



**MEETING MINUTES
BOARD OF DIRECTORS**

April 23, 2002

Illinois DOT District 1 – Schaumburg, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zattero, Vice President (Illinois DOT ITS)
Mark Newland, Vice President (Indiana DOT ITS)
Phil DeCabooter, Vice President (Wisconsin DOT ITS) – by phone
Joe Ligas, Treasurer (Transportation Consultant)
Gary Rylander, Secretary (Edwards and Kelcey)
Mousa Abbasi (HNTB)
John Benda (Illinois State Toll Highway Authority)
Rahim Benekohal, Univ. of Illinois - Urbana-Champaign
Joseph Brahm (NET)
Alex Drakopoulos (Marquette University)
John Ellis (Chicago DOT)
Larry Henson (TransCore)
Ken Jonak (Illinois DOT District 1)
Kelly Langer (Wisconsin DOT District 2)
Connie Li (TranSmart Technologies)
Duana Love (for John DeLaurentis – RTA)
Rick Weiland (Weiland Consulting)

Others in Attendance:

Ken Glassman (ISTHA)
John Berg (FHWA – Wisconsin) – by phone
Chuck Sikaras (Illinois DOT ITS)

(Secretary's Note: Whenever committee reports and handouts are available, they are appended to these minutes. The body of the minutes will only include major points of discussion, updates and corrections to the attachments, and actions taken by the Board)

1. Introductions. The meeting was called to order by President Hochmuth at 2:35 p.m. A quorum of the Board of Directors (BOD) was present. Those in attendance introduced themselves.
2. Approval of the Agenda. The agenda was approved as distributed.
3. Approval of Last BOD Meeting Minutes. *It was moved by Rick Weiland and seconded by Larry Henson to approve as submitted the minutes of the January 29, 2002 ITS Midwest (ITSMW) Board of Directors meeting, which were not read at the meeting. The motion passed.*
4. Review Action Items. President Hochmuth reviewed the second list of bulleted items in the “New Action Item Review” item from the minutes of the last BOD meeting. For ease of reference, items are numbered to match those meeting minutes:
 - 17.1 Circulation of UGLI issue papers to Executive Committee – not done
 - 17.2 Executive Committee review of proposed committee structure – not completed

- 17.3 Insurance certificate naming the Adler as an additional insured – completed
- 17.4 Letter to ISTA re. ITSMW insurance coverage and liability – see agenda item 5.4
- 17.5 Web Site Committee to recommend a web site host – web site is up and running
- 17.6 Letter to World Congress Organizing Committee re. lack of revenue sharing for technical tours – see agenda item 8.1
- 17.7 Write-up of possible new World Congress technical tour to PACE Evanston facility – completed and tour has been added
- 17.8 Obtain remaining financial commitments for GCM video – completed

5. President's Report. The report was distributed prior to the meeting and is appended to these minutes.

5.4 The Executive Committee has changed its prior position and now recommends that no additional liability insurance coverage be obtained (essentially to cover World Congress Sunday Night Event exposure). President Hochmuth noted that the Executive Committee believes that the exposure to liability is very small, but that only way for a member of the BOD to be absolutely certain that he or she will have no liability exposure is to resign from the BOD. President Hochmuth expressed his unconditional support for anyone who feels that they are unwilling to accept this risk and decides to resign. After discussion, there was a consensus that the current insurance coverage is adequate and that additional coverage will not be obtained.

5.5 A new list of ITSA members who have selected ITSMW as one of their state chapters for 2001 dues payments was distributed. Treasurer Ligas indicated that the list of ITSMW only members included only those who paid ITSMW dues in 2001 or 2002. In a quick review of the list, several apparent discrepancies were noted and it was agreed that the list needed to be verified before updating the membership records or publishing a list of ITSMW members (as intended for the next newsletter).

It was moved by Gary Rylander and seconded by Mark Newland to accept the President's Report. The motion passed.

6. Web Site Committee Report. Chairman Zavattero reported that the ITSMW web site is up and running. The primary URL is www.itsmidwest.org, and www.itsmidwest.com is linked to the primary address. The Wisconsin DOT will host the site for a two-year period; no commitments have been made beyond that period. Kelly Langer will forward details about the web site hosting to BOD members. As for content, need to start posting key meeting dates and minutes. Zavattero explained potential enhancements to the site, focused on a membership database that could also permit on-line meeting registrations; the cost of this database is estimated at slightly less than \$2,000. It was agreed that the Committee will develop recommended content guidelines, and that the membership database enhancements will not be pursued until the Long-term Strategy Committee develops its recommendations. *It was moved by Gary Rylander and seconded by Joe Ligas to accept the Web Site Committee report. The motion passed.*

