2 Secretary Rylander will prepare a draft Bylaws amendment reflecting the dropping of the Affiliate Member category and, if it's official, Wisconsin's departure from ITSMW and email the Board by the end of December with the proposed language
 - 13.3 W.D. Baldwin will update the ITSMW membership application on the website to reflect the reduction in dues to \$150 that is effective in 2004

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- 13.4 Treasurer Glassman will email his list of member URLs to webmaster W.D. Baldwin
 - 13.5 Treasurer Glassman will revise and transform the draft ITSMW budget into the official 2004 budget adopted by the Board at today's meeting
 - 13.6 VP Zavattero and the Nominating Committee will finalize the list of officer and director nominations for 2004 and forward it to Secretary Rylander by Christmas
 - 13.7 President Hochmuth will review the insurance information provided by ITS America and confirm ITSMW coverage and cost with Tim Diffley
 - 13.8 John Benda will draft a letter inviting Jeff Lindley of FHWA to speak at the annual meeting, and forward it to President Hochmuth to finalize and send
 - 13.9 The annual meeting agenda will be finalized before Christmas from discussions among President Hochmuth, VPs Zavattero and Newland, Treasurer Glassman and annual meeting chair Benda
 - 13.10 President Hochmuth will email the membership soliciting suggestions for vendors to contact about displays at the annual meeting
 - 13.11 President Hochmuth will appoint a chair for the new ad hoc committee on restructuring ITSMW
 - 13.12 President Hochmuth will contact UIUC, UIC and Purdue to see if they have any interest in being a test of the proposed ITSMW internship program
14. Other Business. None.
 15. Overview of US DOT ITS Activities. Discussion was deferred due to a lack of time, but the report is appended to these minutes.
 16. Public Sector Announcements. Discussion was deferred due to a lack of time, but the Wisconsin DOT report is appended to these minutes.
 17. Other Member Announcements. Deferred to a lack of time.
 18. Set Future Meeting Dates. The following meeting dates were established:
 - Board of Directors: Wednesday, March 3, 2004 at 9:00 a.m. at FHWA offices in Olympia Fields, Illinois

Wednesday, June 9, 2004 at 2:30 p.m. at Edwards and Kelcey in downtown Chicago (tentative)
 - Executive Committee: Wednesday, January 21, 2004 at 1:00 p.m. at Edwards and Kelcey (after the CATS ATTF meeting)
 19. Executive Session (Closed Door). Minutes are not kept of matters discussed in Executive Session.
- The Board reconvened in open session.

It was moved by Joe Ligas and seconded by Gary Rylander to recognize Past President Adrian Tentner's many contributions to ITS Midwest by presenting him with an "Outstanding Service Award" at the 2004 annual meeting. The motion passed.

20. Adjourn. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Gary F. Rylander
Secretary

Attachments

Note: Action Items can be found in Agenda Item No. 13

AGENDA FOR THE ITS MIDWEST BOARD OF DIRECTORS

**2:30 - 5:30 p.m., December 10, 2003
IDOT ITS Program Office, Schaumburg, Illinois**

Dial in 1- Pass code

- | | | |
|-------------|---|---|
| 2:30 - 2:35 | 1. Introductions | |
| 2:35 - 2:40 | 2. Approval of the Agenda* | J. Hochmuth |
| 2:40 - 2:45 | 3. Approval of last BOD Meeting Minutes* | J. Hochmuth |
| 2:45 - 2:55 | 4. Review action items (at the end of the minutes) | J. Hochmuth |
| 2:55 - 3:05 | 5. President's Report*
◇ Report on December 4 th Architecture
Workshop | J. Hochmuth |
| 3:05 - 3:10 | 6. Web Site Committee Report% | D. Zattero |
| 3:10 - 3:25 | 7. Finance Committee Report*
◇ Review financial Status
◇ Approve 2004 annual budget | K. Glassman |
| 3:25 - 3:40 | 8. Smartways Wisconsin Review | K. Voigt |
| 3:40 - 3:55 | Break | |
| 3:55 - 4:05 | 9. Next Annual Meeting (9 th)% | J. Benda |
| 4:05 - 4:20 | 10. ITS Midwest restructuring* | J. Hochmuth, G. Rylander |
| 4:20 - 4:25 | 11. Nominations for 2004 board of directors% | D. Zattero |
| 4:25 - 4:30 | 12. Internships* | J. Hochmuth |
| 4:30 - 4:35 | 13. New Action Item Review | G. Rylander |
| 4:35 - 4:40 | 14. Other business | |
| 4:40 - 4:45 | 15. Overview of US DOT ITS activities* | M. Lister |
| 4:45 - 5:00 | 16. Public Sector Announcements*%% | P. DeCabooteer,
D. Zattero, M. Newland |
| 5:00 - 5:05 | 17. Other Member Announcements | |
| 5:05 - 5:10 | 18. Set Future Meeting Dates | |
| 5:10 - 5:30 | 19. Closed door Board Meeting | |
| 5:30 | 20. Adjourn | |

