



**MEETING MINUTES  
BOARD OF DIRECTORS**

**Wednesday, December 17, 2008**

**1:30 – 3:30 p.m.**

Illinois Tollway

2700 Ogden Avenue, Downers Grove, IL 60515

Board Members in Attendance:

John Benda, President (Illinois Tollway)  
*David Zattero, Immediate Past VP Illinois (Chicago OEMC)*  
*Scott Evans, Vice President, Kentucky (Northrop Grumman)*  
*Austin Provost, Vice President, Illinois (Meade Electric)*  
*Karen George, Secretary (TransCore)*  
*Ken Glassman, Treasurer (Jacobs)*  
*Gary Rylander, Immediate Past President (Rylander Consulting)*  
*Ryan Elliott, Director/ Indiana (URS)*  
*George Saylor, Director/ Ohio (ODOT)*  
*Charles Sikaras, Director / Illinois (Illinois Department of Transportation)*  
*John Gray, Director/ Ohio (DMJM Harris)*  
*Jennifer Walton, Director / Kentucky*  
*Jeff Bibb, Director/ Kentucky*  
*Rahim Benekohal, Director / Illinois*  
*David Henkel, Director / Indiana*

Others in Attendance:

Shawna Ulicne, Administrator

*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) 2008 World Congress Update: David Zattero shared that the booth at the State Chapter Pavilion was a huge success. Thank you to all that volunteered their time to staff the booth and greet the 120+ visitors to the booth. The video was well received, the booth was in a prime location and the whole effort was a success. He is in the process of writing a short article that will appear on the website with pictures.

David also attended the State Chapters Council on behalf of ITS Midwest. He shared that Mr. Panda with ITS America focused his presentation on the goals for ITS America in the near future. He attended a workshop in which other state chapters shared ideas about how they are reaching out to members and serving their membership.

- 3) 2008/2009 Annual Meeting Update: President Benda would like to thank John Gray for his hard work in putting together the 2008 Annual Meeting held in Columbus. It was a successful and well attended meeting. John Benda asked John Gray to put together a template or task list that can be used by future meeting chairpersons which will make meeting planning easier and more congruent. John Gray agreed to e-mail the task matrix he used for the 2008 Annual Meeting to David Henkel.

A special effort will be made to encourage participation outside the annual meeting host state. Travel restrictions have made it hard for members to attend functions outside their home states.

John Benda also suggested blanketing the membership with a questionnaire to see what topics they are interested in seeing at our next meetings. Shawna has the questionnaires that were filled out at the 2008 Annual Meeting. She will forward these to John Benda or Dave Henkel.

Austin Provost suggested looking into using the access grid/web management tool which would allow out of state members to participate in meetings or events from remote locations.

Syd Bowcott will send John Benda information on how to facilitate a webinar. It may be a good idea to focus on figuring out which government organizations will not be allowing travel and focus on getting those members access to webinars, etc for annual meetings.

John Benda asked all Board members to give him their comments about creative ways to bolster meeting attendance. He reminded the state Vice Presidents that they have \$1,000 for their use to fund or co-sponsor regional events.

Ken Glassman recommended allowing vendor time during the annual meeting program. This is a two to three minute commercial in which they can introduce themselves, announce where they are located and would give them more exposure to attendees.

David Henkel shared that the 2009 Annual Meeting is being planned for Indianapolis, IN. He has been looking at a location to hold the meeting as well as hotels for the guests.

Shawna will e-mail the Board members to ask them if they know of any local, state or regional conferences that would conflict with our annual meeting if held in the fall of 2009. Shawna will update the comprehensive ITS Midwest calendar and send it to Dave Henkel.

- 4) 2009 Committees: John Benda will finalize the new committees and chairpersons.
- 5) 2009 Budget: Ken Glassman distributed the proposed 2009 budget prior to the meeting. Several amendments were made to the budget as distributed. An updated 2009 budget is attached to these minutes.

*Gary Rylander moved to approve the 2009 budget as amended. Chuck Sikaras seconded the motion and the motion passed.*

- 6) Membership Development: The Board members need to make a concerted effort for member recruitment in 2009. Member Services will focus on outreach and promoting the services we currently offer to our members. Delinquent members need to be contacted and encouraged to pay their dues.

Chuck Sikaras offered to serve on a subcommittee for member recruitment.

It was suggested that we provide a new member spotlight in each edition of the newsletter and provide an article "Why ITS Midwest" which would encourage membership and participation.

- 7) Other Business: John Benda announced that he would like to go back to holding quarterly Board meetings. Please e-mail him the day of the week and time of day of your choice for upcoming Board meetings.
- 8) Next Board Meeting: TBD
- 9) Adjournment: Meeting was adjourned at 3:30 CDT.

