



**MEETING MINUTES
BOARD OF DIRECTORS**

September 17, 2003

Navigation Technologies – Chicago, Illinois

Board Members in Attendance:

Jeff Hochmuth, President (Iteris)
David Zattero, Vice President (Illinois DOT)
Mark Newland, Vice President (Indiana DOT)
Phil DeCabooter, Vice President (Wisconsin DOT)
Gary Rylander, Secretary (Edwards and Kelcey)
Ken Glassman, Treasurer (Illinois State Toll Highway Authority)
Russ Bautch (HNTB)
Joseph Brahm (NET)
Connie Li (TranSmart Technologies)
Joe Ligas (Ligas Consulting)
Cindy Paulauskas (NavTech)
Govindarajan Vadakpat for Jim Powell (Parsons)
Dan Shamo (URS)
Jacek Tyszkiewicz (Illinois DOT)
Rick Weiland (Weiland Consulting)

Others in Attendance:

W.D. Baldwin (HDR)
John Ellis (TranSmart Technologies)
Mac Lister (FHWA)

*Note: Attendance by teleconference
is shown by italics*

(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 9:10 a.m. A quorum of the ITS Midwest (ITSMW) Board of Directors (Board) was present. Those in attendance introduced themselves.
2. Approval of the Agenda. The previously distributed agenda was approved with one addition, a report on the results of the email votes conducted since the previous Board meeting.
3. Approval of Minutes. *It was moved by Rick Weiland and seconded by Russ Bautch to approve the minutes of the June 11, 2003 Board meeting with one correction: Dan Gibbons attended on behalf of Joseph Brahm. 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 June 11, 2003 meeting minutes:
 - 13.1 The contract with Voila! for web site support was executed after an email vote to amend the motion passed at the June 11, 2003 Board meeting (agenda item 6) to increase the amount of the contract passed.
 - 13.2 Completed, Treasurer Glassman has transferred the funds.

- 13.3 The Adler Planetarium still has not responded to President Hochmuth's messages regarding the outstanding check for \$6,250 from October 2002; another letter will be sent by the end of September in a final attempt to resolve this matter.
- 13.4 See agenda item 10 for this meeting.
- 13.5 The Bylaws amendment implementing the new chapter dues schedule will be drafted and presented to the Board at its next meeting.
- 13.6 See agenda item 5 for this meeting.
- 13.7 Mac Lister reported that the FHWA funding obligation to ITSMW has been made for the November workshop
- 13.8 Instead of the expected \$5,000, a maximum of \$2,500 of ITSMW funds will be needed to sponsor the GCM Corridor Transportation Security Conference to be held this week. It was noted that Argonne National Laboratory is contributing \$2,000, which reduced the amount of ITSMW funding; the Board expressed its appreciation to Argonne for its support.
5. President's Report. President Hochmuth reviewed the report that was distributed prior to the meeting and is appended to these minutes.
- 5.1 The ITS America State Chapters Council (SCC) met at the ITE Annual Meeting in August. Secretary Rylander attended and handed out a summary of the meeting highlights. The SCC discussed what its role should be and identified goals and actions to increase its effectiveness. In addition, a State Chapters Rebate Report was distributed at the SCC meeting that showed ITSMW receiving \$1,900 from ITS America for the year ending June 30, 2003.
- 5.2 The Wisconsin ITS Alliance has formally submitted an application with ITSA to form a new Wisconsin state chapter of ITSA, which when approved means ITS Midwest will encompass only the states of Illinois and Indiana. The timeframe for approval is uncertain but likely to be by the end of this year. The Alliance has not requested any funds from ITS Midwest at this point. A request for a one-time payment of "seed money" to help get the chapter started is expected.
- 5.3 President Hochmuth and Treasurer Glassman continue to work with ITSA to straighten out the ITSA membership records. The employers of several ITSMW Board members are in arrears in dues payments. With the establishment of the new Wisconsin State Chapter, there will no longer be a VP for Wisconsin; despite this, VP DeCaboater reported that WisDOT is planning to pay dues to continue their membership in ITSMW in addition to its membership in the new ITS America chapter in Wisconsin. Joseph Brahm presented documentation that NET Corp. has in fact paid its dues to ITS America, even though ITS America has no record of it.

Board member Alex Drakapolous of Marquette University has informed President Hochmuth that Marquette will not pay its dues in cash, but only as in-kind services; the Board confirmed President's Hochmuth's determination that this is not acceptable. As a result, the Board has no choice but to terminate Marquette's membership. *It was moved by Gary Rylander and seconded by Mark Newland to terminate Marquette University's membership and remove Alex Drakapolous from the Board for non-payment of dues. The motion passed.*

With this newly created vacancy on the Board, there was discussion about when the Board should exercise its authority to make appointments to fill vacancies. *It was moved by Rick Weiland and seconded by David Zavertero to appoint W.D. Baldwin of HDR to complete the remainder of Alex Drakapolous' term on the Board. It was moved by Gary Rylander and seconded by Ken Glassman to close nominations; the motion passed. The motion to appoint*

W.D. Baldwin to the Board then passed. W.D. Baldwin was present and participated in the remainder of the Board meeting as a Board member.

