

INTELLIGENT TRANSPORTATION SOCIETY OF MARYLAND

To: Board of Directors
 From: Roger Boothe, Secretary
 Date: February 28, 2014
 Subject: Board of Directors Meeting Minutes

Minutes of the ITS Maryland Board Meeting held on February 28, 2014 at Baltimore Metropolitan Council

Attendees:

NAME	ORGANIZATION	EMAIL	ATTENDANCE
Board Members			
Diederick VanDillen	Jacobs Engineering, Inc.	diederick.vandillen@jacobs.com	X
Keith Riniker	Sabra Wang & Associates	kriniker@sabra-wang.com	X
Kevin Lee	Kittelson & Associates	klee@kittelson.com	
James Witherspoon	Schneider Electric	James.Witherspoon@telvent.com	
Richard Easley	E-Squared Engineering	reasly@e-squared.org	X
Adison Zoretic	JMT		X
Bob Winick	Motion Maps	RMWinick@motionmaps.com	X
Eileen Singleton	Baltimore Metropolitan Council	esingleton@baltometro.org	X
Eric Metheny	URS Corporation	eric.metheny@urs.com	X
Gerry Amato	COHU	gamato@cohu.com	
Hubert Clay	Total Traffic Network	HubertClay@TotalTraffic.com	X
Jim McCullough	TransDyn Inc	jmccullough@transdyn.com	X
Neil Robinson	Century Engineering	nrobinson@centuryeng.com	
Roger Boothe	CH2M Hill	Roger.BootheJR@ch2m.com	X
Ruihua Tao	MD SHA	rtao@sha.state.md.us	X
Dwight Gordon	P.G. County Trips Center		
Liz Parrish	Montgomery County		X
Sandy Dunmyer	Traffic Systems & Technology		X
Jeremy Mocny	Whitman Rehqart		
Others			
Nikola Ivanov	UMD-CATT Lab	ivanovn@umd.edu	X
Oscar Morales	UMD	moraleso@umd.edu	
Bala Akundi	BMC		X
Sharon Easley	E Squared		
Mersedeh			X

X – in-person, T - teleconference

Items:

1. Welcome

The meeting began at 11:00 am in the offices of Baltimore Metropolitan Council.

2. Minutes of {insert previous mtg date}Meeting

The group reviewed the minutes of the previous meeting meeting. With no further comments, Eileen moved to approve the minutes, seconded by Keith and approved with revision.

3. Membership Committee

Membership growth goals were created and set, as follows:

- Government Memberships: 1
- Private Sector Memberships: 3
- Student Memberships: 1 chapter in each university (Morgan State has already shown an interest.)

Currently, growth goals align with the strategic plan. Diederick VanDillen recommended moving the goal up to four for private sector memberships. It was suggested that DC should be invited to join. Bob Winick proposed that a small subcommittee meet with DC to discuss membership. This subcommittee would also meet with DDOT. Jim McCullough noted the importance of having government entities, in order to attract private firms. Eileen Singleton recommended the possibility of vehicle manufacturers and other nontraditional firms, for membership. Adison Zoretic suggested reaching out to University of Delaware for a student chapter. Keith Riniker discussed invoicing, noting that invoices have gone, and an Eventbrite site has been set up to pay the invoice. Kevin Lee asked if there is a list available of members who have paid. This list is on the website.

4. Governance, Budget, Finance

Rihua Tao passed out a draft the 2014 budget, and discussed the line items. The Board asked if the insurance fees were paid for this year. Diederick recommended removing the ITSA Contribution line item, since that has not been paid for several years. The Board also asked if UM has been paid, and if not, by when. This was questioned as a result of reviewing the 2013 ITS MD Budget spreadsheet dated 11/08/2013.

Roger Boothe noted the budget showing \$1400.00 in revenue, from the spring golf event. Keith additionally noted that the trophies are paid off. Other events and ideas suggested due to the extra money in the budget are as follows:

- Training Sessions
- Connected Vehicles (Diederick will look into this with Richard Bishop)
- CATT Lab tour (ITS Maryland is hosting the mid-year retreat there.)
- Ravens Stadium tour (Jeremy is checking into this. Date tentatively set for July 25, 2014)
- FedEx Field Tour (Dwight will check into this. Date tentatively set for April 4, 2014)
- Hosting joint meetings, such as Military Engineers and DOD/Security Engineers, through ITS.
- Total Traffic Network, according to Hubert Clay, is building a new Ops Center, which may be ready by September. The next Board meeting is tentatively set for that location as of now, followed by a tour of the Ops Center.
- BOD meetings will be combined with Lunch and Learn, where possible.
- The first BOD meeting will be at SWA, and ideas are needed for the lunch and learn afterwards.
- Hubert agreed to organize the baseball event again this year, tentatively set for July 11, 2014.

It was also suggested that some events, such as training, could also be rotated around the region. It should be noted that the Board was unanimously in favor of joint meetings, where possible. It was also discussed whether the student chapter should pay dues to the chapter.

