

DRAFT MEETING MINUTES
ITS MIDWEST EXECUTIVE COMMITTEE
Tuesday, November 15, 2005
3:00 – 4:30 p.m.
Illinois State Toll Highway Authority Offices
2700 Ogden Avenue, Downers Grove, Illinois 60515

Call to Order. President Gary Rylander called the meeting to order at 3:10 pm.

Approval of Minutes. Secretary Cindy Paulauskas moved that the minutes from the September Executive Committee Meeting be approved. Immediate Past President Hochmuth seconded the motion, and the minutes were approved.

President's Report.

- All committee co-chairs have been appointed except for the Technical Committee. Scott Lee will stay on committee but a new co-chair is needed. Joseph Brahm is recruiting someone.
- Vice President Mark Newland is chairing the Nominations Committee. 2 more members will be appointed by President Rylander.
 - All Directors (7) serve a one-year term. Michelle McGinn has indicated that he does not wish to run again for the Board, but will continue to serve as a committee member.
 - Two office positions, Treasurer and Illinois Vice President, are up for election to two-year terms. Secretary, Treasurer and President terms are also for two years and run until 2007. Please contact Vice President Newland directly if interested in running.
- Changed the secretary state registered address.
- Gary attended the State Chapters workshop at the ITS World Congress. Discussed dues structures, Board membership requirements, etc. Will have another session at TRB annual meeting.
- Review of the ITS World Congress in San Francisco:
 - Exhibition floor impression.
 - Content of sessions
 - IMS big hit to attendees and demonstrations
 - 7126 attended the World Congress representing over 50 countries and 1470 attended the Wednesday night gala at SBC Park.
 - Lots of mainstream media coverage, including LA Times, USA Today, SF Chronicle.
 - WC 2006 will be in London. ITSA 2006 annual meeting will be in Philadelphia.
- Next Board meeting will be December 15th at Meade Electric.

Finance Report (Treasurer Ken Glassman)

- Revenues \$22,000. Expenses \$21,873. This includes the annual meeting, membership dues, ITSA rebates.

- \$100,067 total assets
- Outstanding:
 - Over budget: printing costs higher than budget due to newsletters
 - Under budget: IDOT outreach, INDOT outreach, promotion, conference and training support (outstanding invoice), scholarships
- Net asset gain \$172 between actual revenues and expenses
- Ken can distribute proposed 2006 budget if he gets input from committees by 12/1.

Meetings (Duana Love)

- We will co-locate the 2006 ITSMW annual meeting with ITSA's EPS workshop.
- The annual meeting will be 2/7 and the EPS workshop will be 2/8 at the Doubletree Hotel in Chicago
- Costs are lower than last year due to partnership with ITSA. \$19/person breakfast; \$42/person lunch. Waiting on estimates for AV equipment needs. Starting to get interest from exhibitors. Have registration form for sponsors as well. Each meeting will cost \$75; joint registration will be \$100.
- 50 rooms have been blocked for each night for \$149.
- There will be a general meeting room, separate lunch room, and vendor area for breakfast and snack
- Still working on space for Tuesday night reception
- All logistics are being arranged through ITSA
- ITSA can handle online registration for us, which gives us time get our online registration system arranged.
- In terms of agenda, the tour is an open issue. The 911 Center needs a proposal from us in terms of how to structure the tours. Attendees should indicate on the registration form whether they are interested in the tour. 911 Center can take between 15-20 for 1 group. We can cap it at 40.
- ITSA workshop speakers: need more regional speakers (no one from Indiana). They are hoping we can suggest some speakers.
- ITSA agenda has some topics they will make available to our agenda, as they were originally planning a 2-day workshop: VII, programs around the world for EPS, future technology coordination.
- ITS Midwest theme is: Getting the Message Out.
- Suggestions for topics: Open Road Tolling for IL Toll road; want broad base to attract the rest of our members (away from EPS); Neil Schuster as keynote (ITSA has agreed that either Neil or some member of the Coordinating Council will attend all the state chapters meeting. Duana will contact Neil.) Business meeting will be about 30-45 minutes, right before lunch. We are planning a lunch time speaker (not identified yet).
- We will publish how many PDHs are for full participation. We may want to offer a program track and a tour track after lunch, and let people choose.
- Reception will start at 5 pm.

Member Services (Austin Provost)

- Last year exhibitors received a 1-year ITSMW membership. We will repeat that.
- Reminders about annual dues payments will be emailed out.

- We have a list of who's paid from ITSA. Need to coordinate with Ken.
- Received excel workbook from Ken and have begun converting that to access.
- Will send out contact information confirmation request as well.
- Planning to draft a survey for members to understand their perspective on value ITS Midwest is offering and what else we can do. Will send it as a direct mailing, and include it on the ITS Midwest website.
- Priority for ITS Midwest to be in a position to do direct emails. Gary will send Austin his list of email contacts.
- Follow up with adjacent State Chapters still being planned. We can use this contact to request information about successes they have on getting the word out.

Outreach (Michelle McGinn)

- Committee email lists will be developed for free from GCM Communicator website.
- Disaster Recovery on hold
- Sent out brochures to ITSA for handout at World Congress in ITSA Pavillion
- Will have surveys compiled by next month's board meeting

Publicity (Tom Ewing)

- On front edge of "Getting the Word Out" campaign.
- Newsletter went out in October with new logo.
- Next newsletter will be published in end of December. Will use it to feature upcoming annual meeting. Can do inserts after Christmas and still have time to get the mailing out right after 1/1.

Recognition (Rick Weiland)

- Late getting the solicitation of nominations of awards out of the gate
- One option is not to do any this year; the second is to do only a very few to the board only; the final is to hustle to get the solicitation out to everyone.
- We will do 1-2 just to the Board, with hope for conclusion by the December Board meeting. Will be just 1-page, and include criteria.
- That gives us a chance to grow this in 2006.

Technical / Training

- Meetings Committee has two things to hand off to this group and training. Advanced Traffic Information course in the spring (Feb/March) with ITS California. RTA is looking to bring multi-modal travel information course.

Next meeting will be 2/1 or 2/2.

Adjourned at 4:20 pm.