Respectfully Submitted,  
{Electronic Copy}  
Shawna Ulicne  
Administrator

#### ATTACHMENTS:

Agenda  
2009 Proposed Budget (updated version)

**MEETING AGENDA**  
**ITS MIDWEST BOARD OF DIRECTORS**  
**Wednesday, December 17, 2008**  
**1:30 p.m. – 3:00 p.m. CST**  
**Illinois Tollway**  
**2700 Ogden Avenue, Downers Grove, IL 60515**

**Teleconference Participation is Available**

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1:30 – 1:35	1.	Self-Introductions and Approval of Agenda	All
1:35 - 1:40	2.	Approval of Minutes from October Board Meeting Review Action Items	K. George
1:40 – 2:00	3.	Report on Annual Meeting	D. Zavattero/All
2:00 – 2:30	4.	Presidents Report – Plans for 2009	J. Benda
2:30 – 2:45	4.	Standing Committees Discussion	
	a.	Finance	K. Glassman
	b.	Member Services	D. Love
	c.	Outreach	R. Elliott
	d.	Recognition	G. Anderson
	e.	Technical	G. Saylor
	f.	Meetings	J. Gray
	g.	Nominations	J. Crossfield
	h.	Communications	C. Sikaras
2:45 – 2:50	5.	Approval of 2009 Budget	
2:50 – 2:55	6.	Review New Action Items	K. George
2:55 – 3:00	7.	Calendar Discussion	J. Benda
	a.	Board Meeting Dates / Times	
	b.	Executive Meeting Dates / Times	
	c.	Other Events / Schedules 2009	
3:00	8.	Adjourn	

**ITS Midwest**  
**Financials January 1, 2008 thru December 17, 2008**  
**Proposed Budget FY 2009**

	<u>Proposed 2008</u>	<u>Actuals 2008</u>	<u>Proposed 2009</u>
<b>Revenues</b>			
Interest Earned	\$ 150.00	\$ 35.90	\$500.00
2008 Membership Dues	\$ 25,000.00	\$ 7,775.00	\$15,000.00
ITSA Rebates	\$ 1,600.00	\$ 1,600.00	\$1,600.00
ITS Midwest Annual Spring Meeting	\$ 25,000.00		
ITS Midwest Annual Fall Meeting Registration	\$ 4,500.00	\$ 6,165.00	\$6,000.00
ITS Midwest Annual Fall Meeting Exhibitor		\$ 4,900.00	\$4,500.00
ITS Midwest Annual Fall Meeting Sponsor		\$ 4,500.00	<u>\$ 4,500.00</u>
Total Revenues	<u>\$ 56,250.00</u>	<u>\$ 24,975.90</u>	<u>\$32,100.00</u>
<b>Expenses</b>			
Annual Meeting	\$ 24,000.00	\$ 7,477.35	
Annual Fall Meeting	\$ 4,500.00		\$12,000.00
Board Meeting and Meeting Support	\$ 1,000.00	\$ 1,077.08	\$1,000.00
Administrative Assistance	\$ 14,000.00	\$ 13,299.96	\$10,000.00
Officer Travel	\$ 1,500.00	\$ 1,500.00	\$1,500.00
Newsletters			
Printing	\$ 2,500.00	\$ 1,997.00	\$2,000.00
Postage & Mailings	\$ 1,000.00		
Website Maintenance	\$ 5,500.00	\$ 7,609.14	\$5,500.00
On-Line records membership system	\$ 4,000.00	\$ 598.00	\$1,000.00
Membership Mailings	\$ 500.00		
Outreach			
State Outreach			
Illinois DOT	\$ 1,000.00	\$ 410.00	\$1,000.00
Indiana DOT	\$ 1,000.00	\$ 620.12	\$1,000.00
Ohio DOT	\$ 1,000.00	\$ 410.00	\$1,000.00
Kentucky DOT	\$ 1,000.00	\$ 410.00	\$1,000.00
Promotions			
Kiosk ITS World Congress	\$ 7,500.00	\$ 7,500.00	
Video World Congress	\$ 5,000.00		
Chapter Recognition Awards	\$ 500.00	\$ 1,336.39	\$800.00
Legislative	\$ 1,500.00		\$1,000.00
Sponsorships			
Conference and Training Support	\$ 7,000.00		\$5,000.00
Educational Support/Outreach			
Scholarships	\$ 2,000.00		\$2,000.00
Special Projects			
Internship			
Business Cards			
Insurance and Fees	\$ 1,600.00	\$ 1,455.00	\$1,600.00
Affiliation Fees	\$ 250.00	\$ 260.00	\$275.00

Miscellaneous	<u>\$ 500.00</u>	<u>\$ 65.36</u>	<u>\$500.00</u>
Total Expenses	<u>\$ 88,350.00</u>	<u>\$ 46,025.40</u>	<u>\$48,175.00</u>
Net Gain/(Loss)	<u>\$(32,100.00)</u>	<u>\$ (21,049.50)</u>	<u>(\$16,075.00)</u>

Balances

Checking Account ending Dec 17, 2008	\$ 42,709.76
Outstanding Checks Ending August 12, 2008	
Savings Account ending Dec. 17, 2008	<u>\$ 10,003.64</u>
Total Assets as of December 17, 2008	<u>\$ 52,713.40</u>