



**MEETING MINUTES
BOARD OF DIRECTORS**

Wednesday, December 12, 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 Zattero, Vice President – Illinois (Chicago OEMC)

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 (Rylander Consulting)

Ryan Elliott, Director (URS)

George Saylor, Director (Ohio Department of Transportation)

Others in Attendance:

Shawna Ulicne, Administrator

Jeffrey Hochmuth,

Italics 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 November 1, 2007 Board meeting were distributed prior to the meeting. Approval of these minutes is tabled until the next Board meeting.
- 3) ITS State Chapter Pavilion (2008):
David Zattero discussed his e-mail and attachments that he sent to the Board members regarding the State Chapter Pavilion which will be available at the 15th World Congress on ITS in New York, NY. The World Congress dates are: November 16-20, 2008.

David wanted to see if the Board members would like him to pursue this opportunity since registration is on a first come, first serve basis. There are only 6 kiosk spaces available for a price of \$7,500 each. David spoke with someone with ITS America and they mentioned that they have had similar interest from other state chapters but no commitments to date.

John Benda suggested the organization look at professionally producing a slide show and allow the members to purchase a slide in the slideshow to showcase their organization or current projects. This would help defray the cost of the kiosk. A good starting point may

be the 2007 Fall Event presentations. A slideshow of those presentations with current projects could turn into a great program. ITS Midwest would have to supply the staff for the kiosk as well as the computer for the slideshow. Gary Rylander and David Zavattero agreed and suggested the organization might have a professionally developed presentation set as a prototype that could be used in future outreach circumstances.

Another option would be to have a virtual exhibit for \$1,500 which would be a display of our chapter brochures on a rack. With either choice, there will certainly be some costs and efforts associated with participation in this event.

David Zavattero will communicate our interest to ITS America as soon as possible to at least get our name on the list, without financial commitment at this point in time. David will let the Board know when he gets a response back from ITS America.

John Benda will look into what other state chapters are doing at the next state chapter's meeting.

- 4) Review of ITS Midwest Strategic Directions Plan:
President Benda and Jeff Hochmuth made adjustments and changes to the organization's Strategic Direction Plan. John asked that the Board members look at the draft of the updated plan and send your comments before the next meeting to his Administrative Assistant, Deb Miller: dxmiller@getipass.com.
- 5) Committee Membership:
President Benda discussed that the committee structures were redefined and surveys were distributed to the attendees at the Fall Event and to the entire membership. John asked that each Director sign-up for a Committee. Jeff Hochmuth commented that each Committee will be chaired by a Director and asked that each Director focus on one committee.

President Benda asked Jeff Hochmuth to continue taking an active roll in keeping the Committees aware of activities and helping out with the communicating of cross-committee information.
- 6) Policy on Refunds for Meetings:
Secretary Karen George mentioned that a member had registered for the Fall Event but became sick the morning of the event. The question was: If someone makes a reservation and does not show, do they still have to pay? If they have already paid, will they receive a refund and how close to the event will we honor refunds?

President Benda asked the Board members to craft an idea that could become the organization's new refund policy. This policy will be incorporated on the registration form for all future meetings and events. Please send ideas to either President Benda or to Shawna Ulicne. These ideas will be presented to the Board at the next Board meeting.
- 7) Budget
Ken Glassman distributed the most current financial statements to the Board prior to the meeting for their review. He mentioned that he incorporated Chuck Sikaras' suggestion to differentiate the \$8,284.88 received from ITS Mid-America as "other income."

He also mentioned that he is showing the 2008 membership dues to be collected as \$25,000.00. This is based on 100 member organizations paying \$250.00 each. There was talk during the last meeting to potentially lower the membership fee to \$200.00.

Expenses have not changed much from last year with the exception of the cost of administrative support. Participation in the 15th World Congress in 2008 would also impact the bottom line.

Ken mentioned that he is working with Shawna to close out the books for the Fall Event. There are a few items to be resolved but it appears that the event was close to break even.

President Benda said that he would like to look at increasing the registration fee for future events to help generate more money for the organization. We did not have any sponsorships or vendor displays which cut into our revenue for the Fall Event.

Gary Rylander wanted to remind the Board members that the Board had previously agreed to spend down the organizational funds to the \$30,000 to \$40,000 range. If this is not what the current Board wishes to do, then we may want to address this in the new Strategic Direction Plan.

