



MEETING MINUTES
EXECUTIVE COMMITTEE
Wednesday, September 19, 2007
1:30 – 3:15 p.m.
Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

Board Members in Attendance:

John Benda, President (Illinois Tollway)
David Zavertero, Vice President – Illinois (Chicago OEMC)
Meggan Simpson, Vice President – Indiana (InDOT)
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 (Jacobs)
Shawna Ulicne, Administrator for ITS Midwest

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 (ITSMW) Executive Board was present, either in person or by teleconference.
- 2) Approval of Meeting Minutes: President Benda tabled the approval until the next meeting. He would like all comments to be sent to Secretary George.
- 3) Approval of November 2, 2007 Fall Event:
An overview of the agenda for the fall event was discussed and a final agenda was agreed upon by the Committee. A copy of that agenda is attached.

Shawna will work a paragraph about Scott Belcher into the wording in the welcome page for the event invitation. She will also add wording to the last page to give attendees the option of registering online.

The registration fees that were agreed upon by the Committee are as follows: Pre-Registration for Members: \$40.00; Pre-Registration for Non-Members: \$50.00; On-Site Registration for Members: \$50.00; On-Site Registration for Non-Members: \$60.00; Students: \$10.00

Chris H. is keeping the master list of speakers and has agreed to set up a conference call with all the volunteers to finalize plans.

It was agreed that the Executive Committee approve the agenda and invitation to the Fall Event subject to all changes discussed. Any changes and comments should be sent to Shawna U. by 12:00 PM EDT September 20, 2007. Shawna U. will contact Tom Ewing to have the announcement and invitation posted to the webpage.

Secretary George will send the award for Tom to Ken G.

David requested an allowance to help to offset travel expenses for those interested in attending the fall event but may face travel restrictions. The organization allows for "state outreach allowances" where each Vice President is allocated \$1,000.00 to spend on furthering the interest of the organization.

Shawna U. will check with the hotel about offering teleconferencing for the Board Meeting to be held on November 1, 2007; extending the room block to October 9, 2007; having internet access during the presentations (Tom Ewing's presentation). President Benda gave Shawna U. the approval to arrange for these two items with the Radisson as long as the charges are reasonable.

Shawna U. also provided a list of expenses relating to the meeting:

Hotel banquet room: \$275.00

Food for Breakfast/Lunch/Breaks: \$2,400.00 (\$29.95/person x 80)

Travel Expenses for Speaker: \$500.00

Chris H. signed the contract for the fall event and sent it to the Radisson.

Gary R. motioned that the Vice President from Ohio have the authorization to enter into a contract with the Radisson regarding the logistics for the November 2, 2007 fall event. David Z..seconded the motion. The motion passed unanimously.

Ken G. has sent a deposit to the Radisson in the amount of \$750.00 which is 25% of the total estimated charges for the hotel's portion of the meeting.

Gary R. motioned that the Executive Committee approve the meeting agenda, acknowledge that Ken G. sent the deposit of \$750.00 to the Radisson and approve the reimbursement of expenses for our guest speaker. Ken G. seconded and the motion unanimously passed.

President Benda suggested that the Board of Directors vote on a motion creating a policy that Vice Presidents are authorized to enter into a contract regarding special events with the approval of the President. President Benda will add this item to the agenda for the next Board meeting.

4) Committee Memberships:

President Benda would like all Executive Committee members to look at the strategic plan. Changes need to be made this fall. He has asked for Jeff Hochmuth's assistance but is looking for suggestions from the Executive Committee for anyone that would be a good fit for the committees. The Meetings and Outreach Committees are the two most critical and the organization needs to find someone that is willing to spend the time these committees will require.

President Benda would like to have a committee structure in place so that the changes can be made to the strategic plan and distributed at the November 2 meeting.

5) 2008 Budget:

Treasurer Ken G. distributed the 2008 proposed budget prior to the meeting. He requested that the Executive Committee look at the proposed budget and send him comments.

Ken G. also informed the committee that he transferred \$10,000.00 from the checking account to a 10 month CD earning 4.8% interest.

It was commented on that more attention and funds should be directed to the scholarship portion of the budget and it may be beneficial to rename the category "educational benefits or educational support" and scholarships could become a subcategory. President Benda suggested that it may require a year round dynamic committee that can approve expenditures as they occur.

Ken G. projects that \$25,000 will be collected in membership dues in 2008. This is due to the merger of the state chapters, anticipating 100 organizations to register.

President Benda suggests that the Board of Directors vote on a motion to set the membership dues at \$250.00 for 2008. He will put this on the agenda for the next Board meeting.

It was decided that there needs to be two meeting categories reflected in the 2008 budget. There needs to be differentiation between the annual meeting and special meetings such as the fall event. Ken G. agreed to add the expense of the 2007 fall event to the budget.

6) Discussion of Administrative Aide's Contract:

President Benda tabled this item until the approval of the 2008 budget. Shawna U's contract has been approved through the end of 2007.

Shawna U. requested that the organization cover her travel expenses to the fall event.

David Z. motioned that the organization cover Shawna U's travel expenses to the fall event. Scott E. seconded the motion. The motion passed unanimously.

7) Next Executive Committee Meeting:

October 22, 2007 at 1:30 pm CDT. Committee appointments and the 2008 budget will be the focus of this meeting.

President Benda suggested a full Board Meeting be held on November 1, 2007 at 6:00 pm

8) Meeting Adjourned:

The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,
{Electronic Copy}
Shawna Ulicne
Administrator

ATTACHMENTS FOLLOW

- Agenda
- 2008 Projected ITS Midwest Budget
- 2007 Fall Event Registration Form

ITS MIDWEST
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 19, 2007
1:30 P.M.

