



DRAFT MEETING MINUTES BOARD OF DIRECTORS

Wednesday, March 28, 2007

3:00 - 4:30 p.m.

Chicago Metropolitan Agency for Planning (CMAP)
233 S. Wacker Drive, suite 800 Chicago IL 60606

Board Members in Attendance:

John Benda, President (ISTHA)
David Zavattero, Vice President (Chicago DOT)
Karen George, Secretary (TransCore)
Ken Glassman, Treasurer (Jacobs)
Bob Jacko (Purdue University)
Joseph Brahm (Delcan)
Charles Sikaras (IDOT)
Austin Provost (Meade Electric Company)
Joe Ligas (Ligas Consulting)
Jeff Hockmuth (WSA)
Gary Rylander, Immediate Past President (Edwards and Kelcey)

Others in Attendance:

Tom Ewing (Argonne)
Duana Love (RTA)

Note: *Attendance by teleconference
is shown by italics*

- 1 Self-introductions and approval of the Agenda. President Benda called the meeting to order at 3:10 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 September 13, 2006 and December 13, 2006 Board Meetings were approved by the Board.

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 December 13, 2006 meeting minutes:

5.1	<i>Closed</i>
5.2	<i>Closed</i>
5.3	<i>Closed</i>
5.4	<i>Closed</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>Closed</i>
5.13	<i>Open.</i>

3. Executive Committee Report. President Benda presented the report verbally.
 - A. ITS Mid-America (Ohio and Kentucky) Merger Update. The bylaws were passed at the Annual Meeting allowing the merger to move forward. President Benda is to work with Chris Hedden to create a letter for ITS America. Future meeting logistics were discussed; webcasting was discussed as an option for future meetings. David Zavattero agreed to fund attendance at Mid-America meeting for President Benda through the Illinois ITSMW discretionary VP budget.
 - B. Nominations Committee for Special Election. President Benda stated that the Nominations Committee for special election will be made up of Gary Rylander and Dan Shamo. John Benda requested suggestions from the Board for other Nomination Committee possible candidates. Ballot options were discussed.
 - C. Next Executive Committee meeting. Early May, TBD.
 - D. Committee Appointments. Committees shall stand as they exist today.

4. Committee Reports.
 - A. Finance. The Financial Statement for January 1-December 31, 2006 was distributed in advance and is appended to these minutes. Treasurer Glassman reported that the revenues are approximately \$12,637. The expenses are approximately \$17,089. The Annual Meeting revenues and expenses were discussed.
 - B. Meetings. The list of attendees at the Annual Meeting can be found on the ITS Midwest website. There were 119 attendees, 13 sponsors, and 22 exhibitors (23 with ITS Midwest).
 - C. Member Services. Austin Provost presented the report on members verbally. The membership database structure is ready, and soon will be ready for Board review. The membership database needs to be moved from Excel to Access. In the next week or two, the dues notices for 2007-2008 need to be sent out. Some members have paid 2007-2008 dues already. Need member database from Mid-America.
 - D. Outreach. The Outreach Committee Report was reported by Tom Ewing verbally. 80% of the Annual Meeting attendees used a credit card to register on-line. The website will need to eventually move to a four-state website.
 - E. Recognition. Completed duties at Annual Meeting.
 - F. Technical. Co-chair Joseph Brahm reported that the committee helped with the agenda and program for the Annual Meeting. The newsletter publication date needs to be set.
 - G. Training. Bob Jacko discussed the importance of formalized training per state once the merger is finalized.

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. President Benda to work with Chris Hedden regarding merger letter.
 - 5.2. Committee Chairs to send reports to Secretary Karen for inclusion in minutes.
 - 5.3. Austin Provost to produce and send out dues notice to IL and IN members.
 - 5.4. Board to send input on future Committees to President Benda.
 - 5.5. Newsletter mail date needs to be scheduled.
 - 5.6. Technical committee to send presentations from Annual Meeting to Tom Ewing.

6. State Vice Presidents Reports
 - David Zavattero mentioned the Urban Partnerships Agreements due April 30, 2007 and asked Board to review any drafts that are developed.

7. Set Future Meeting Dates.
 - A. March Board Meeting –June 13, 2007 1 PM Central Location TBD
 - B. Executive Board Meeting – early May, TBD

8. Adjourn. The meeting was adjourned at 4:24PM.

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

Attachments

ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Financial Statement for the Period January 1- December 31, 2006