8) 2008 Annual Meeting:

President Benda had not connected with the folks from the Ohio Department of Transportation about partnering with the OTEC meeting in 2008. He feels that this will further solidify support of our Annual Meeting. President Benda committed to contacting them in the near future and will keep the Board apprised of the outcome. Vice President Chris Hedden offered to assist President Benda since he has served on the OTEC planning committee in the past. The next OTEC meeting will be October 28-29, 2008.

It was also discussed that Indiana and Illinois should look into holding a regional meeting in the April/May 2008 timeframe.

9) State Vice Presidents Update:

Vice President Scott Evans reported that there has been a Governor and party change in Kentucky. Scott will keep us informed of any changes due to this.

10) New 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:

- 10.1 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.
- 10.2 Minutes need to be approved as follows: 7/11/07 Executive Board Meeting, 8/22/07 Board Meeting, 9/19/07 Executive Board Meeting, and 11/1/07 Board Meeting.
- 10.3 John Benda will explore holding the 2008 Annual Meeting in conjunction with OTEC meeting in Columbus Ohio.
- 10.4 Newsletter Editor needs to be named and the mail date scheduled.
- 10.6 President Benda to provide a new meeting schedule for the remainder of the year.
- 10.7 Shawna to begin work on the Annual Meeting for October 2008 once a location has been decided.

- 10.8 President Benda to send out updated draft of the ITS Midwest Strategic Plan for Board review.
- 10.9 Board to review ITS Midwest Strategic Plan update and provide comments to President Benda's Administrative Assistant.
- 10.10 Committee Chair and members to be finalized.
- 10.11 Board members to provide ideas on refund policy to President Benda or Shawna Ulicne.

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

Respectfully Submitted,
{Electronic Copy}
Shawna Ulicne
Administrator

12. After Board Meeting via electronic mail: On December 28, 2007 a motion was made, discussed and passed. *The following motion was made by Ken Glassman and seconded by Gary Rylander: That the dues for ITS Midwest membership for a corporate member be increased from its current amount of \$150 per year to \$250 per year and for an individual member be increased from its current amount of \$50 to \$75 per year, effective January 1, 2008. The motion passed.*

ATTACHMENTS FOLLOW

- Agenda
- Committee Interest Survey
- ITS Midwest Financial Statement 2006 – 2007 with 2008 Budget
- ITS Midwest Financial Statement December 9, 2007

MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS
Wednesday, December 12, 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
1:35 – 1:40	Approval of Minutes from November Board Meeting Review Action Items
1:40 – 2:55	Committee Membership (Summary of Survey Attached) ITS 15 th World Congress New York City (D. Zavattero) Review of ITS Midwest Strategic Directions Plan (Attached) Policy on Refunds for Meetings State Vice President Updates
2:55 – 3:00	Future Board of Directors Meeting Dates February 2008 April 2008 June 2008
3:00	Adjourn

Preliminary Proposed Budget FY 2008

	Adopted <u>2006</u>	FY2006 <u>Actuals</u>	FY2007 <u>To Date</u>	Proposed <u>2008</u>
Revenues				
Interest Earned	\$300.00	\$ 187.94	\$95.08	\$ 150.00
Other Income (ITS Mid America Fund Transfer)		\$ -	\$8,284.88	
2005 Membership Dues			\$0.00	
2006 Membership Dues	\$9,500.00	\$ 1,350.00	\$0.00	
2007 Membership Dues			\$1,200.00	
2008 Membership Dues				\$ 25,000.00
ITSA Rebates		\$ 1,900.00	\$950.00	\$ 1,600.00
ITS Midwest Annual Spring Meeting	\$15,000.00	\$ 9,200.00	\$26,466.50	\$ 25,000.00
ITS Midwest Annual Fall Meeting	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,308.06</u>	<u>\$ 4,500.00</u>
Total Revenues	\$24,800.00	\$ 12,637.94	\$39,304.52	\$ 56,250.00
Expenses				
Annual Spring Meeting	\$12,000.00	\$ 7,479.51	\$30,723.66	\$ 25,000.00
Annual Fall Meeting			\$3,284.97	\$ 4,500.00
Board Meeting and Meeting Support	\$1,000.00	\$ 749.88	\$916.81	\$ 1,000.00
Administrative Assistance			\$7,021.99	\$ 14,000.00
Officer Travel	\$1,500.00		\$725.00	\$ 1,500.00
Newsletters				
Printing	\$5,500.00	\$ 2,963.02		\$ 5,500.00
Postage & Mailings	\$1,000.00	\$ 624.00	\$24.60	\$ 1,000.00
Website Maintenance	\$5,500.00	\$ 1,529.38	\$4,245.26	\$ 5,500.00
Membership Mailings	\$500.00			\$ 500.00
Outreach				
State Outreach				
Illinois DOT	\$1,000.00	\$ 137.50		\$ 1,000.00
Indiana DOT	\$1,000.00			\$ 1,000.00
Ohio DOT				\$ 1,000.00
Kentucky DOT				\$ 1,000.00
Promotions	\$2,000.00	\$ -		
Chapter Recognition Awards	\$250.00	\$ 396.01	\$520.83	\$ 500.00
Legislative	\$1,500.00			\$ 1,500.00
Sponsorships				
Conference and Training Support	\$7,000.00	\$ 1,500.00	\$3,500.00	\$ 7,000.00
Educational Support/Outreach				
Scholarships	\$2,000.00			\$ 2,000.00
Special Projects				
Internship				
Business Cards	\$750.00			
Insurance and Fees	\$1,600.00	\$ 1,455.00	\$1,455.00	\$ 1,600.00
Affiliation Fees	\$250.00	\$ 250.00		\$ 250.00
Miscellaneous	<u>\$500.00</u>	<u>\$ 5.00</u>	<u>\$108.00</u>	<u>\$ 500.00</u>
Total Expenses	<u>\$44,850.00</u>	<u>\$ 17,089.30</u>	<u>\$52,526.12</u>	<u>\$ 75,850.00</u>
Net Gain/(Loss)	<u>\$(20,050.00)</u>	<u>\$ (4,451.36)</u>	<u>\$(13,221.60)</u>	<u>\$ (19,600.00)</u>