*Report distributed with announcement %Report distributed later

ITS Midwest
President's report
For December 10, 2003

1. Smartways Wisconsin
 - a. Update later in meeting – new chapter should be formed later in December
 - b. We are moving forward on bylaw changes to reflect the new status
2. State Chapters Council meeting
 - a. No council meeting
 - b. Secretary Rylander is on a new committee
3. Building from the architecture workshop
 - a. 40 people attended. Assembled a great team of experts
 - b. Final costs yet to be determined, but current estimates are about \$8K
 - c. Lessons learned
 - i. Need better advertising/notification
 - ii. Need better committee structure to work on event
 - iii. Need tighter focus
4. New business model for chapter

ITS Midwest Website Committee Report
For December 10, 2003 Quarterly Meeting
W. D. Baldwin – HDR – wd.Baldwin@hdrinc.com

Working with Ken Glassman to get member e-mail addresses so we can request the links to their agency/company websites. Several of the board members have provided this information, but we are still trying to contact other members to get their information.

We are now able to use an online registration process for future events. Viola has developed a form that can be used to e-mail registration information to a selected address that can then be copied into other electronic documents. We will encourage future event sponsors to use this on our website.

Viola has put reminders of our event dates on a calendar so they can be reminded to move these to the past events page for us.

We are communicating with Paul Lamb at URS to put our events on GCM Calendar.

We received an invoice of \$231.88 from Viola for hosting the website and registering and securing our domain name for 2004.

Since David has not sent me any recent updates the information on the Events and Training page is dwindling. Please e-mail your information to me so we can get it posted.

ITS Midwest
Financial Statement for the Period January 1, 2003 to December 10, 2003

Revenues

Membership Fees	\$ 8,672.50	
Interest From Money Market	\$ 351.30	
ITS Midwest Annual Meeting	<u>\$ 17,010.00</u>	
Total		\$ 26,033.80

Expenses

Annual Meeting	\$ 7,657.54	
Association Fees	\$ 95.00	
Chapter Affiliation Fees	\$ 500.00	
Bank Charges		
Checks	\$ 82.78	
Telephone - Conference Calls	\$ 98.99	
Board Travel	\$ 1,620.70	
Food	\$ 672.27	
Office Supplies	\$ 109.10	
Other Expenses	\$ 130.59	
Postage & Mailing	\$ 360.15	
Printing	\$ 2,377.42	
Sponsorships		
Wisc. ITS Alliance	\$ 500.00	
ITS Minnesota	\$ 500.00	
Rural ITS Workshop	\$ 1,243.75	
Trans. Security Conf.	\$ 1,950.00	
Architecture Workshop	\$ 3,508.43	
Contract Labor		
Website Maintenance	\$ 2,025.00	
Conference Coordination	\$ 2,000.00	
Miscellaneous	<u>\$ 5.00</u>	
Total		\$ 25,436.72

Balances

Checking Account	\$ 9,653.08
Money Market	<u>\$ 89,140.29</u>
Total Assets as of December 10, 2003	\$ 98,793.37

- NOTE: 1. Checking Account balance reflects the addition of \$6,250.00 from Adler Planetarium check never cashed.
2. Accounts Receivables include reimbursements of \$1,000.00 from FHWA Indiana for the Transportation Security Conference and up to \$5,000.00 from FHWA Illinois for the recently held Architecture Workshop.
3. Some Expense Categories have been adjusted from last report in an effort to provide greater detail of costs.

