

# MEETING MINUTES

## ITS MIDWEST EXECUTIVE COMMITTEE

Wednesday, February 1, 2006

9:00 – 10:30 a.m.

Edwards and Kelcey Offices

One N. Franklin, Suite 500, Chicago, Illinois 60606

Call to Order. President Rylander called the meeting to order at 9:05 a.m.

Approval of Minutes. Vice President Zavattero moved that the minutes from the November 15, 2005 Executive Committee Meeting be approved. Treasurer Glassman seconded the motion and the minutes were approved.

### President's Report.

- Brian Burkhard from HNTB has replaced Scott Lee as the Co-Chair of the Technical Committee.
- There was a lot of discussion about annual meeting speaker registration fee waivers and expense reimbursements. Vice President Zavattero moved to cover the speaker registration fees on a case-by-case basis when it is required. Glassman seconded the motion and it passed. Duana Love will contact ITS America with the names of the speakers whose fees we are covering.
- Annual Meeting Exhibitors will receive one complimentary registration.
- Committee Co-Chairs need to send Immediate Past President Hochmuch input regarding the Committee's 2005 accomplishments and 2006 plans. Hochmuch will report the accomplishments and plans of all the Committees at the Annual Meeting.
- President Rylander reviewed the Annual Business Meeting Agenda.
- The March Board Meeting will include an agenda item on ITSA Chapter of the Year awards so the Board can develop a plan to earn the award for 2006.
  - There was a State Chapters Council meeting at TRB. The discussion included Charter Revisions, the VII Roadshow in June, ITS World Congress 2008, Group Tax filing (3/1 deadline), and the State Chapter Strengthening Workshop planned in conjunction with the ITS America Annual Meeting.
- ITS Mid-America's new Executive Board of Directors has expressed interest in possibly disbanding and joining ITS Midwest to form a four-state regional chapter. President Rylander will invite Chris Hedden, the new President of ITS Mid-America, to the ITS Midwest March Board meeting. After the March Board Meeting, President Rylander will form an Exploratory Committee if ITS Mid-America formally expresses interest in joining ITS Midwest.
- Next Board meeting will be March 9, 2006 at 9:00 a.m. at the RTA. This is the day after the quarterly GCM meetings.

### Finance Report (Ken Glassman)

- 2005 Finances

- Expenses exceed revenues by ~\$3900
- Checking account balance is \$6251
- 1 outstanding check
- Money market account balance is \$79,800
- \$95,835 total assets for 2005
- Outstanding:
  - § Over budget: printing higher than budget due to newsletters
  - § Under budget: IDOT outreach, INDOT outreach, promotions, conference and training support (outstanding invoice), scholarships
- 2006 Budget
  - Treasurer Glassman reviewed the approved 2006 Budget. It was agreed that an additional \$2000 for the Annual Meeting and \$1000 for Promotions should be added.

#### Meetings (Duana Love)

- The Membership Services Committee needs the contact information for members whose registration is comped. The Committee may want to give a letter to exhibitors at the meetings.
- Ken Glassman, Gary Rylander and Dave Zavaterro will provide projectors for the meeting.
- Rick Weiland will develop slides for the Project of the Year revolving presentation.
- There will not be on-site registration for the 911 Center Tours due to security issues.
- PDH forms will be on the registration table. We should include information on PDHs in the Annual Meeting Announcement.
- Gary Rylander will bring the following forms: ballots, PDH, surveys, newsletters
- Austin Provost will bring the membership list and ITS Midwest applications.
- The presentations from the meeting will be on the website after the meeting; we will use the ITSA consent form

#### Member Services (Austin Provost)

- Member Services will distribute the member survey at the Annual Meeting.
- There will be a conference call before the March Board Meeting
- Will send out an email requesting updated contact information
- Last year we allowed exhibitors a 1-year complimentary membership with their paid registration. We will repeat that.

#### Outreach and Publicity Committees (Tom Ewing)

- Prototyping the website environment at Argonne, including user ID and password functionality, to explore integration the database and other issues
- The December newsletter included 800 copies. IDOT was a big help in getting the newsletter out.
- Have produced a hi-resolution version of the logo for use at the Annual Meeting on signs and banners.

- Are hosting a session at the meeting on “Getting the Word Out”
- May include all the Project of the Year nominations in the next newsletter

#### Technical / Training

- There is an RTA/CATS Workshop on 2/23.
- We may co-sponsor ITS Session at the Road School Purdue in March.

#### Other Items

- The Connected Vehicle Trade Association is interested in entering into an MOU with ITS Midwest. Secretary Paulauskas will set up a call with the Technical and Outreach Co-Chairs, as well as President Rylander and Immediate Past President Hochmuth and the Chairman of the CVTA, Harry Voccola

The next Executive Committee Meeting will be late April.

The meeting adjourned at 10:31 a.m.