ITS Midwest

Financial Statement for the Period January 1, 2007 to December 9, 2007

Revenues

Interest Earned	\$ 95.08	
Other Income - ITS Mid America transfer	\$ 8,284.88	
2007 Membership Dues	\$ 1,200.00	
ITSA Rebates	\$ 950.00	
ITS Midwest Annual Spring Meeting	\$ 26,466.50	
ITS Midwest Annual Fall Meeting	<u>\$ 2,308.06</u>	
Total Revenues		\$ 39,304.52

Expenses

Annual Spring Meeting	\$ 31,130.83	
Annual Fall Meeting	\$ 3,284.97	
Board Meeting and Meeting Support	\$ 916.81	
Officer Travel	\$ 725.00	
Administrative Assistance	\$ 7,021.99	
Newsletters		
Printing	\$ -	
Postage & Mailings	\$ 24.60	
Website Maintenance	\$ 4,245.26	
Membership Mailings		
Outreach		
State Outreach		
Illinois DOT	\$ -	
Indiana DOT	\$ -	
Ohio DOT	\$ -	
Kentucky DOT	\$ -	
Promotions	\$ -	
Chapter Recognition Awards	\$ 520.83	
Legislative		
Sponsorships		
Conference and Training Support	\$ -	
Educational Support/Outreach		
Scholarships		
Special Projects		
Internship		
Business Cards		
Insurance and Fees	\$ 1,455.00	
Affiliation Fees	\$ -	
Miscellaneous	<u>\$ 108.00</u>	
Total Expenses		<u>\$ 49,433.29</u>

Net Gain/(Loss)

\$ (10,128.77)

Balances

Checking Account ending December 9, 2007*	\$ 16,303.99	
Outstanding Checks Ending Dec. 9, 2007		(\$3,682.45)

Certificate of Deposit: 10 months @ 4.8%	\$10,000.00
Money Market ending June 25, 2007	<u>\$ 50,166.49</u>
Total Assets as of December 9, 2007	<u>\$ 72,788.03</u>

Note: Funds from the Money Market were transferred to the checking account to cover expenses from the Annual Spring Meeting. The checking account balance ending July 31, 2007 reflects the balance in the account.