1. Review and Approval of past meeting minutes
2. Approval of November 2, 2007 Meeting
 - Approval of expenses
 - Approval of Registration Fee
 - Program
 - Award to Tom Ewing
 - New ITSA President / CEO (Scott Belcher)
3. Committee Membership
 - Need Recommendations from Board / Executive Committee
4. First Review of 2008 Budget
5. Proposed Contract for Administrative Services
 - Shawna Ulicne
6. Strategic Plan Update
7. New items / Open Discussion

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	\$44,850.00	\$ 17,089.30	\$52,526.12	\$ 75,850.00
Net Gain/(Loss)	<u>\$(20,050.00)</u>	<u>\$ (4,451.36)</u>	<u>\$ (13,221.60)</u>	<u>\$ (19,600.00)</u>



**2007 FALL MEETING
NOVEMBER 2, 2007**

“COMING TOGETHER”

**Radisson Cincinnati Riverfront Hotel
668 West Fifth Street
Covington, KY 41011**

We are pleased to announce the first meeting of the new ITS Midwest which will be held at the Radisson Cincinnati Riverfront Hotel located in Covington, Kentucky.

The new President and CEO of ITS America, Scott Belcher, will be joining us for our meeting. We are honored for the opportunity to hear from Scott and introduce him to our newly merged state chapter.

Plan on informative sessions in which we will present information and updates on the newly merged four state chapters, ITS activities from State DOT Representatives along with a status update on the Vehicle Infrastructure Integration (VII) Program from Gregory Krueger of the Michigan Department of Transportation.

This fall event will also feature a site tour of the Operations Control Center for the Advanced Regional Traffic Interactive Management & Information Systems (ARTIMIS), which provides incident, congestion, and freeway management for the Cincinnati and Northern Kentucky region.

Please join us. You may complete the enclosed registration form or use our on-line registration system at www.itsmidwest.com to reserve your place.

If you have any questions, please do not hesitate to contact our Administrative Aide, Shawna Ulicne at: sulicne@columbus.rr.com or 614-766-5338.

AGENDA

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|----------------------|---|
| 7:30– 8:30AM | Registration / Continental Breakfast |
| 8:30 – 8:45 | Welcome Remarks / Chris Hedden,
Vice President - Ohio |
| 8:45 – 9:15 | Getting Acquainted with the New ITS
Midwest / John Benda, President |
| 9:15 – 9:30 | Comments from Scott Belcher,
President & CEO, ITS America |
| 9:30 – 10:30 | State Updates on ITS Initiatives |
| 10:30 – 10:45 | Break |
| 10:45 – 11:45 | State Updates (Continued) |
| 11:45 – 12:45 | Lunch/Overview of ARTIMIS |
| 12:45 – 1:45 | VII - The Opportunities, the
Challenges

Greg Krueger, Statewide ITS
Program Manager, Michigan DOT |
| 2:00 – 4:00 | Tour of the ARTIMIS OCC |
| 4:00 | Adjournment |

E-MAIL / REGULAR MAIL
REGISTRATION FORM

Name: _____

Company Name:

Address: _____

City/State,
Zip: _____

Phone
Number: _____

E-Mail
Address: _____

Payment Method:
_____ Bill Me _____ Check Enclosed
(Check made payable
to ITS Midwest)

Please send completed forms to:

ITS Midwest
P.O. Box 224
Powell, OH 43065

ON-LINE REGISTRATION

Please visit our webpage: www.itsmidwest.org
Click on "events" to register.
Payments are accepted via Paypal.

REGISTRATION FEES

Advance Registration (prior to 10/26/07)

Member: \$40.00
Non-Member: \$50.00

On-site Registration

Member: \$50.00
Non-Member: \$60.00

Student: \$10.00

RECOMMENDED LODGING

Radisson Cincinnati Riverfront Hotel

668 West Fifth Street
Covington, KY 41011
www.radisson.com/covingtonky

METHOD OF RESERVATIONS

Reservations can be made by individuals by calling the Hotel directly at **859-491-1200** or Radisson reservations at **800-333-3333**. You must identify yourself as being with the ITS Midwest conference at the time the reservation is made in order to receive the special group rate. **The group rate of \$110.00 (plus tax) expires 10/9/07.**

AIRPORTS:

Cincinnati/Northern Kentucky International Airport (CVG)
www.cvgairport.com
11.7 Miles

Dayton International Airport (DAY)
www.daytonairport.com
66.7 Miles

DIRECTIONS

The Radisson Cincinnati Riverfront Hotel is located in Covington Kentucky just across the river from Cincinnati, Ohio. It is a full-service hotel and is within minutes of all the major attractions in the Cincinnati area, including the new Newport Aquarium at the Levee Shopping & Entertainment Complex. Among other places convenient to the Hotel Cincinnati are the Cincinnati Convention Center, Northern Kentucky Convention Center, Cincinnati Zoo, Cincinnati Museum Center, Turfway Park Racetrack, Kentucky Speedway and Historic Mainstrasse Village. Breathtaking views of downtown Cincinnati and sumptuous cuisine are featured at the Radisson Riverfront's award-winning Riverview Revolving Restaurant. Cocktails and stunning views can be enjoyed in the Hotel Cincinnati's elegant Lounge. The hotel has **complimentary parking and complimentary shuttle** transportation to and from Cincinnati Airport.

From I-75 southbound take Exit 192 (Fifth St.) and turn left at the end of the ramp. Go 1 block and hotel is on the left.

From I-75 northbound take Exit 192 and turn left at the light. Hotel entrance is ½ block on the left.

[Yahoo! Maps - 668 W 5TH ST, Covington, KY 41011, US](#)



