



DRAFT MEETING MINUTES
BOARD OF DIRECTORS
Wednesday, December 13, 2006
9:00 - 10:30 a.m.

Argonne National Laboratory
9700 S. Cass Avenue, Argonne, Illinois 60525

Board Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zattero, Vice President (Illinois DOT)

Karen George, Secretary (TransCore)
Ken Glassman, Treasurer
Joseph Brahm (NET)
Charles Sikaras (IDOT)
Austin Provost (Meade Electric Company)
Tom Ewing (Argonne)

Others in Attendance:

Dave Henkel (Edwards and Kelcey)
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 9:00 a.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. Secretary George stated that the minutes of the September 13, 2006 ITSMW Board meeting will be distributed in early January.

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 September 13, 2006 meeting minutes:

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

3. Executive Committee Report. President Rylander presented the report verbally.
 - A. ITS Mid-America (Ohio and Kentucky) Merger Update and enabling Bylaws amendment. The merger subcommittee recommended that the merger be approved by the Board and forwarded to the membership for approval. *David Zavattero made a motion to approve the Bylaws amendment, as amended at the meeting and forward it to the membership for a vote at the 2007 annual meeting of the members, contingent upon the membership of ITS Mid-America approaching a merger with ITS Midwest. The motion was seconded by Ken Glassman and passed unanimously.*
 - B. Nominations Committee Appointments. President Rylander stated that the Nominations Committee was made up of Matt Letourneau and Dan Shamo. Gary requested suggestions from the Board for other Nomination Committee possible candidates.
 - C. State Chapters Council Update. Teleconference scheduled for Monday, December 18, 2006.
 - D. Next Executive Committee meeting. February 2, 2007 at 9:00am at Edwards and Kelcey.

4. Committee Reports.
 - A. Finance. The Financial Statement for January 1-December 13, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$12,638. The expenses are approximately \$17,089. Also a budget report was distributed and is appended to these minutes. We are behind in spending to budget. *It was moved by Ken Glassman and seconded by Tom Ewing that dues for membership Year 2006 are hereby waived, and any member who has paid dues for 2006 to ITS MW shall have that payment credited as payment in full for 2007 dues. The motion passed unanimously.*
 - B. Meetings. *It was moved by Past President Hockmuth and seconded by Treasurer Ken Glassman to approve a \$15,000 budget for the Annual Meeting. The motion passed unanimously.*
 - C. Member Services. Co-chair Dave Henkel presented the Committee's report verbally. The membership database structure is ready, and soon will be ready for Board review. Membership database to be e-mailed in the near future for the Board to review.
 - D. Outreach. The Outreach Committee Report was reported by Tom Ewing and is appended to these minutes. David Zavattero commended the new website and all the efforts the Outreach Committee has made in updating the website. Co-chair Tom Ewing began a discussion on PayPal and on-line registration. *It was moved by Tom Ewing and seconded by Karen George for the Outreach Committee to purchase the basic service registration and for ITSMW to absorb the cost on credit card registration fees. The motion passed unanimously.*
 - E. Recognition. Co-Chair Charles Sikaras reported the updated Project of the Year Nomination Form. Director Sikaras to transmit to Gary/Austin and added to the website. Board recommended form be changed to not mandate two awards. Committee is looking for Chapter Service Award nominee suggestions from the Board.
 - F. Technical. Co-chair Joseph Brahm reported that the committee is working to get abstracts from potential presenters for the Annual meeting. The abstracts are due January 20, 2007 and the request for abstracts needs to be promoted. The Committee asked for the Membership database to send out the announcement. Annual meeting training still to be worked out.
 - G. Training. Neither of the co-chairs were present.
 - H. New Item – Past President Hockmuth presented the current Federal application for Urban Partnership for discussion. It was agreed that ITSMW is interested in helping with the production of an application within Indiana or Illinois.

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. Board to send disadvantages and advantages of the ITSMW and ITS Mid-America merger to Gary.
 - 5.2. Board to send suggestions to Gary regarding the Nominations Committee.
 - 5.3. Charles Sikaras to change and distribute the Project of Year Nomination forms. Tom Ewing to post on the web.

