MEETING MINUTES
BOARD OF DIRECTORS
Wednesday, March 18, 2009
1:30 – 3:30 p.m.
Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

Board Members in Attendance:
John Benda, President (Illinois Tollway)
Austin Provost, Vice President, Illinois (Meade Electric)
Meggan Simpson, Vice President, Indiana (InDOT)
Scott Evans, Vice President, Kentucky (Northrop Grumman)
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 (AECOM)
Jennifer Walton, Director/ Kentucky (University of KY Transportation Center)
Jeff Bibb, Director/ Kentucky (Kentucky Transportation Cabinet)
Rahim Benekohal, Director/ Illinois (University of Illinois)
David Henkel, Director/ Indiana (RW Armstrong)

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) **Meeting Minutes to Be Approved:** Meeting Minutes from the following Board Meetings were distributed to the Board members for review and comment prior to the meeting: August 13, 2008; October 15, 2008; October 29, 2008 and December 17, 2008. Changes were submitted to Shawna and she has incorporated the changes into the final minutes. Shawna is to send the approved minutes to Tom Ewing for posting on the website.

*Scott Evans motioned that the Board approve all meeting minutes discussed above along with the incorporated comments. Gary Rylander seconded the motion and the motion carried.*
3) Review of Action Items: President Benda reviewed the list of action items from the December Board Meeting:

1) DONE
2) John Gray will put together a template of annual meeting tasks/planning related items and forward them to Dave Henkel. John Gray will work on this and send to Dave ASAP.
3) a) Shawna and John Benda will draft an e-mail questionnaire to be distributed to the membership soliciting suggestions for the annual meeting.
   b) Shawna will forward the 2008 annual meeting questionnaires to Meggan Simpson or Dave Henkel.
4) DONE
5) DONE
6) DONE
7) DONE
8) John Benda will work on finalizing the new committees and their chairs.
9) DONE

4) Executive Committee Report: John Benda reported that the Executive Committee met in February. The main item John wanted to share with the Board from the Executive Committee Meeting was regarding the Kentucky Lifesavers Conference.

Scott Evans will represent ITS Midwest. ITS Midwest will occupy part of the Kentucky Transportation Cabinet’s booth and will have access to a screen to showcase the ITS Midwest slideshow. He would also like to distribute the most current newsletter. Chuck Sikaras will send Scott Lee an e-mail requesting he send the most current version of the slideshow to Scott Evans for use in the booth. John Benda will forward the ITS Midwest banner, and items left over from the Midwest Truckers Show. Chuck Sikaras said there should be a new newsletter prior to the April Lifesavers Meeting and will send copies to Scott Evans.

ITS participated in the Midwest Truckers Assn. Conference. February 5-7, 2009. There was a joint display involving ITS Midwest, Illinois Tollway and Gateway Traveler Information System. All three programs and initiatives were promoted. Telephone numbers and web sites were distributed to access traveler information within the entire Midwest Area (Michigan, Wisconsin, Indiana, Illinois). Thank you to Chuck Sikaras and his staff – they put everything together.

Ken Glassman added that there was a lot of foot traffic and interest in ITS. All of the handouts were well accepted.

It was questioned whether ITS Midwest was in support of the 2016 Olympic Bid in Chicago. This decision regarding the site for the 2016 Olympics is expected sometime this year. ITS Midwest should send a letter of support.

5) Reports of Standing Committees:

a) Finance Committee: Ken Glassman distributed the year to date financial information prior to the Board meeting. Ken reported that the transition from US Bank to 5/3 Bank is
finally complete. He reported annual revenue to date of: $4,300.00. He has received membership dues from 20 organizations and Shawna has distributed 35 reminder notices to those that have not yet paid.

Ken and Shawna will work on getting a current list of members posted to the ITS Midwest webpage as well as submitted to Chuck Sikaras for use in the next newsletter.

b) Member Services: No report. President Benda stated that Membership information should be updated on a monthly basis. He encourages all members to promote membership.

c) Outreach: Ryan Elliott reported that the committee is working toward putting together a policy for items that will be included in the website. They will have a policy to present to the Board for their review in the near future. They are also working on possibly hosting a webpage where all templates for meetings, etc. can be held and accessed by various committees for planning purposes. They would also like to see user log-ins for the website where members can update personal or business information and submit dues payments online.

d) Recognition: Ray Benekohal would like to recruit at least one person from each state to assist with this committee. John Benda will send the list of individuals that he has slated for the committee.

e) Technical/Training: No report

f) Meetings: Meggan Simpson shared that the committee has been working hard on securing a venue for the 2009 Annual Meeting. She distributed an e-mail to the Board members prior to the meeting which outlined the revenue and expenses anticipated for the 2009 Annual Meeting.

They have decided on the Lucas Oil Stadium and the dates will be dependant on the Colts’ final schedule which will not be available until early April. They are tentatively looking at the first week of October, maybe the 7th and 8th. The second day will include a tour of the stadium in the afternoon. There is going to be a reception for attendees which will be held in the Quarterback Suite. Vendors will be in a separate area which can accommodate up to 20 vendors/exhibitors.

