



**DRAFT MEETING MINUTES
BOARD OF DIRECTORS**

March 08, 2005

1:00pm-3:00pm

Federal Highway Administration – Olympia Fields, Illinois

Board Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zavattero, Vice President (Illinois DOT)
Mark Newland, Vice President (Indiana DOT)
Cindy Paulauskas, Secretary (NAVTEQ)
Ken Glassman, Treasurer (Illinois Tollway)
Jeff Hochmuth, Immediate Past President (Wilbur Smith)
Joseph Brahm (NET)
Thomas Ewing (Argonne National Laboratory)
Duanna Love (RTA)
Michele McGinn (HDR)
Austin Provost (MasTec)
Rick Weiland (Ygomi)

Others in Attendance:

Mac Lister (FHWA)
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 1:05 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. There were no changes to the agenda.
- 2 Approval of Minutes. The minutes of the December 14, 2004 ITSMW Board meeting were distributed in advance, and were not read at this meeting.
It was moved by Secretary Paulauskas and seconded by Michele McGinn to approve the minutes as submitted. The motion passed.
- 3 Review Action Items. Secretary Paulauskas 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 December 14, 2004 meeting minutes:
 - 13.1 Deferred to committee.
 - 13.2 No longer applicable.
 - 13.3 No longer applicable.
 - 13.4 Completed.
 - 13.5 Completed.
- 4 Recap of 2005 Annual Meeting in Indianapolis. President Rylander, Treasurer Glassman and Vice President Newland verbally presented the recap. It was agreed by all present that the meeting was a success.
 - 4.1.1. Bylaws amendment passed. At the Annual Meeting of the Members of ITSMW held on February 10, 2005, the members approved an amendment to the bylaws implementing a Chapter

reorganization recommended in the Strategic Direction Plan, which included the creation of additional standing committees

- 4.1.2. Elections results – Officers and Directors. **President:** Gary Rylander (Edwards and Kelcey), **Vice President (Illinois):** David Zattero (Illinois DOT), **Vice President (Indiana):** Mark Newland (Indiana DOT), **Secretary/President-Elect:** Cindy Paulauskas (NAVTEQ), **Treasurer:** Ken Glassman (Illinois Tollway), **Immediate Past President:** Jeff Hochmuth (Wilbur Smith), **Directors:** Joseph Brahm (NET); Darcy Bullock (Purdue); Tom Ewing (Argonne); Duana Love (RTA); Michelle McGinn (HDR); Austin Provost (MasTec); Rick Weiland (Ygomi)
- 4.1.3. Meeting attendance and attendee feedback. 81 people checked in, including attendees and vendors. There were 4 MPOs as well as local contractors. 7 vendors became new ITSMW members, which was part of the registration. There was no negative feedback from the attendees, and the vendors provided very positive feedback. Everyone agreed the program was good.
- 4.1.4. Financial aspects. The event cost just over \$12,000, and the revenues to date are just over \$13,000. We are still waiting for one or two additional checks. We will have made a profit just over \$1,000 when all the checks are cleared. The only issue was planning for the reception. Everyone agrees that the reception was valuable, but we overestimated the food by at least half. Ideas were discussed on how to reduce the uncertainty in estimating reception attendance, such as charging a token incremental registration fee.
- 4.1.5. Online registration. The online registration test seemed to be a success. It was noted that online registration is only expensive if we accept online payment. It was additionally noted that once we pay for the capability, we could use it for multiple events and activities and spread the cost across them.

It was agreed that this topic would be referred to the Member Services, Meeting and Publicity Committees.

5. Executive Committee Report. President Rylander verbally presented the report.

- 5.1. Smartways Wisconsin. The new chapter is official, and the first annual meeting will be March 22-23 in Madison, Wisconsin. The email vote about ITSMW sponsoring the event was sent to the board and passed, and the check has been sent.
- 5.2. Strategic Directions Plan Implementation. At the Annual Meeting of the Members of ITSMW held on February 10, 2005, the members approved an amendment to the bylaws implementing a Chapter reorganization recommended in the Strategic Direction Plan, which included the creation of additional standing committees.
 - 5.2.1. President Rylander introduced a resolution, which is appended to these minutes, establishing the new committees and operating procedures. There was discussion about the resolution, including the following amendments: Changing the last bullet to indicate that the committees will provide written reports “as necessary” to the board; adding a new bullet indicating that each committee, as well as the board itself, will have individual email groups.