- 5.4 The Rural ITS Toolbox Course, co-sponsored by ITSMW, was held in Peoria in August and was a big success. Not everyone who wanted to attend was able to do so because the course filled quickly. ITSMW was a co-sponsor of the event. *The following email motion by Gary Rylander, seconded by Mark Newland and sent to the Board for an email vote on July 31, 2003, passed: "That ITSMW co-sponsor the NHI 'Rural ITS Toolbox' course with the Illinois Section of ITE, to be held in Peoria in August 2003, at a maximum cost to ITSMW of \$1,000."* However, the actual cost of the course turned out to be \$1,243.75. *It was moved by Gary Rylander and seconded by David Zattero to amend the email motion that previously passed to increase the maximum cost to ITSMW to \$1,243.75. The motion passed.*

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. The motion that passed at the previous Board meeting for web site services was based on incorrect information that was corrected by a subsequent email vote of the Board. *The following email motion by Gary Rylander, seconded by David Zattero and sent to the Board for an email vote on June 30, 2003, passed: "The motion approved at the June 11, 2003 Board of Directors meeting in agenda item 6 is hereby amended to authorize entering into a contract with Voila! for 90 hours over two years at a maximum cost of \$4,050, and to authorize the total expenditure of up to \$2,500 per year in 2003 and 2004 (including the Voila! contract) for web site services."* VP Zattero reported the new web site support contract with Voila! was executed after the email motion had passed.

Zattero noted that new photos are being sought for the web site, as well as links to ITSMW member web sites. Webmaster W.D. Baldwin will email the membership to request URL addresses for the links. A link to ITSA state chapter web page will also be added.

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

7. Finance Committee Report. Treasurer Ken Glassman reviewed the financial statement for January 1 through September 15, 2003 that was previously distributed and is appended to these minutes. It shows total chapter assets of \$107,320.79 at the end of the period, though the year-old, outstanding check for \$6,250 to the Adler Planetarium would reduce this balance if cashed. President Hochmuth will follow up with someone different in the executive offices at the Adler to finally resolve payment of the outstanding check. A total of \$20,000 was recently transferred from the checking account to a money market fund.

Treasurer Glassman and President Hochmuth distributed and reviewed a first-draft budget for fiscal (calendar) year 2004. It reflects recommendations that were made by the Long-Range Strategic Planning Committee. There was extensive discussion about the base level of funds that the chapter should maintain in its treasury. There was a consensus that the base level should be around \$40,000, and that the Chapter should make an effort to spend down the excess over that amount over the next five years. The draft budget starts that by spending about \$11,000 more in 2004 than is projected in revenue. It was reviewed line by line and several changes will be made in the next iteration. Separate line items will be added for "promotional items" and "special projects", and adjustments were suggested in the dollar amounts for several items. President Hochmuth and Secretary Rylander offered

to assist Treasurer Glassman in preparing the next iteration of the budget, with the intent of adopting the budget at the December Board meeting (and at the last Board meeting of the year in future years).