ITS MIDWEST
DRAFT BUDGET
Revised
December 5, 2003

<u>Revenues</u>	Actual 2002	To Date 2003	Proposed 2004
Membership Dues	\$11,420.00	\$8,082.50	\$5,300.00
Interest Earned	\$2,242.30	\$257.73	\$500.00
Annual Meeting Revenues	<u>\$9,620.00</u>	<u>\$17,010.00</u>	<u>\$16,000.00</u>
 Total Revenues	 \$23,282.30	 \$25,350.23	 \$21,800.00
 <u>Expenses</u>			
Annual Meeting	\$7,025.16	\$7,533.54	\$9,000.00
Board Meeting and Meeting Support	\$664.13	\$304.06	\$600.00
Officer Travel	-	\$1,620.70	\$2,000.00
Newsletters			
Printing	\$3,483.75	\$1,506.00	-
Assoc. Expenss	-	\$37.75	-
Website Maintenance	-	\$2,225.00	\$2,225.00
Membership Mailings	-	-	\$800.00
Outreach			
State Outreach	\$1,990.66		
Illinois DOT		\$1,000.00	\$1,000.00
Indiana DOT		\$1,000.00	\$1,000.00
Wisconsin DOT		\$1,000.00	-
Promotions	-	-	\$1,500.00
Chapter Recognition Awards	\$2,950.00	-	-
Legislative Outreach	-	-	\$1,500.00
Sponsorships	-	\$500.00	
Conference and Training Support	-	\$5,143.07	\$6,000.00
Student Outreach			
Scholarships	-	-	\$500.00
Special Projects			
Internship	-	-	\$6,000.00
Business Cards	-	-	\$750.00
Insurance and Fees	-	\$1,550.00	\$1,700.00
Affiliation Fees	\$250.00	\$250.00	\$250.00
Misc.	-	-	\$500.00
 Total Expenses	 \$16,363.70	 \$23,670.12	 \$35,325.00
 Net Asset Gain/(Loss)	 \$6,918.60	 \$1,680.11	 \$(13,525.00)
 5 year Projected Asset Gain/(Loss)			 \$(67,625.00)
Current assets			\$107,320.79
Projected 5 year balance			\$39,695.79

ITS Midwest restructuring

History

- ITS Midwest spent its first six years focusing on raising cash to establish a healthy organization
- The majority of the work was done by the president or by a few under the direction of the president

Current

- We have held a major successful event
- We are looking forward from a strong position to be able to promote the industry
- The majority of the work is still done by a few
- We have(will) established a budget that allows for increased authority and responsibility for those charged with accomplishing activities

Desire

- To grow the membership of the organization – especially “downstate” and to the local public agencies
- To make the membership more active in the organization
- To accomplish more as an organization
- To spread the work out more across the organization

Restructuring thoughts

- We should consider ITE as a possible model for maturation of ITS Midwest (i.e., more active and formal committees with a smaller board of directors). The desire is not to become ITE, but benefit from active membership like they do (this may be debatable).
- We will need more active membership/committees to accomplish our goals
 - Increased training (including activities outside Chicago)
 - More special projects (e.g., business card CD)
 - Education of legislature
 - Possible public/private partnerships
 - Increased outreach (e.g., luncheons)
- The board should be more focused on the vision and less on the day to day activities

Restructuring action plan

- Elections in 2004 will be for one year terms
 - everyone is up for election in 2005
 - should be easier for restructuring
 - possibly reduce the number of board members
 - make staggered terms after 2005
- Spend 2004 focused on determining the proper restructuring
 - establishing new committees
 - establishing a recruitment plan including incentives
 - determine proper board size and mix
 - possibly restructure officers
- At 2005 annual meeting, change bylaws to reflect new organization

ITS Midwest Internship Program Draft Proposal

What is it?

- A program to use ITSMW funds to pay for specific chapter related work done by chapter members.

Who is eligible to participate?

- Any member in good standing with ITSMW.
- Both public and private institutions.
- Preference given to academic institutions.
- Concerns over how to select and contract
 - We should be able to execute contracts with any organization
 - Profit should not be allowed (or should they – do the universities?)
 - Can we do personal services contracts with individuals

What does it pay for?

- The intern must be a member of ITSMW or an intern with a member
- A scope of work and cost will be negotiated with ITSMW
- At completion of the work the member will be reimbursed the negotiated amount, which should include all costs (including direct costs such as travel), but no profit.
- Concerns over payments
 - No unreasonable bills (e.g., rent a corvette instead of a sedan)
 - If the project will go awhile, allow for payments along the way
 - Reasonable overhead is allowed

What are acceptable work products?