It was moved by Ken Glassman and seconded by Duana Love to approve the resolution as amended. The motion passed.
 - 5.2.2. President Rylander provided a preliminary, incomplete list of committee co-chair appointments, which is appended to these minutes, with the assigned Board member and non-Board members who have agreed to serve a co-chair. Keeping in mind the goals of increasing member services and membership, as well as making the committees active bodies, the board is encouraged to recommend additional co-chairs and committee members to President Rylander. It was agreed that non-members could be members of committees with the goal that they would shortly become ITSMW members. It was agreed that the Secretary should serve on the Member Services and Finance Committees, and the Treasurer should serve on the Member Services Committee, as ex-officio members.

5.2.3. President Rylander emphasized that the goal is to have the bulk of the discussion and decision-making done at the committee levels, and to only involve the Board on policy matters, key decisions and status updates. The first task for each committee will be to develop its goals, roles and responsibilities and present them at the June board meeting. The committee co-chairs are responsible for providing Secretary Paulauskas with the committee membership roster. The committee co-chairs are responsible for providing Immediate Past President Hochmuth with the meeting schedules and agendas for coordination and distribution to the entire Board.

5.3. Co-sponsorship with ITE of training/seminars. President Rylander is working with ITE Illinois Section Technical Director Matt Letourneau in developing workshop co-sponsorship ideas. VP Newland is in discussion with Jay Wasson about possible interest from ITE Indiana Section. Duana Love noted that CDOT and NTI also have co-sponsorship opportunities. Mac Lister discussed FHWA opportunities as well.

It was agreed that this topic would be referred to the Training Committee.

5.4. ITS America Annual Meeting. President Rylander and several other board members will be attending the meeting, which is May 2-4 in Phoenix, Arizona. It was agreed that the Chapter Strengthening Workshop on May 1st is valuable, and Board members are encouraged to attend it. There is an opportunity at the ITSA booth for chapters to display materials.

It was agreed that ITSMW displays at the annual meeting would be referred to the Publicity Committee.

5.5. State Chapters Council. President Rylander is the designated liaison for ITSMW. Secretary Paulauskas, and Immediate Past President Hochmuth, will serve as alternates to the SCC. The SCC will meet during ITS America Annual Meeting in May and President Rylander will attend on behalf of ITSMW. In September, there will be a Business Leadership Council Outreach workshop in Washington, D.C.

5.6. Possible additional meeting(s) during the year. President Rylander introduced the idea of hosting one or more additional membership meetings throughout the year. Ideas discussed included another meeting held in September or October with a similar format to the annual meeting, as well as lunchtime speakers throughout the year, and possible co-sponsorship of meetings with other organizations.

It was agreed that this topic would be referred to the Meeting Committee

5.7. Possible redesign of chapter logo. President Rylander introduced the idea of redesigning the chapter logo. The three stars on the logo represent the original three states that were members, and now that Wisconsin is no longer a member, we may want to change the logo.

It was agreed that this topic would be referred to the Publicity Committee.

5.8. Set Future Meeting Dates. The next meeting of the Executive Committee will be May 12, 2005 at 9:00 am at Edwards and Kelcey.

It was moved by David Zavattero and seconded by Mark Newland to accept the Executive Committee Report. The motion passed.

6. Finance Committee Report. Treasurer Ken Glassman reviewed the distributed Adopted 2005 Budget, as well as the Financial Statement for January 1-March 6, 2005, which are appended to these minutes. . There was discussion about whether or how to reflect the new committee structure in the budget. Treasurer Glassman noted that he has incorrect addresses for 6-10 members.

It was agreed that the topics of member coordination with ITS America and correct member addresses would be referred to the Member Services Committee.

It was agreed that the topic of budget repackaging would be referred to the Executive and Finance Committees.

It was moved by David Zavattero and seconded by Mark Newland to accept the Finance Committee Report. The motion passed.

