



MEETING MINUTES BOARD OF DIRECTORS

July 15, 2002

Illinois State Toll Highway Authority – Downers Grove, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zavattono, Vice President (Illinois DOT ITS)
Mark Newland, Vice President (Indiana DOT ITS)
Joe Ligas, Treasurer (Transportation Consultant)
Gary Rylander, Secretary (Edwards and Kelcey)
Mousa Abbasi (HNTB)
Rahim Benekohal (Univ. of Illinois - Urbana-Champaign)
Joseph Brahm (NET)
John DeLaurentis (RTA)
John Ellis (Chicago DOT)
Ken Jonak (Illinois DOT District 1 Traffic)
Mike Kraus (Motorola)
Connie Li (TranSmart Technologies)
Jim Powell (Parsons)
Rick Weiland (Weiland Consulting)

Others in Attendance:

Ken Glassman (ISTHA)
John Berg (FHWA Wisconsin)
W.D. Baldwin (HDR)

(Secretary's Note: Whenever committee reports and handouts are available, they are appended to these minutes, and the body of the minutes will include only 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 2:40 p.m. A quorum of the Board of Directors (Board or BOD) was present. Those in attendance introduced themselves.
2. Approval of the Agenda. The agenda was approved as distributed.
3. Approval of Minutes. *It was moved by Rick Weiland and seconded by Mark Newland to approve the minutes of the April 23, 2002 ITS Midwest (ITSMW) Board meeting as submitted. The minutes were not read at this meeting. The motion passed.*
4. Review Action Items. President Hochmuth reviewed the second 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 April 23rd meeting minutes:
 - 14.1 Progress has been made but this item is still not fully resolved with ITSA, so the ITSMW list of members is not yet fully updated
 - 14.2 Everyone who wanted information on the host for the ITSMW web site received it
 - 14.3 No progress in developing recommended content guidelines for the ITSMW web site
 - 14.4 See agenda item 10

- 14.5 The Executive Committee review of the proposed committee structure is ongoing
- 14.6 The Executive Committee does not see a need to have an attorney on retainer, but sees a need to discuss matters with an attorney who has experience with non-profit organizations such as ITSMW
- 14.7 The transit security workshop will be held August 27-28; attendance is by invitation only
- 14.8 Mousa Abbasi has agreed to chair the 2003 ITSMW Annual Meeting Committee

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

5.1 John Berg reported that serious consideration is being given to leveraging the value of the Touch America fiber optic cable installed along the Wisconsin Interstate Highway System as a soft match to free up as much as \$15 million in federal ITS earmark funding. The same is true for ITS research work. President Hochmuth suggested that if this is successful, it might provide a source of funding for ITSMW.

5.2 In addition to the chapter's work in preparing for the ITS World Congress, another possible candidate for the "best of" award might be the work of the Long Term Strategy Committee.

5.4 John DeLaurentis has offered the services of the RTA's communications staff to promote the World Congress; they were invited to attend the August 12th Executive Committee meeting to discuss this possibility further.

5.5 President Hochmuth was contacted by Transportation Management & Engineering magazine looking for engineers to serve on their editorial staff, which would require about two hours per month.

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

6. Web Site Committee Report. VP and Committee Chairman Zavattero reported that the Committee is in great need of new committee members. The web site host, Voila!, will post information but someone needs to develop the content. It was agreed that the Executive Committee will discuss how best to keep the web site updated at its next meeting.

It was moved by Gary Rylander and seconded by John DeLaurentis to accept the Web Site Committee Report. The motion passed.

7. Finance Committee Report. Treasurer Joe Ligas reviewed the Financial Statement (for January 1, 2002 to July 2, 2002) that was distributed prior to the meeting and is appended to these minutes. It showed total assets at the end of the period of \$110,422.73 (a corrected total from the distributed statement, which did not add correctly). He estimated that ITSMW would likely end the year with total assets around \$80,000, approximately where it started the year. He also noted that a contract to produce the GCM video, as previously authorized by the Board, was to be signed later this week

Treasurer Ligas thanked Ken Glassman for his hard work in updating the chapter membership records and asked him to distribute and review a list of "ITS Midwest Members only" as of July 14, 2002. There are still a few discrepancies to "clean up" but substantial progress has been made in reconciling conflicting ITSA records. ITSA had mistakenly sent ITSMW a dues rebate check (\$100 per ITSA member that designates ITSMW as one of their chapters) for 29 members, and it should have been for 28 members. Treasurer Ligas also reported that Cambridge Systematics joined ITSMW in November 2001, and requested direction from the Board as to whether or not the firm should get any credit

towards 2002 dues. *It was moved by Jim Powell, seconded by Gary Rylander, to authorize the Treasurer to negotiate with Cambridge Systematics for a lower 2002 dues payment based on when they joined the chapter, and to decide what the appropriate amount should be. The motion passed.*

It was moved by Gary Rylander and seconded by Rick Weiland to accept the Finance Committee Report. The motion passed.

8. 2002 ITS World Congress General Report. President Hochmuth reported as follows.

8.1 A total of four nominations have been made for the ITSMW Recognition Awards authorized by the Board, and four others have expressed an interest. Deadline is August 1st.