PRELIMINARY MEETING AGENDA
ITS MIDWEST BOARD OF DIRECTORS

Wednesday, March 28, 2007

3:00 - 4:30 P.M. DST

CMAP

Teleconference Participation is Available

3:00	1. Self-introductions and Approval of Agenda	All
3:00 – 3:05	2. Approval of Minutes from December Board Meeting	K. George
3:05 325	3. Executive Committee Report	J. Benda
	A. ITS Mid-America (Ohio and Kentucky) merger update Next steps	
	B. Nominations Committee for Special Election	
	C. Next Executive Committee meeting	
	D. Committee Appointments	
3:25 – 4:15	4. Reports of Standing Committees	J. Hochmuth and Committee
	A. Finance	Co-chairs
	B. Meetings	K. Glassman
	C. Member Services	M. Simpson/ D. Love/
	D. Outreach	A. Provost / D. Henkel
	E. Recognition	/T. Ewing
	F. Technical	C. Sikaras / F. Lendrum
	G. Training	J. Brahm / B. Burkhard B. Jacko / R. Syal
4:15 – 4:20	5. Review New Action Items	K. George
4:20 – 4:25	6. Reports and Announcements	
	A. State Vice President Reports	D. Zavattero and M. Cline
	B. Member Announcements	All
4::25 –4:30	7. Future Board of Directors Meeting Dates	J. Benda
	C. June 2007 Board Meeting	
4:30	8. Adjourn	
	9. Executive Session (Board members only) – if needed	J. Benda

ITS Midwest

Financial Statement for the Period January 1, 2006 to December 31, 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)

\$ (4,451.36)

Balances

Checking Account ending December 31, 2006	\$ 9,081.83	
Money Market ending December 31, 2006	<u>\$ 80,055.39</u>	
Total Assets as of December 31, 2006	<u>\$ 89,137.22</u>	

ITS Midwest
 Budget to Actual Comparison
 For Period Ending December 31, 2006
 Preliminary Proposed Budget FY2007

	Adopted <u>2006</u>	FY2006 <u>Actuals</u>	<u>Variance</u>	Proposed <u>2007</u>
Revenues				
Interest Earned	\$300.00	\$ 187.94	\$112.06	\$ 300.00
Other Income (ITS Mid America Fund Transfer)		\$ -		\$ 10,000.00
2005 Membership Dues				
2006 Membership Dues	\$9,500.00	\$ 1,350.00	\$8,150.00	\$ 12,000.00
ITSA Rebates		\$ 1,900.00	-\$1,900.00	\$ 3,000.00
ITS Midwest Annual Meeting	<u>\$15,000.00</u>	<u>\$ 9,200.00</u>	<u>\$5,800.00</u>	<u>\$ 27,000.00</u>
Total Revenues	<u>\$24,800.00</u>	<u>\$ 12,637.94</u>	<u>\$12,162.06</u>	<u>\$ 52,300.00</u>
Expenses				
Annual Meeting	\$12,000.00	\$ 7,479.51	\$4,520.49	\$ 29,000.00
Board Meeting and Meeting Support	\$1,000.00	\$ 749.88	\$250.12	\$ 6,000.00
Officer Travel	\$1,500.00		\$1,500.00	\$ 1,500.00
Newsletters				
Printing	\$5,500.00	\$ 2,963.02	\$2,536.98	\$ 5,500.00
Postage & Mailings	\$1,000.00	\$ 624.00	\$376.00	\$ 1,000.00
Website Maintenance	\$5,500.00	\$ 1,529.38	\$3,970.62	\$ 5,500.00
Membership Mailings	\$500.00		\$500.00	\$ 1,000.00
Outreach				
State Outreach				
Illinois DOT	\$1,000.00	\$ 137.50	\$862.50	\$ 1,000.00
Indiana DOT	\$1,000.00		\$1,000.00	\$ 1,000.00
Ohio DOT				\$ 1,000.00
Kentucky DOT				\$ 1,000.00
Promotions	\$2,000.00	\$ -	\$2,000.00	\$ 2,000.00
Chapter Recognition Awards	\$250.00	\$ 396.01	-\$146.01	\$ 500.00
Legislative	\$1,500.00		\$1,500.00	\$ 1,500.00
Sponsorships				
Conference and Training Support	\$7,000.00	\$ 1,500.00	\$5,500.00	\$ 7,000.00
Student Outreach				
Scholarships	\$2,000.00		\$2,000.00	\$ 2,000.00
Special Projects				
Internship				
Business Cards	\$750.00		\$750.00	\$ 500.00
Insurance and Fees	\$1,600.00	\$ 1,455.00	\$145.00	\$ 1,600.00
Affiliation Fees	\$250.00	\$ 250.00	\$0.00	\$ 250.00
Miscellaneous	<u>\$500.00</u>	<u>\$ 5.00</u>	<u>\$495.00</u>	<u>\$ 500.00</u>
Total Expenses	<u>\$44,850.00</u>	<u>\$ 17,089.30</u>	<u>\$27,760.70</u>	<u>\$ 69,350.00</u>
Net Gain/(Loss)	<u>\$ (20,050.00)</u>	<u>\$ (4,451.36)</u>	<u>-\$15,598.64</u>	<u>\$ (17,050.00)</u>