7. Other Committee Reports. President Rylander noted that in the future, as the new committees begin their work, there will be Committee Reports from all of the committees.
8. New Action Item Review. Secretary Paulauskas reviewed the action items resulting from this meeting, and items carried over from previous meetings that have not been completed, as follows:
 - 8.1. Michelle McGinn will arrange email groups for each of the standing committees as well as the Board on GCM Communicator, as links for the ITSMW website.
 - 8.2. President Rylander will distribute the complete list of committee co-chairs to the Board.
 - 8.3. Michelle McGinn will make sure the ITSMW website has the committee co-chairs' contact information.
 - 8.4. Immediate Past President Hochmuth will work with Michelle McGinn and Tom Ewing on developing a flier for inclusion in the April newsletter with the goal of soliciting committee members. The flier will include the list of committees, with each one's charge and co-chairs.
 - 8.5. President Rylander will email the committee flier to the membership in addition to its inclusion in the newsletter.
 - 8.6. Immediate Past President Hochmuth will work with Michelle McGinn and Tom Ewing on developing an article for the summer newsletter with the full committee structure, goals and members.
 - 8.7. Treasurer Glassman will add an option on the chapter membership invoice to indicate that the member is an ITS America member who has elected ITSMW as a free chapter.
 - 8.8. Treasurer Glassman will distribute the updated Adopted Budget to the board.
 - 8.9. President Rylander will work with Mac Lister in including 30 minutes on the agenda of the June meeting for an overview of reauthorization.
9. Overview of USDOT ITS Activities. Mac Lister distributed a report at the meeting, which is appended to the minutes.
10. Announcements.
 - 10.1. Overview of Indiana ITS Activities. Vice President Newland verbally presented the report. INDOT is reorganizing into a coordinated statewide ITS office, and relocating to the Indianapolis TMC. INDOT will be completing a draft of their statewide ITS Strategic Plan by mid-March and hopes to have this adopted by April or May. INDOT plans to send their statewide architecture to USDOT by 3/11. INDOT has been working with the MPOs on helping them get their respective regional ITS Architectures completed and sent to the FHWA by the April 8 deadline.

10.2. Overview of Illinois ITS Activities. Vice President DeCabooter verbally presented the report. The Illinois statewide ITS plan is available on www.ILITS.org, and is the foundation for the statewide architecture as well as the six separate regional architectures. Duana Love noted that the RTA and CATS strategic deployment plans are being modified in coordination with the regional architecture, and are available at www.catsmpo.com.

10.3. Other Member Announcements. Duana Love advised the Board that her maternity leave is scheduled to begin by the next meeting, and that Gerry Tumbali, Manager Engineering & Technology for the RTA, will be her alternate on the Board in her absence. Gerry's contact info: 312-913-3251 phone; 312-913-3206 fax; tumbalig@rtachicago.org.

11. Set Future Meeting Dates. The next meeting of the ITSMW Board will be June 14, 2005 at 12:00 pm at Pace in Bridgeview.

12. Adjourn. The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Cindy Paulauskas
Secretary

Attachments

ATTACHMENTS FOLLOW

- Agenda
- Resolution of the Board of Directors (Amended)
- Memorandum re: 2005-2006 Committee Co-Chair Appointments
- ITS Midwest Adopted Budget to Actual Comparison
- ITS Midwest Financial Statement for the Period January 1, 2005 to March 6, 2005
- Summary of USDOT Activities

MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS

Tuesday, March 8, 2005

1:00 - 3:00 p.m.

Federal Highway Administration
19900 Governors Drive, Suite 301, Olympia Fields, Illinois
Teleconference Numbers: 1-800-289-5126 Passcode: 596504

1:00 – 1:05	1. Self-introductions and Approval of Agenda	All
1:05 – 1:10	2. Approval of Minutes from Previous Board Meeting	C. Paulauskas
1:10 – 1:15	3. Review Action Items from Previous Board Meeting	C. Paulauskas
1:15 – 1:30	4. Recap of 2005 Annual Meeting in Indianapolis A. Bylaws amendment passed B. Election results – Officers and Directors C. Meeting attendance and attendee feedback D. Financial aspects E. Online registration results	G. Rylander M. Newland
1:30 – 2:00	5. Executive Committee Report A. Smartways Wisconsin state chapter; annual meeting sponsorship by ITSMW B. Strategic Directions Plan Implementation B.1. Resolution establishing committees and procedures B.2. Appointment of committee co-chairs B.3. Committee goals, roles and responsibilities C. Co-sponsorship with ITE of training/seminars D. ITS America annual meeting – Phoenix E. State Chapters Council update, designate alternates F. Possible additional meeting(s) during the year G. Possible redesign of chapter logo H. Next meeting – May 11 or 12 proposed	G. Rylander J. Hochmuth
2:00 – 2:10	BREAK	
2:10 – 2:20	6. Finance Committee Report A. Year-to-date budget status B. Membership totals / dues payments	K. Glassman
2:20 – 2:35	7. Committee Reports A. Meetings B. Member Services C. Outreach D. Publicity E. Recognition F. Technical G. Training	J. Hochmuth Committee Chairs
2:35 – 2:40	8. Review New Action Items	C. Paulauskas
2:40 – 2:45	9. Overview of US DOT ITS Activities	M. Lister

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| 2:45 – 2:55 | 10. State Vice President Reports and Member Announcements | D. Zavattonero
M. Newland
All |
| 2:55 – 3:00 | 11. Set Future Regular Meeting Dates
A. Board Meeting – June 8, 9, 14 or 15 proposed
B. Board Meeting – September | G. Rylander |
| 3:00 | 12. Adjourn | |
| | 13. Executive Session (Board members only) – if needed | G. Rylander |

