



**MEETING MINUTES**  
**BOARD OF DIRECTORS**  
**SPECIAL WORLD CONGRESS MEETING**  
**September 12, 2002**

IDOT ITS Program Office, Schaumburg, and Via Teleconference

Board Members Present (via teleconference in italics):

Jeff Hochmuth, President (Iteris)  
David Zavattero, Vice President (Illinois DOT ITS)  
*Phil DeCabooter, Vice President (Wisconsin DOT ITS)*  
Gary Rylander, Secretary (Edwards and Kelcey)  
Joe Ligas, Treasurer (Transportation Consultant)  
*Mousa Abbasi (HNTB)*  
*Ray Benekohal (Univ. of Illinois - Urbana-Champaign)*  
Joseph Brahm (NET)  
*John DeLaurentis (RTA)*  
*Larry Henson (TransCore)*  
Ken Jonak (Illinois DOT District 1 Traffic)  
*Kelly Langer (Wisconsin DOT)*  
*Connie Li (TranSmart Technologies)*  
*Mac Lister (FHWA)*  
*Cindy Paluskus (for Harry Voccola) (NavTECH)*  
*Dan Shamo (URS)*  
*Rick Weiland (Weiland Consulting)*

Others Participating:

Ken Glassman (ISTHA)  
*Duana Love (RTA)*  
*Mark Thomas (CATS)*

*(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)*

This special meeting was called to order by President Hochmuth at 2:35 p.m. A quorum of the Board of Directors (Board or BOD) participated either in person or via teleconference. The purpose of this special meeting was to update and resolve any pending matters related to the ITS World Congress in Chicago.

1. Volunteers. President Hochmuth reported that nearly 60 people have volunteered, with a few more names forthcoming. Several university students are also willing to volunteer. A final list of names is needed in two weeks. Everyone will know their schedule two or three weeks in advance.
2. Special Sessions. All to be handled by ITSMW will still be held and are ready.
3. Status of Saturday Night Reception. Committee Chairman Ken Jonak reported:
  - Through September 5<sup>th</sup>, 91 of the World Congress registrants also registered for the Sunday Night Reception (SNR)
  - All sponsors have paid, with a total sponsorship of \$33,500

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- Need to know who will be using the free tickets provided to sponsors (3 for Jupiter level, 2 for Mars level), get names to Claire Jonak by October 1<sup>st</sup>
- All sponsor logos have been received and IDOT will prepare the Boards and table placards; Ken Jonak showed mock-ups
- 1,000 plastic “goody” bags with the ITSMW logo have been ordered, will contain newsletter, ITSMW membership application and fact sheet, Chicago blues music CD, list of sponsors
- CD’s have not yet been ordered, waiting until number of attendees is better known
- Ordered 250 name tag lanyards with ITSMW text
- Ken Glassman will prepare logo name tags, have ordered plastic fold-up holders

President Hochmuth added:

- There are 30 free SNR registrations, know of 130 attendees to date
- On-line registration for the World Congress ends October 1<sup>st</sup>, will then have a better handle on the number of SNR attendees
- Will do some SNR marketing on Saturday of exhibitors who are setting up their booths; since pre-registrations are below estimates, a letter was sent to all exhibitors from the WC Organizing Committee a week ago inviting them to the Gala and the SNR
- Considering sending a mass email to the GCM Corridor mailing list, except for local government agencies, asking the contacts to circulate info about the SNR within their agencies; also will send to the ITSMW membership
- SNR registration form is on the ITSMW website for anyone who is not attending the WC

4. Status of Technical Tours. VP and Committee Chairman David Zavattero reported:
  - Distributed a handout of pre-registrants for the technical tours; 365 are registered to date
  - A technical tours contact and staffing plan form was distributed, to be used for each tour
  - Tours appear to be in pretty good shape, but low registration may require some consolidation
  - Has sent a mock-up of the recognition plaque to be presented to each host agency to ITS America
5. RTA Publicity Assistance. The RTA has offered the use of their publicity capabilities. There was discussion about how this assistance could be used. It was noted that clerical assistance will be needed for the email distribution, RTA will assist to the extent possible.
6. ITS America Assistance. Dennis Foderberg and Robert Willis have asked how they may help ITSMW. There was no immediate need identified. It was noted that the two free exhibit hall passes for the technical tour hosts have not yet been received, President Hochmuth will follow up.
7. Next Meeting. The following dates, previously scheduled, were confirmed:
  - Board of Directors: Wednesday, September 25 teleconference (if needed) – World Congress
  - Friday, October 4 teleconference (if needed) – World Congress
  - Wednesday, November 13 at 2:30 p.m. (RTA) – quarterly meeting
6. Other Issues. None.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Gary F. Rylander  
Secretary