- 5.4. Board to send Charles Sikaras recommendations on Chapter Service Award.
- 5.5. Austin Provost to provide membership database requirements-type documentation to Board for review.
- 5.6. Austin Provost to send membership database out for Board review and to send out abstract call.
- 5.7. President Rylander to produce cover letter for invoices and Ken Glassman to send out.
- 5.8. Tom Ewing to purchase basic service.
- 5.9. Karen George to produce draft of scholarship forms with Charles.
- 5.10. Ken Glassman to speak with bank regarding PayPal deposits.
- 5.11. Joseph Brahm to send out abstract call.
- 5.12. Board to provide suggestions to Joseph on Key Note Speaker and Lunch Speaker.
- 5.13. 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

- No reports.

5. Set Future Meeting Dates.
 - A. March Board Meeting – March 28/29, 2007 - TBD
 - B. June 2007 Board Meeting

6. Adjourn. The meeting was adjourned at Noon.

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

Attachments

ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Financial Statement for the Period January 1- December 13, 2006
- Committee Reports
- Summary of USDOT Activities

PRELIMINARY MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS

Wednesday, December 13, 2006
9:00 - 10:30 a.m. CST
Argonne National Laboratory
9700 S. Cass Avenue, Argonne, Illinois 60439

Teleconference Participation is Available

9:00	1. Self-introductions and Approval of Agenda	All
9:00 – 9:05	2. Approval of Minutes from September Board Meeting Review Action Items	K. George
9:05 – 9:25	3. Executive Committee Report A. ITS Mid-America (Ohio and Kentucky) proposed merger update and enabling Bylaws amendment B. Nominations Committee Appointments C. State Chapters Council update D. Next Executive Committee meeting – February 2 nd (proposed)	G. Rylander
9:25 – 10:15	4. Reports of Standing Committees A. Finance B. Meetings (2007 Annual Meeting will be March 21-22) 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 C. Sikaras / F. Lendrum J. Brahm / B. Burkhard B. Jacko / R. Syal
10:15 – 10:20	5. Review New Action Items	K. George
10:20 – 10:25	6. Reports and Announcements A. Overview of US DOT ITS Activities B. State Vice President Reports C. Member Announcements	M. Lister / D. Mentjes D. Zavattero and M. Cline All
10:25 – 10:30	7. Future Board of Directors Meeting Dates A. March 28 or 29, 2007 Board Meeting (proposed) B. June 2007 Board Meeting	G. Rylander
10:30	8. Adjourn	
	9. Executive Session (Board members only) – if needed	G. Rylander

ITS Midwest

Financial Statement for the Period January 1, 2006 to December 13, 2006

Revenues		
Interest Earned	\$ 187.94	
Other Income	\$ -	
2006 Membership Dues	\$ 1,350.00	
ITSA Rebates	\$ 1,900.00	
ITS Midwest Annual Meeting	<u>\$ 9,200.00</u>	
Total Revenues		\$12,637.94
Expenses		
Annual Meeting*	\$ 7,479.51	
Board Meeting and Meeting Support	\$ 749.88	
Officer Travel		
Newsletters		
Printing	\$ 2,963.02	
Postage & Mailings	\$ 624.00	
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>\$17,089.30</u>
Net Gain/(Loss)		<u><u>\$ (4,451.36)</u></u>
Balances		
Checking Account ending December 13, 2006	\$ 11,050.17	
Outstanding Checks as of December 13, 2006	\$ (812.00)	
Outstanding Deposits as of December 13, 2006	\$ 300.00	
Money Market ending September 26, 2006	<u>\$ 79,993.56</u>	
Total Assets as of December 13, 2006	<u><u>\$ 90,531.73</u></u>	

NOTE: Expenses for Annual Meeting include \$500.00 Deposit for the 2007 Annual Meeting

ITS Midwest
Budget to Actual Comparison
For Period Ending December 13, 2006

	<u>Adopted</u> <u>2006</u>	<u>FY2006</u> <u>Actuals</u>	<u>Variance</u>
Revenues			
Interest Earned	\$300.00	\$ 187.94	\$112.06
Other Income		\$ -	
2005 Membership Dues			
2006 Membership Dues	\$9,500.00	\$ 1,350.00	\$8,150.00
ITSA Rebates		\$ 1,900.00	-\$1,900.00
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>\$ 12,637.94</u>	<u>\$12,162.06</u>
Expenses			
Annual Meeting	\$12,000.00	\$ 7,479.51	\$4,520.49
Board Meeting and Meeting Support	\$1,000.00	\$ 749.88	\$250.12
Officer Travel	\$1,500.00		\$1,500.00
Newsletters			
Printing	\$5,500.00	\$ 2,963.02	\$2,536.98
Postage & Mailings	\$1,000.00	\$ 624.00	\$376.00
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	\$ 1,500.00	\$5,500.00
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>\$ 17,089.30</u>	<u>\$27,760.70</u>
			-
Net Gain/(Loss)	<u><u>\$ (20,050.00)</u></u>	<u><u>\$ (4,451.36)</u></u>	<u><u>\$15,598.64</u></u>