ITS MIDWEST
The Intelligent Transportation Society of the Midwest
The Regional Chapter of ITS America for the States of
Illinois and Indiana



RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, at a special meeting held on November 1, 2004, the Board of Directors adopted a Strategic Directions Plan for the Chapter, and

WHEREAS, at the Annual Meeting of the Members held on February 10, 2005, the members approved an amendment to the Bylaws implementing a Chapter reorganization recommended in the Strategic Directions Plan, which included the creation of additional standing committees, and

WHEREAS, Article VI of the Bylaws specifies that, in addition to the Executive Committee and Nominations Committee defined in the Bylaws, other standing committees may be established by action of the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby establishes the following standing committees:

- Meetings Committee
- Member Services Committee
- Outreach Committee
- Publicity Committee
- Recognition Committee
- Technical Committee
- Training Committee

BE IT FURTHER RESOLVED that each committee shall establish its goals and develop a list of action items and responsibilities, subject to approval by the Board, consistent with the Strategic Directions Plan, the Bylaws and this Resolution.

BE IT STILL FURTHER RESOLVED that the Board hereby adopts the following policies and guidelines for committee activities and operations, in addition to those specified in the Bylaws:

- The President shall appoint committee chairs (and co-chairs) within 30 days after the Annual Meeting of the Members, except for the Nominations Committee.
- The President shall appoint the Nominations Committee not less than four months prior to the date of the next Annual Meeting of the Members.
- Standing committees should meet a minimum of four times per year and shall provide advance notice of each committee meeting, including distributing a preliminary meeting agenda to the Board in advance.
- Committee business may be conducted in person, by email, and via teleconference using the Chapter's toll-free teleconference number as needed.

- Email groups established on the GCM Communicator website for each committee should be used to facilitate committee business and email communications.
- Written minutes shall be prepared for each committee meeting and should be transmitted to the Executive Committee within 30 days of the meeting.
- A written report that includes all recommendations requiring Board action shall be provided for each regular (quarterly) Board meeting, as appropriate. The report should be distributed to the entire Board a minimum of one week prior to the Board meeting. The Committee Chair (or one of the co-chairs) should verbally summarize the report at the Board meeting.

Adopted this 8th day of March, 2005.

Attest: _____
Cindy Paulauskas, Secretary

Gary F. Rylander, President

ITS MIDWEST
The Intelligent Transportation Society of the Midwest
The Regional Chapter of ITS America for the States of
Illinois and Indiana



MEMORANDUM

DATE: March 8, 2005
TO: Board of Directors
FROM: Gary Rylander, President
SUBJECT: **2005-2006 COMMITTEE CO-CHAIR APPOINTMENTS**

Here is an initial, incomplete list of appointments for Standing Committee co-chairs for the next year. The remaining non-Board member co-chairs will be appointed within the next two weeks.

<u>COMMITTEE</u>	<u>DIRECTOR</u>	<u>NON-BOARD MEMBER</u>
Meetings	Duana Love	Meggan Simpson (INDOT)
Member Services	Austin Provost	
Outreach	Michelle McGinn	
Publicity	Tom Ewing	
Recognition	Rick Weiland	
Technical	Joseph Brahm	
Training	Darcy Bullock	Chad Hammerl (EK)

The Nominations Committee will be appointed in August or September, at least four months prior to the date of the 2006 Annual Meeting of the Members.

The Executive and Finance Committees are chaired by the President and Treasurer, respectively, as specified in the Bylaws.