7. Finance Committee Report. The report was distributed prior to the meeting and is appended to these minutes. Treasurer Ligas commented that ITSMW is in "sound shape." He called attention to three specific issues: World Congress sponsorships are an artificial enhancement to revenue; the newsletter expense was typical for publishing an issue; and the money market account balance is significantly higher than usual since all CDs upon maturity have been transferred to the money market in anticipation of upcoming outlays for the Sunday Night Event. Ken Glassman is assisting in the "clean up" of membership dues payment records and the results will be reported at the next BOD meeting. In the future, Glassman will also keep and report a separate accounting for the ITSMW annual meeting and for Sunday Night Event financial matters. Ligas asked for a summary of Sunday Night Event sponsorships,

and Committee Chair Ken Jonak agreed to provide that information. *It was moved by Mark Newland and seconded by Ken Jonak to accept the Finance Committee Report. The motion passed.*

8. 2002 ITS World Congress General Report. The report prepared by President Hochmuth was distributed prior to the meeting and is appended to these minutes.
- 8.1 Before sending a letter to the World Congress Organizing Committee as directed by the BOD at the last meeting, President Hochmuth discussed with Dennis Foderberg the matter of there being no revenue sharing with ITSMW for the technical tours. Foderberg agreed to provide two exhibit hall passes per technical tour host, to be used by staff members who would normally not be registering for the Congress, and one recognition plaque per host. President Hochmuth will also send a letter to the head of each of the agencies hosting a technical tour thanking them and explaining the above.
- 8.2 There was a notable lack of enthusiasm for pursuing a request from the World Congress Organizing Committee that ITSMW rent hotel meeting rooms during the World Congress in order to help ITSA financially. President Hochmuth noted that several committee members will be in Chicago later this week to work on logistics, and he expects to meet with them.
- 8.4 The Executive Committee recommends that up to 10 “recognition awards” be made available for a one-day registration to the World Congress. This is intended only for those would not otherwise attend and would be open to both public and private sector employees who have contributed to either ITSMW or the profession in general. He noted that cost of the recognition awards would come from the ITSMW treasury, not the Sunday Night Event budget, and that this would be a one-time occurrence only for the Chicago World Congress. Following extensive discussion, *it was moved by Gary Rylander and seconded by Larry Henson to approve up to 10 recognition awards of \$295 each to pay for a one-day registration fee to the World Congress to be awarded by the Executive Committee to public and private sector employees who have contributed to either ITSMW or the profession in general; applications/ recommendations are limited to two paragraphs that explain what the individual has accomplished or assisted with, and are to be submitted to President Hochmuth by August 1 with recipients notified by September 1. The motion passed.* The recognition awards will be announced in the newsletter to be distributed shortly.
- 8.5 The Executive Committee recommends that vests with an ITSMW logo be purchased and worn during the World Congress. President Hochmuth reviewed the myriad of options that have been discussed and whittled down to four basic options:
1. All ITSMW members would wear the vests only during the Sunday Night Reception
 2. All ITSMW members would wear the vests during the Sunday Night Reception and also during the week of the Congress
 3. Only ITSMW volunteers who agree to be trained and assist attendees during the Congress would wear the vests
 4. All ITSMW members would wear the vests only during the Sunday Night Reception, and only the volunteers who agree to be trained and assist attendees during the Congress would wear them during the week

Chuck Sikaras presented an alternative to a vest that consisted of a name tag lanyard (holder) that could be sponsored (though only the ITSMW logo would appear on the wide lanyard).

There was extensive, lengthy discussion about the many options, and that the choice of a vest or other distinctive identifier could affect which of the four options would be selected.

It was moved by David Zavattero and seconded by John Benda to select option 4 with the understanding that there are expected to be five volunteers "on duty" for each four hour shift (a total of 30 people for all shifts, though some people may work multiple shifts), and contingent upon the Organizing Committee agreeing to allow the volunteers free entry to the exhibit hall. Ken Jonak moved, seconded by Gary Rylander, to table this motion (referred to below as Motion A), which passed.

It was moved by Kelly Langer and seconded by Ray Benekohal to have all ITSMW members wear a wide, colorful name tag holder lanyard during the Sunday Night Reception and the Congress, to solicit a sponsor for the lanyard, and to have only ITSMW (not a sponsor) identification on the lanyard. The motion passed.

It was moved by Kelly Langer and seconded by David Zavattero that the ITSMW volunteers who assist attendees during the Congress be provided by ITSMW with a distinctive "uniform," to be determined by the Executive Committee, at a maximum total cost to ITSMW of \$2,000 or a maximum cost of \$50 per person, whichever is less. The motion passed.

It was moved by Gary Rylander and seconded by Ken Jonak to take up Motion A (remove it from the table), which passed. Motion A passed.