Mersedeh gave an overview of how the student chapter functions, and noted they do not pay dues. The student chapter has 67 graduate students, but no undergraduates. There is a need to attract undergraduates as well. The student chapter receives funding from the university, for social activities, professional seminars, and workshops. They may also be able to invite students from other schools to attend.

It was discussed that some of these chapters may want to do some community service by going to PG county/Baltimore City high schools, to talk about transportation. Jeremy Mocny volunteered to coordinate with student chapters within the purview of the Membership Committee.

5. Program & Events Committee

Kevin discussed the committee conference call, and schedule of events, including the Tech Fair, and the joint ITE/ITSMD event at Morgan State (which needs a confirmation date with Morgan, as it was proposed for April 23rd). Keith recommended canceling or combining it with another event. The Board then discussed the merits of participating in these events separately and having them separated. Some benefits discussed included that it would be better for vendors to maximize crowds.

Bala Akundi attended this part of the meeting, as the Signal Forum representative. The Signal Forum is going to be hosted at the Maritime. With that in mind, if ITS Maryland is elected to co-host again, the Board would be required to decide a location. After some discussion, it was decided to co-host this year. Bob asked why co-host, considering the turn-out last year? Keith responded that last year (2013's Annual Meeting) was great, but ITS MD benefited from drawing some people because of its association in 2012.

Roger discussed the Spring Tech/Golf event. Diederick suggested engaging Hubert. Keith additionally suggested engaging Gene Donaldson, and another from Morgan State that Diederick knows. A counterpoint discussion at the Tech Sessions could be studies regarding congestion caused by DMS, about which Tom Jacobs did a study. It was also suggested that PDUs should be done, which Keith will do. A flier should also be sent out as soon as possible regarding the event. The goal is to have 40 registered for golf.

6. Awards & Nominating Committee

Diederick will send out a request for volunteers for upcoming events, such as the State Chapters Award from ITSA, and the Student Scholarship Award from the chapter. The scholarship will be advertised mid-April, and will be sent to all local universities. Applications will be due in May. Awards will be determined and given in August. Recognition of the winners will take place at the Annual Meeting on November 6, 2014. Mersedeh recommended pushing the dates a little earlier, and Diederick agreed. Diederick asked for committee volunteers, and Keith and Jeremy agreed.

7. Communications Committee

Eric Metheny discussed the need to get the theme and content together for the newsletter for the Legislative Tech Fair. Eric asked the board for ideas. Shortly after the Tech Fair, a chapter-focused newsletter will be the next theme.

Eric shared that Sabra Wang is actively redeveloping the web page, to which Keith then provided a status on the website update. Eric has submitted a sitemap, and comments for review, and received feedback from the board. The group also selected a theme from Word Press during this meeting. Keith provided some progress snapshots of the development, and asked the group to mark them up with comments and submit them back to him. Keith also requested photos, and the group provided some feedback on some screen captures. All comments are due by COB March 3, 2014.

Mersedeh asked to be provided with the student chapter website link. Diederick noted that the ITS MD Brochure and the membership application need to be updated. Roger will update the membership application, Eric will update the brochure.

8. Old Business

It was mentioned that everyone should vote for bylaws via survey monkey. Carly Keane will send a reminder to all members. 2/3 approval is needed of at least 50% of membership in order to call a vote.

9. Bylaws

No updates or issues were discussed regarding bylaws.

10. Legislative Tech Fair

Registration for the Legislative Tech Fair was closed due to too many sign-ups. Bob updated the board with the status, and said all plans are coming together.

11. Strategic Plan

Bob provided an initial draft of the update to the strategic plan. He also discussed the committee's process, and went over the proposed changes. Additionally, he has developed goals and objectives, and a table that illustrates how the various committees will work together to achieve them. Bob asked the board to review the table in particular.

12. UMD Contract Support

UMD is currently working without a contract, which expired in July 2013. Keith had called Tom Jacobs to discuss work going forward. It is estimated that \$6K to \$8K will be needed annually. Keith will draft a new contract for CATT lab to review. Kevin asked how payment would be received for work done without a contract, and Diederick replied that the work will be invoiced. Kevin and Rihua agreed to review the amended contract with Keith.

13. ITSA State Chapter Representative

Keith nominated Diederick as ITSA State Chapter Representative, and he was approved by unanimous consent.

New Business

14. Board Member Benefits

It was proposed to provide a 50% discount to board members attending annual meeting, if they attended half of their chapter activities. Diederick asked for clarification of what rate structure would be discounted, recommending a 50% reduction of the individual rate. He also asked for clarification on the attendance requirement, making it a straight 50% of the listed chapter events. Roger suggested refining the language, and bringing the proposal back to the next Board meeting. Keith pointed out the need to determine if this discount would apply to the calendar year, or is measured starting after one annual meeting until the next. The Board decided to refine the language and bring up this proposal again at the next meeting.

15. Student Chapter Liaison

Jeremy Mocny was named student chapter liaison.

16. Announcements

The signal forum is scheduled for March 17, 2014.

17. Adjournment

There being no further business, the meeting adjourned at 100 pm, peace and harmony prevailing.

Respectfully submitted,

Roger Boothe, Jr.
Secretary