8.2 Extra copies of the preliminary program were available at the meeting.

8.3 The Organizing Committee has expressed concern about having volunteer staff on the exhibit hall floor who aren't sufficiently trained, fearing a communications misunderstanding. The Committee has created a preliminary schedule of volunteer needs and wants ITSMW to be the sole point of contact for the volunteers; they are also open to cost sharing on the volunteers' uniforms. President Hochmuth will distribute the draft schedule to the Board for use in soliciting volunteers.

8.4 Locally-themed special sessions will deal with service patrols, toll operations, regional transit integration, and multi-jurisdiction operations and coordination.

It was moved by Gary Rylander and seconded by Rick Weiland to accept the Report. The motion passed.

9. Sunday Night Reception / Sponsorship Committee Report. Chairman Ken Jonak distributed and reviewed the committee report and list of sponsorships as of July 14th for the Sunday Night Reception (SNR). A total of \$30,500 from 21 sponsors has been committed, and the Board expressed its appreciation to Ken and the committee for a job very well done. Most of the sponsorship funds have been collected. With such a strong level of sponsorship, there was a consensus to slightly increase the event budget. *It was moved by Gary Rylander and seconded by Joe Ligas to increase the total SNR budget to a maximum of \$85,000. The motion passed.*

Ken Jonak asked the Board for guidance as to whether extra funding should be used to enhance the quality of the event. There was a consensus that the Committee should use its discretion, the Board's only concern was that the maximum total budget not be exceeded. He also reported that a mistake had been made in a mailing concerning the Pluto (\$500) level sponsors; the mailing stated that they would get their name at a food stand, but that was not supposed to be the case. The Board accepted the Committee's proposed solution to have the three Jupiter and five Mars level sponsors each have only their name at one food stand, and the remaining food stands will each have the names of four Pluto sponsors (so the name of each Pluto sponsor appears only once).

The Committee will now print the SNR tickets and send 850 tickets to ITSA for distribution to those who register as a part of their World Congress registration. The tickets will be numbered and any that are not sold through ITSA will be returned to ITSMW. There was discussion about what to do with SNR walk-ups, which can be expected despite attempts to prevent it. It was agreed that the Committee and Executive Committee should resolve this issue. Also, the CD's that will be given to SNR attendees, a compilation of Chicago blues artists, will be procured for \$3 each.

It was moved by Gary Rylander and seconded by Mike Kraus to accept the Committee's Report. The motion passed.

10. Technical Tours Committee Report. A letter of thanks to the head of the host agencies for World Congress tours has been drafted but not yet sent; a request for information about the technical tours will be added to it.
11. GCM Video Discussion. The contract for the video will be executed this week, and filming will begin at this week's Mississippi Valley meeting in Chicago. The story board will be finalized at a July 29th meeting.
12. Long-term Strategy Committee Report. Chairman Rick Weiland distributed and reviewed the report. An organizational conference call of the committee was held on July 12th. The common themes in unmet needs identified by committee members were marketing, recruiting and fundraising. He asked the Board to review the report and provide feedback and direction at the next Board meeting.
It was moved by Rick Weiland and seconded by Gary Rylander to accept the Committee's Report. The motion passed.
13. New Action Item Review. Action items resulting from this meeting, and items carried over from previous meetings that are incomplete, are:
 - 13.1 President Hochmuth and Ken Glassman will resolve the remaining issues with Chris Hall, ITSA State Chapters Liaison, and complete updating the ITSMW membership list (carried over)
 - 13.2 The Web Site Committee will develop recommended content guidelines for consideration by the Board at its next quarterly meeting (carried over) and the Executive Committee will decide how best to keep the web site updated
 - 13.3 The Executive Committee will review the current committee/task force structure and discuss options for new committee chairs (carried over)
 - 13.4 President Hochmuth will contact Chris Hall to learn the timeframe for submissions for the "best of" awards
 - 13.5 All Board members are to provide President Hochmuth with the names and availability of volunteers for the World Congress
 - 13.6 President Hochmuth will ascertain whether those who register for the World Congress after September 1 will get their SNR ticket (registration materials) in advance, or upon arrival
 - 13.7 The Executive Committee will consider the offer from RTA for their staff to help promote the World Congress
 - 13.8 The Executive Committee and SNR/Sponsorship Committee will decide how to handle any walk-up attendees for the SNR
14. Other Business. None.
15. Overview of US DOT ITS Activities. John Berg reviewed the summary that was distributed in advance. He added that Arizona has been awarded the 511 Program Model Deployment grant.
16. Public Sector Announcements. VP Zattero reported that a Peer-to-Peer workshop will be held in Chicago next week, and that IDOT (with Parsons and NET) has submitted an application for a CAD/TMC Field Operational Test to link five systems in the Chicago area. He also noted that the

IDOT/GCM booth at the World Congress will include a live workstation interfaced with the IDOT TSC, ISTHA TIMS, RTA and Gateway MMTIS.

VP Newland reported that Borman Expressway system is up and running and very close to being complete.

17. Private Sector Announcements. Rick Weiland reported that the Roadway Infostructure Workshop will be held August 21-23; additional information is available at www.nas.edu/trb/infostructure.
18. Set Future Meeting Dates. The following dates, previously scheduled, were confirmed:
 - Board of Directors: 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: Monday, August 12 at 2:30 p.m. at Edwards and Kelcey (Loop)
19. Executive Session (Closed Door). Minutes are not kept of matters discussed in Executive Session.
20. The Board reconvened in open session and the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Gary F. Rylander
Secretary

Attachments

Note: Action Items can be found in Agenda Item No. 13