- The work should be a definable product, typically a paper report
- The results of the work should be beneficial to all/most of ITSMW members
- Analytical work is probably most representative (e.g., intern completes a study showing the cost benefits of ramp metering in the area are x above typical ratios. This number can then be used by members in submitting grant applications.)
- Concerns over work products
 - The committee will have to set the standard

What is the general budget?

- A budget will be set annually by the board of directors
- Initial expectations are that the annual budget for ALL internships will be under \$5000. This may go to one, or be split up among many

How do I apply?

- Applications will be taken annually, typically in the fall
- Applications should be short and to the point. Initial cost and scope are required.
- Applications will be submitted to a six-person review panel made up of ITSMW Directors.
- Concerns over application
 - Set up review committee at summer board meeting
 - Applications due in the fall
 - Any one applying can not vote on their submittal
 - Create a form to fill out to keep it simple
 - Must have a good scope and cost

How are internships chosen?

- The review panel will apply set criteria to each application to rank them
- The review panel members will not be allowed to rank proposals from their individual employer
- A priority list will be created and then compared to the annual budget
- The panel will make a recommendation to the board – it does not have to be strictly in order of rank, and it does not have to be strictly within budget
- The Board of Directors will make the final decision
- Concerns over selection process
 - Selection will occur at the end of year board meeting.

Summary of USDOT Activities

ITS-MW Board Meeting

December 10, 2003

National ITS Architecture

Training and Technical Assistance Program available through Division Offices
Version 5.0 of the NA is available on the web. CD's are being distributed to FHWA Field Offices and will be available at TRB. New version of Turbo Architecture software will be released in the spring of 2004.

December 4th workshop on post architecture development activities was conducted in Rosemont.

Standards Program

Training and Technical Assistance Program available through Division Offices
ITE courses can be scheduled by ITE.

511 Program

New version of Deployment Coalition Guidelines was released in fall 2003 and is available on the web.

Various Deployment Assistance reports available from the Coalition.

Support for local efforts available thru FHWA.

Security and Reliability MDI

Awarded to IFlorida project. Various activities underway.

Training Courses

ITS and Safety workshop now available through the Midwestern Resource Center. Several ITS courses conducted thru NHI are available for scheduling. Courses conducted in Illinois in 2003 include Rural Toolbox and Managing High Technology Projects in Transportation.

Reauthorization

Reauthorization proposal from USDOT has been released and is available on the web.

No current status from Congress.

Security Workshops

FHWA will be conducting several workshops in 2003 including one already completed in Chicago.

Self Assessment Tools

Work zone self assessments have been conducted in most states with assistance of FHWA Division Offices and Resource Centers.

Incident Management self assessments are being conducted in major metropolitan areas with the assistance of FHWA Division Offices and Resource Centers.

Wisconsin DOT status report For the December 10, 2003 ITS Midwest Board of Directors

The GCM partners have completed their informal kickoff meetings/teleconferences for the combined 511 planning projects and are getting ready to start the IN and WI contracts. WisDOT issued their start notice in early December. IDOT has already begun work on their project.

The Wisconsin DOT ITS/Ops/Maintenance long range plan contract is still on hold until the Connections 2030 Statewide Plan is given the go-ahead. This plan will include many aspects of ITS and operations for the GCM and Southeast Wisconsin regions.

The ITS function is being reviewed in WisDOT as part of the overall Workforce Planning initiative being undertaken by the new administration.

WisDOT received two earmarks in the last congressional budget cycle, one for the State Patrol to enhance their communications systems and the other for Motor Vehicles to continue work on the CVISN program. No earmarks were requested for ITS specific projects because the source of matching funds still has not been stabilized. This prevents ITS staff from pursuing additional earmark funds due to internal policy against such efforts in this program unless and until a steady source of funds is identified. Statutory language directs that maintenance funds be used as match for "stand-alone" projects. The maintenance budget is under strain due to a 6% cutback, so this may not be as reliable a source of ITS related state funds in this biennium as it was in the last one.

The GCM Executive Committee is scheduled to meet via teleconference on Friday afternoon, December 12 to discuss reauthorization funding issues and other corridor matters. All three GCM states' CAO's will participate.