The expenses will be above the $12,000 budgeted amount so they are looking at a registration fee of approx $130 to break even. The Board members felt that this fee was reasonable and comparable to the registration fee for the 2008 Annual Meeting.

The give-away item will be a USB flash drive which will cost approx $30. Gary Rylander suggested seeing if any of the member organizations would be interested in sponsoring the give-away item. We could have their name printed on the flash drive along with the ITS Midwest name. Flash Drive is a good idea, but we need to look at what else may be available.

Shawna will work with Meggan to get a “save the date” announcement distributed to the membership as soon as possible.
g) Communications: Chuck Sikaras reported that the committee has a teleconference scheduled for March 19th. This call will be to finalize the articles that will appear in the next newsletter. The next newsletter will be printed by the beginning of April and will showcase a calendar of events which will include the upcoming events for April and May.

h) Nominations: No report.

6) **Reports and Announcements:** State Vice President Reports:

   a) Illinois: Austin Provost shared that there is an upcoming Chicago area training session- Light Brigade which has been posted to our website. Austin wanted to make sure that everyone has access to ITS Midwest membership applications when they are representing ITS Midwest at events. He suggests making them available to member organizations for their use in conducting outreach for ITS Midwest.

   b) Indiana: Meggan Simpson reported on the annual meeting noted earlier in the minutes.

   c) Kentucky: Scott Evans reported on the Lifesavers conference mentioned earlier in the minutes.

   d) Ohio: Chris Hedden shared that ITS Midwest has been invited by WTS Columbus to co-sponsor a luncheon in Columbus in the early April timeframe. More details are to come next week and Shawna will work with the WTS Columbus contact to finalize the plans. She will keep the Board up to date on the progress.

7) **Other Business:** John Benda shared that he has committed ITS Midwest to co-sponsor a training program with ACEC. This program will be entitled “Successful Deployment of ITS in Transportation Projects: and will be geared toward training Contractors. It would include – lessons learned, funding, etc.,

    Chuck will hold a place in the newsletter to at least put a tentative date and article regarding the Training.

8) **Next Board Meeting:** TBD

9) **Adjournment:** Meeting was adjourned at 4:00 CDT.

Respectfully Submitted,
{Electronic Copy}
Shawna Ulicne
Administrator

**ATTACHMENTS**

Agenda
To Do List
Financial Statement
MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS
Wednesday, March 18, 2009
1:30 p.m. – 3:00 p.m. CST
Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

Teleconference Participation is Available

1. Self-Introductions

2. Approval of Minutes from the October and December Board Meetings
   K. George
   Review Action Items
   See Attached

3. Executive Committee / President’s Report
   J. Benda

4. Reports of Standing Committees
   a. Finance
   K. Glassman
   b. Member Services
   Vacant
   c. Outreach
   R. Elliott
   d. Recognition
   R. Benekohal
   e. Technical / Training
   G. Saylor
   f. Meetings
   J. Gray
   g. Communications
   C. Sikaras
   h. Nominations
   Vacant

5. Report on Annual Meeting Plans
   M. Simpson
   a. Date / Location
   b. Arrangements

6. Reports and Announcements
   a. State Vice Presidents Reports
      Illinois - A. Provost
      Indiana - M. Simpson
      Kentucky - S. Evans
      Ohio - C. Hedden
   b. Member Announcements
      All

7. New Business

8. Review New Action Items
   K. George
9. **Future Board of Directors Meeting Dates**
   
   a. June 17, 2009  
   b. September 9, 2009  
   c. December 9, 2009

10. **Adjourn**

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**TO DO LIST**

The following list is the "to do" list following the Board Meeting on Wednesday December 22, 2008

> 1) Shawna/Ken/David Z will locate the business cards collected at the World Congress. Write a membership/outreach letter to those that left a card.
> 2) John Gray will put together a template / task list for annual meeting planning that future meeting organizer can use. He will e-mail this to David Henkel ASAP.
> 3) Shawna and John Benda to work on an e-mail questionnaire to e-mail to the entire membership to solicit suggestions for annual meeting topics or comments on how to improve the annual meeting. Shawna will forward comments taken from the 2008 Annual Meeting Questionnaire to David Henkel.
> 4) All Directors are asked to send their ideas to John Benda or Shawna on how to bolster attendance at the annual meeting or regional meetings.
> 5) Shawna to check into upcoming regional meetings (ITE, WTS, etc) to see if there is an opportunity to co-sponsor a meeting.
> 6) Any Directors that have knowledge of upcoming regional meetings in the September-November 2009 time frame, please e-mail these dates to Shawna.
> 7) Shawna and John Benda will work on creating a 2009 comprehensive ITS MW calendar for Board and Executive Committee Meetings.
> 8) John Benda will finalize the new committees and their Chairs.
> 9) Austin will work on distributing 2009 dues notices prior to January 1st.
> 10) Annual meeting committee to select venue for 2009 Annual meeting prior to the end of January.
### ITS Midwest

#### Financials January 1, 2009 thru March 18, 2009

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