DRAFT MEETING MINUTES for March 8, 2005
ITS MIDWEST BOARD OF DIRECTORS

ITS MIDWEST ADOPTED BUDGET AS OF: December 14, 2004						
	Actual 2002	Actual 2003	Proposed 2004	Actual 2004	Proposed 2005	
Revenues						
Membership Dues	\$ 11,420.00	\$ 8,082.50	\$ 5,300.00	\$ 6,930.00	\$ 4,500.00	just a guess
Interest Earned	\$ 2,242.30	\$ 257.73	\$ 500.00	\$ 233.96	\$ 250.00	
Other Income				\$ 15,983.51		
Annual Meeting Revenues	\$ 9,620.00	\$ 17,010.00	\$ 16,000.00	\$ 17,000.00	\$ 16,000.00	
Total Revenues	\$ 23,282.30	\$ 25,350.23	\$ 21,800.00	\$ 40,147.47	\$ 20,750.00	
Expenses						
Annual Meeting	\$ 7,025.16	\$ 7,533.54	\$ 9,000.00	\$ 18,777.68	\$ 12,000.00	
Board Meeting and Meeting Support	\$ 664.13	\$ 304.06	\$ 1,200.00	\$ 592.31	\$ 1,000.00	
Officer Travel	\$ -	\$ 1,620.70	\$ 2,000.00	\$ 963.41	\$ 1,500.00	
Newsletters						
Printing	\$ 3,483.75	\$ 1,506.00	\$ -	\$ 1,605.00	\$ 1,500.00	
Assoc. Expenss	\$ -	\$ 37.75	\$ -	\$ -	\$ -	
Website Maintenance	\$ -	\$ 2,025.00	\$ 2,500.00	\$ 60.00	\$ 2,500.00	
Membership Mailings	\$ -	\$ -	\$ 800.00	\$ 148.07	\$ 800.00	
Outreach						
State Outreach	\$ 1,990.66					
Illinois DOT		\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	
Indiana DOT		\$ 1,000.00	\$ 1,000.00	\$ 995.25	\$ 1,000.00	
Wisconsin DOT		\$ 1,000.00	\$ -		\$ -	
Promotions	\$ -	\$ -	\$ 1,500.00	\$ 300.00	\$ 1,500.00	
Chapter Recognition Awards	\$ 2,950.00	\$ -	\$ -	\$ 110.15	\$ 120.00	
Legislative	\$ -	\$ -	\$ 1,500.00		\$ 1,500.00	
Sponsorships	\$ -	\$ 500.00	\$ -		\$ 2,000.00	
Conference and Training Support	\$ -	\$ 5,143.07	\$ 6,000.00	\$ 5,457.22	\$ 4,000.00	
Student Outreach						
Scholarships	\$ -	\$ -	\$ 2,000.00		\$ 2,000.00	
Special Projects						
Internship	\$ -	\$ -	\$ 3,000.00			
Business Cards	\$ -	\$ -	\$ 750.00		\$ 750.00	
Insurance and Fees	\$ -	\$ 1,550.00	\$ 1,700.00	\$ 1,065.00	\$ 1,500.00	
Affiliation Fees	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	
Misc.	\$ -	\$ -	\$ 500.00	\$ 24.50	\$ 500.00	
Total Expenses	\$ 16,363.70	\$ 23,470.12	\$ 34,700.00	\$ 30,348.59	\$ 35,420.00	
Net Asset Gain/(Loss)	\$ 6,918.60	\$ 1,880.11	\$ (12,900.00)	\$ 9,798.88	\$ (14,670.00)	
5 year Projected Asset Gain/(Loss)			\$ (64,500.00)		\$ (73,350.00)	
Current Assets			\$ 98,500.00	\$ 102,148.10	\$ 102,148.10	
Projected 5 Year Balance			\$ 34,000.00		\$ 28,798.10	

ITS Midwest Financial Statement for the Period January 1, 2005 to March 6, 2005
[ken will send 3/15]

Summary of USDOT Activities
ITS-MW Board Meeting
March 8, 2005

National ITS Architecture

Training and Technical Assistance Program available through Division Offices
Version 5.0 of the NA of Version 3.0 of the Turbo Architecture software were released in 2004. Both have significant upgrades.

Continued support for Regional Architecture developments is available thru the FHWA Resource Center. Support has been given to three Illinois workshop meetings. Deadline for Regional Architecture development is April 8, 2005. After that date ITS projects seeking funding must be reflected in a Regional Architecture.

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. Deployment in Sacramento, CA in the last month makes 24 deployments nationally. National Coalition Working Group will meet in Austin, Texas in April, 2005. Responses to FCC were solicited from implementing states on value of 511 service. Illinois responded and sent letter to FCC. Current information available at www.deploy511.org. National conference will be planned for 2005.

Training Courses

Improving Highway Safety with ITS workshop now available through the Resource Center. Workshop is being developed into an NHI Course for delivery second quarter of 2005.

Several ITS courses are available from NHI.

NHI Course in Turbo Architecture software being modified into a 2 day course to accommodate features available in Version 3.0 of the software.. Pilot for this updated course was held in Springfield, IL October 19-20, 2004.

Courses on Incident Management, Work zones, Systems Engineering and the National Architecture can be considered for Operations Support Funding thru the FHWA Division Offices.

Reauthorization

Nothing new to report.

DOT has reorganized creating new administration called RITA (Research and Innovative Technology Administration). The new Administration will include the ITS Joint Program Office. It joins other modally oriented Administrations such as FHWA, FTA, FAA, FMCSA and FRA reporting to the DOT Secretary.