Status Report

ITS Midwest Outreach

December 13, 2006 ITS Midwest Board of Directors meeting

POC: T. Ewing, ewing@anl.gov, 630-251-0247

- The newsletter was mailed out last month and may also be found online (itsmidwest.org/pdfs/Nov06-F.pdf); extra issues were provided as handouts for the Rail~Volution mobile workshop.
- Promotional information was established online for the 2007 annual meeting: itsmidwest.org/events/2007/itsmw07.html.
- An online abstract submission form is operational, which also serves as a prototype for other information entry needs (surveys, member data, registration, etc.): itsmidwest.org/events/2007/itsmw07_abstract.html.
- An online registration prototype was developed which accommodates credit card payment, as well as pay-by-check: <http://www.ITSMidwest2007.eventbrite.com>. There is a fee of 2.9% + \$.30/transactions for credit card payments. A premium service has an added cost of 2.5% (max \$9.95) for bank card transactions and provides more options to customize the form and no ads, but the basic service used by the prototype appears to entirely adequately for our current annual meeting needs.

Board action requested: decision to proceed with basic service registration (utilizing prototype form <http://www.ITSMidwest2007.eventbrite.com>).

- Jeremy Wolstan is surveying other state chapters about their newsletter practices (do they have one, how frequently is it published, and how is it distributed: mailed hardcopies or electronic). Also of interest is to learn of experiences had by chapters that evolved from paper to online. It saves money and effort, but does it reduce communications and outreach significantly? As part of this, we are establishing a list of the outreach and newsletter POCs for future reference, as we want to establish routine communications with other chapters to share best practices.
- Honored the IDOT/ITS program staff contributions to the newsletter with a lunch at Mongolian Stir Fry in Schaumburg on Friday, December 8th. Tom Ewing and Karen George represented ITS Midwest.
- Request that news and event items be submitted to ITSnews@anl.gov (as noted on newsletter and website), since this automatically distributes items for consideration to myself and members of my staff that can act in my absence.

Tom Ewing
ITS Midwest Outreach

ITS Midwest Board Members,

The only significant items that the Technical Committee is working on are related to support for the annual meeting. In relation to the annual meeting, I would like to briefly discuss the following items at the board meeting tomorrow or at the Annual Meeting planning session after the board meeting:

- The Committee is organizing the Technical Tour to the Lake county TMC. The Tour is scheduled for 3/22/97. Although Lake County will support that date if needed, they have expressed a potential interest to make it the afternoon of the 21. Is there any objection to this? Will this fit into the schedule?
- The Technical abstracts will be used to help build the meeting agenda with respect to technical sessions. There are a few issues with this. First, it means that we will not have a solid agenda for the meeting to provide to members until a month or so before the meeting. Second, we need to make sure we are promoting the Request for Abstracts to ensure that we get ample responses to build a good program. On a similar note, we need to be prepared to fill in the gaps if we do not get a strong response up front from the Request for Abstracts.
- We need suggestions for a Key Note Speaker and Lunch Speaker. Any Ideas??

If you have any feedback or suggestions relating to these items please talk to Duana or me. Or just stay after the board meeting and participate in the Annual Meeting planning session.

Thanks

Joseph
ITS Midwest Technical Committee Co-Chair
(847) 925-0120 ext. 222

Summary of USDOT Activities

ITS-MW Board Meeting

December 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.

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

In June the National 511 Program celebrated the 5th 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. 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. 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. Section 1201 established a Real Time System management Information Program to provide, in all States, the capability to monitor traffic and travel conditions and to share that data with State and local governments and with the traveling public. An RFI for the program was published in the Federal Register on May 4, 2006 and thirty- eight comments to the Docket were received. These comments are currently being analyzed. It is anticipated that a NPRM will be released in Spring of 2007.