COMMITTEE INTEREST SURVEY

COMMITTEE	ORGANIZATION	ADDRESS	PHONE	E-MAIL
<u>Technical & Training</u>				
Gruner, Paul	Gresham Smith & Partners	455 Lake Forest Drive, Suite 100 Cincinnati, OH 45242	(513)368- 6425	paul_gruner@gspnet.com
Al-Lozi, Mahmoud	NOACA	1299 Superior Ave Cleveland, OH 44114	(216)241- 2414 x 270	mallozi@mpo.noaca.org
Yi, Ping	University of Akron	University of Akron Akron, OH 44325 792 Rhodes Hall, ML- 0071 Department of	(330)972- 6762	otc@uakron.edu
Wi, Heng	Univeristy of Cincinnati	Civil Engineering Cincinnati, OH 45221	(513)556- 3781	heng.wei@uc.edu
Kimble, Steve	Televent Faradyne	70 W. Madison St., Suite 1400 Chicago, IL 60622	(202)425- 8444	steve.kimble@telvent.abenyon.com
<u>Meetings Committee</u>				
Gruner, Paul	Gresham Smith & Partners	455 Lake Forest Drive, Suite 100 Cincinnati, OH 45242	(513)368- 6425	paul_gruner@gspnet.com
Rodney, Andrew	Miami Valley RPC	1 S. Main St., Suite 260 Dayton, OH 45402	(937)531- 6549	arodney@mvrpc.org
Zavattero, David			(312)743- 7372	dzavattero@cityofchicago.org
Evans, Scott	Northrop Grumman	20 N. Grand Avenue, #6 Ft. Thomas, KY 41075	(859)441- 4170	s.evans@ngc.com
<u>Outreach Committee</u>				
Yi, Ping	University of Akron	University of Akron Akron, OH 44325	(330)972- 6762	otc@uakron.edu
Kimble, Steve	Televent Faradyne	70 W. Madison St., Suite 1400 Chicago, IL 60622	(202)425- 8444	steve.kimble@telvent.abenyon.com
Zavattero, David			(312)743- 7372	dzavattero@cityofchicago.org
Crabtree, Casey	Daktronics, Inc.	600 Northgate Parkway, Unit H Wheeling, IL 60090	(605)697- 4700	ccrabtr@daktronics.com
<u>Communications Committee</u>				
Rodney, Andrew	Miami Valley RPC	1 S. Main St., Suite 260 Dayton, OH 45402	(937)531- 6549	arodney@mvrpc.org
Wi, Heng	Univeristy of Cincinnati	792 Rhodes Hall, ML- 0071 Department of Civil Engineering Cincinnati, OH 45221	(513)556- 3781	heng.wei@uc.edu

Crabtree, Casey	Daktronics, Inc.	600 Northgate Parkway, Unit H Wheeling, IL 60090	(605)697- 4700	ccrabtr@daktronics.com
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Finance Committee

Glassman, Ken	Jacobs Engineering	525 W. Monroe St., Suite 1350 Chicago, IL 60661	(312)925- 7811 (cell)	ken.glassman@jacobs.com
Kimble, Steve	Televent Faradyne	70 W. Madison St., Suite 1400 Chicago, IL 60622	(202)425- 8444	steve.kimble@telvent.abenyon.com
Crabtree, Casey	Daktronics, Inc.	600 Northgate Parkway, Unit H Wheeling, IL 60090	(605)697- 4700	ccrabtr@daktronics.com
Evans, Scott	Northrop Grumman	20 N. Grand Avenue, #6 Ft. Thomas, KY 41075	(859)441- 4170	s.evans@ngc.com

Regognition Committee

Al-Lozi, Mahmoud	NOACA	1299 Superior Ave Cleveland, OH 44114	(216)241- 2414 x. 270	mallozi@mpo.noaca.org
Wi, Heng	Univeristy of Cincinnati	792 Rhodes Hall, ML- 0071 Department of Civil Engineering Cincinnati, OH 45221	(513)556- 3781	heng.wei@uc.edu
Evans, Scott	Northrop Grumman	20 N. Grand Avenue, #6 Ft. Thomas, KY 41075	(859)441- 4170	s.evans@ngc.com

Member Services Committee

Glassman, Ken	Jacobs Engineering	525 W. Monroe St., Suite 1350 Chicago, IL 60661	(312)925- 7811 (cell)	ken.glassman@jacobs.com
Gruber, Kent	United Fiberglass	P.O. Box 1511 Springfield, IL 45501	(937)605- 1559	kent@unitedfiberglass.com
Kimble, Steve	Televent Faradyne	70 W. Madison St., Suite 1400 Chicago, IL 60622	(202)425- 8444	steve.kimble@telvent.abenyon.com
Crabtree, Casey	Daktronics, Inc.	600 Northgate Parkway, Unit H Wheeling, IL 60090	(605)697- 4700	ccrabtr@daktronics.com
Evans, Scott	Northrop Grumman	20 N. Grand Avenue, #6 Ft. Thomas, KY 41075	(859)441- 4170	s.evans@ngc.com

Educational Assistance Task Force

Al-Lozi, Mahmoud	NOACA	1299 Superior Ave Cleveland, OH 44114	(216)241- 2414 x. 270	mallozi@mpo.noaca.org
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Nominations Committee