- 8.6 Local welcoming speakers for the World Congress. At this point, Mayor Daley and Governor Ryan are among those under consideration (IDOT Secretary Kirk Brown will be out of town).
9. Sponsorship Committee Report. Chairman Ken Jonak reviewed the report that had been previously distributed and is appended to these minutes. He reported that nearly \$30,000 in sponsorships have already been committed, including four at the Jupiter level and five at the Mars level. Several others have expressed interest but have not yet committed. As a result, the potential risk to the ITSMW treasury has been significantly reduced. President Hochmuth noted that after vendors make their sponsorship commitments to the World Congress, ITSMW can then approach them for a separate Sunday Night Reception sponsorship. Follow-up calls will be made in May. It was agreed that should sponsorship revenue end up greater than expected and budgeted, decisions about how to use the additional funds do not need to be made at this time.
10. Sunday Night Event Committee Report. The report was distributed prior to the meeting and is appended to these minutes (combined with Sponsorship Committee Report). Chairman Ken Jonak reviewed the report and focused on concerns related to distributing tickets and providing confirmation of purchase if attendees have not picked up their Congress registration materials prior to Sunday evening. There are still logistical issues for the committee to work out. *It was moved by Gary Rylander and seconded by Kelly Langer to accept the Sponsorship Committee and Sunday Night Event Committee Reports. The motion passed.*
11. Technical Tours Committee Report. Chairman Zavattero reported that a new tour to Pace's new Evanston garage has been added. ITS-equipped buses will be used to transport attendees to Evanston and the project vendor, Siemens, will assist with staging the tour. *It was moved by Gary Rylander and seconded by Ray Benekohal to accept the Committee report. The motion passed.*

12. GCM Video Discussion. President Hochmuth reported that a contract is in preparation. There are six contributors to what will be two videos, one for executives at about three minutes and a 14-minute video for wider distribution. The total budget is \$18,000 and work should be complete by September. Editorial comments on the draft script will be shared with BOD members; a revised script is due out shortly.
13. Strategic Planning (Long-term Strategy) Committee Report. Rick Weiland has agreed to chair this committee. He reported that the committee (members include Past President Adrian Tentner, Joseph Brahm and Mark Flak) has not yet met but a conference call will be held after the ITSA annual meeting. Treasurer Joe Ligas will be asked to support the committee's deliberations with respect to financial matters. ITSA has been asked for information about how other chapters have approached this topic. *It was moved by Gary Rylander and seconded by David Zavattero to accept the Committee report. The motion passed.*
14. New Action Item Review. Secretary Rylander reviewed the new action items resulting from this meeting:
 - 14.1 President Hochmuth will follow up on the records related to payment of dues at the state chapters meeting at the ITSA annual meeting, with the goal of updating the ITSMW listing for the next newsletter and for distribution at the next BOD meeting.
 - 14.2 Kelly Langer will send information about the host for the ITSMW web site to BOD members
 - 14.3 The Web Site Committee will develop recommended content guidelines for consideration by the BOD at its next meeting
 - 14.4 President Hochmuth will send a letter of thanks to the head of each of agencies hosting a technical tour and explain that they will receive two exhibit hall passes for staff
 - 14.5 The Executive Committee will review the proposed committee structure and responsibilities (deferred from the previous BOD meeting)
 - 14.6 The Executive Committee will consider whether ITSMW should have legal representation on retainer so legal advice can be obtained, as needed, on a timely basis
 - 14.7 President Hochmuth will follow up with Mac Lister and confirm the date and details regarding the upcoming transit security workshop
 - 14.8 President Hochmuth will appoint a chairman for the 2003 ITSMW Annual Meeting Committee before the next BOD meeting, along with other committee members
15. Other Business. This item was deferred due to time constraints.
16. Overview of US DOT ITS Activities. John Berg reported that:
 - A metropolitan security conference will be held in Milwaukee in either June or August
 - A transit security conference will be held in Chicago, as yet unscheduled
 - Dr. Christine Johnson is the new head of the Midwestern Resource Center (though she will live in Utah and telecommute)
 - Bruce Matzke is the new Wisconsin Division Administrator
 - FHWA will be a Mars level sponsor for the Sunday Night Reception
 - A best practices workshop will be held in conjunction with the World Congress.
17. Public Sector Announcements. David Zavattero reported that the Northeastern Illinois ITS Regional Architecture project kick-off meeting was held today. Ken Jonak reported that Mobility Technologies is seeking to expand its detection system to include the Tollway and that IDOT and ITSHA are working on an agreement, but there are some major issues that have to be worked out for this to occur. Phil DeCabooter reported that WisDOT is moving forward with 511 and GCM projects. Ray Benekohal reported that the University of Illinois has completed a statewide ITS inventory.

18. Private Sector Announcements. None.
19. Set Future Meeting Dates. The following BOD and Executive Committee meeting dates were established. Two special BOD meetings were scheduled between the next two regular, quarterly Board meetings in order to address any last-minute issues that may arise related to the ITS World Congress:
 - Board of Directors: Monday, July 15 at 2:30 p.m. at ISTHA (Downers Grove) – quarterly
Wednesday, August 14 at 8:30 a.m. at RTA (Loop) – special
Thursday, September 12 at 3:30 p.m. at IDOT ETP – special
Wednesday, November 13 at 2:30 p.m. (site undetermined) – quarterly
 - Executive Committee: Thursday, June 13 from 11:00 a.m. to 2:00 p.m. at Edwards and Kelcey
20. Executive Session (Closed Door Meeting). Minutes are not kept of matters discussed in Executive Session.
21. The Board reconvened in open session, and there being no further business, adjourned at 6:05 p.m.

Respectfully submitted,

Gary F. Rylander
Secretary

Attachments

Note: Action Items can be found in Agenda Item No. 14