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

8. Long-Range Strategic Planning Committee Report. Chairman Rick Weiland noted that the essence of the report was discussed in the previous agenda item, as several of the committee's recommendations are reflected in the draft budget.
9. Next Annual Meeting. Committee Chairman John Benda was not present, but Ken Glassman reported on his behalf that the annual meeting date is confirmed for Friday, February 6, 2004 at a yet to be determined hotel in the Schaumburg area. The theme will be transportation security and TEA-21 reauthorization, and Mac Lister has offered to pursue a keynote speaker from Washington. Mark Newland volunteered to assist with the meeting arrangements. A post-meeting tour of the IDOT District 1 Communications Center is anticipated. *It was moved by Mark Newland and seconded by Gary Rylander to authorize the Treasurer to pay a deposit up to \$3,000 to reserve hotel facilities for the 2004 annual meeting. The motion passed.* The Board also reaffirmed that the 2005 annual meeting (ITSMW's 10th annual meeting) will be held in the Indianapolis area.
10. Internships. President Hochmuth reviewed the previously distributed draft proposal for an ITSMW internship program. The intent is to have it available to all ITSMW members. There was extensive discussion and several proposed elements were identified as potentially problematic for some members. For example, a requirement that the intern be an employee of an ITSMW member would be problematic for some government agencies. Additional clarification of the evaluation criteria for applicants would be helpful, and it was agreed that another iteration is needed. David Zavattero, Mark Newland, Connie Li, Dan Shamo and Cindy Paulauskas volunteered to participate in an Internship Task Force to work with President Hochmuth to develop the next iteration of a proposal for discussion at the next Board meeting.
11. Architecture Workshop. President Hochmuth and Mac Lister reported on the FHWA "Building from the ITS Architecture" workshop that will be held in the Chicago area on December 4, 2003. The focus will be on project development from regional architectures, a new subject for which a course is under development by Mitretek. Attendance of 40-50 is expected, and ITSMW has previously agreed to be a co-sponsor. FHWA will obligate \$5,000 to ITSMW for underwriting the workshop costs. It was agreed that ITSMW will also contribute funds toward the workshop. President Hochmuth and VP Zavattero will assist Mac Lister in making the workshop arrangements. *It was moved by Rick Weiland and seconded by Cindy Paulauskas that ITSMW co-sponsor this workshop at a maximum cost of \$8,000, of which \$5,000 will be paid by the FHWA. The motion passed.*
12. Other Business. President Hochmuth brought up the issue that the Board needs to create a Nominating Committee for elections to be held at the next annual meeting. VP Phil DeCabooter chaired this committee last year, and President Hochmuth recommended that VP David Zavattero chair the Nominating Committee this year. If needed, VP Zavattero will ask Secretary Rylander and/or Darcy Bullock to join the committee (neither was present during this discussion). President Hochmuth noted that historically one non-Board member serves on the Nominating Committee, and Duana Love of the RTA was suggested for this role. Secretary Rylander will provide Chairman Zavattero with a list of Board members up for re-election in 2004. Chairman Zavattero will contact the committee members to confirm their participation and solicit their input.

President Hochmuth also suggested that the ITSMW “fact sheet” is in much need of updating. He volunteered to take a first pass at updating the fact sheet, and will then email it to the following volunteers for their review: VP David Zavattono, W.D. Baldwin, Joseph Brahm, and Mark Newland.

13. New Action Item Review. Action items resulting from this meeting, and items carried over from previous meetings that have not been completed, are as follows:
 - 13.1 W.D. Baldwin will send all members an email requesting a URL address to put links on the ITSMW web site.
 - 13.2 Treasurer Glassman will lead the development of the second iteration of the 2004 budget, which will be emailed to the entire Board prior to the December Board meeting.
 - 13.3 President Hochmuth will bypass John Wagner at the Adler Planetarium and contact someone in their executive offices regarding the outstanding year-old check for \$6,250.
 - 13.4 President Hochmuth will provide 2004 Annual Meeting Committee Chair John Benda will information on the 2003 Annual Meeting hotel along with a list of vendors.
 - 13.5 Mac Lister will follow up with FHWA in Washington to arrange for a USDOT speaker for the annual meeting.
 - 13.6 Treasurer Glassman will implement the new chapter dues schedule effective with the 2004 membership year (March 1) and Secretary Rylander will draft a Bylaws amendment to eliminate the affiliate member category, for a vote at the 2004 annual meeting (carried over).
 - 13.7 The Internship Task Force will develop an internship proposal for review and approval at the December Board meeting.
 - 13.8 Secretary Rylander will provide VP Zavattono with a list of Board members whose terms expire at the 2004 annual meeting.
14. Overview of US DOT ITS Activities. Mac Lister reviewed the report distributed prior to the meeting. He singled out several upcoming events, including the impending release of version 5.0 of the National ITS Architecture, and the post-architecture workshop that will be held on December 4, 2003 in the Chicago area.
15. Public Sector Announcements. Wisconsin VP DeCabooter reviewed the previously distributed report, noting that WisDOT is trying to use ITS earmarks with local projects.

Illinois VP Zavattono reported that the GCM Gateway Traveler Information System has won the USDOT 2003 Award for the “Best Traveler Information” website. This makes the www.gcmtravel.com traveler information website a repeat winner, with the Gateway having won the USDOT award in 2002 as well. Gateway was selected for the 2003 award based on a content and usability review of 276 traveler information websites by the Volpe Center. The major enhancements to the Gateway website for 2003 were the addition of Illinois Tollway travel times and congestion based on IPASS probe data and the implementation of CORBA interfaces with the Tollway’s TIMS and IDOT’s Traffic Systems Center.

Indiana VP Newland reported that in Northwest Indiana, INDOT is close to doing Beta testing on the website that will provide speed and video information to motorists. They are hoping to go live with the website by the end of the year. In Indianapolis, the new TMC/State Police Post is nearing completion. INDOT will begin moving basic equipment over probably beginning around December 1. Anticipated full completion date is January 12. The wireless microwave backbone communication system that will send detector and video information back to the TMC is also nearing completion. INDOT will also go to bid letting on its first of four phases of sensor and video installation and integration in November. A similar contract will follow in each of the next three Novembers. In the rest of the state, INDOT and FHWA have been meeting with various MPOs to assist with ITS

