



INTELLIGENT TRANSPORTATION SOCIETY OF MARYLAND

Board of Directors Meeting

Date: July 11, 2014
 Time: 2:00 PM – 3:45 PM
 Location: Kittelson & Associates, Inc., 36 South Charles St., Baltimore, MD

2014 Board Members			
Name	Organization	ITS Position	Attendance
Gerry Amato	COHU	Board Member	X
Roger Boothe	CH2M Hill	Secretary	X
Hubert Clay	Total Traffic Network	Board Member	X
Sandi Dunmyer	Traffic Systems and Tech	Board Member	X
Richard Easley	E-Squared Engineering	Board Member	
Dwight Gordon	Prince Georges County	Board Member	
Kevin Lee	Kittelson & Associates	Vice President	X
Eric Metheny	URS Corporation	Board Member	
Jim McCullough	Transdyn	Board Member	X
Jeremy Mocny	Whitman, Requardt & Associates	Board Member	
Elizabeth Parrish	Montgomery County DOT	Board Member	
Keith Riniker	Sabra Wang & Associates	President	X
Neil Robinson	Century Engineering	Board Member	
Eileen Singleton	Baltimore Metropolitan Council	Board Member	X
Ruihua Tao	State Highway Administration	Treasurer	X
Adison Zoretic	JMT	Board Member	X
Diederick VanDillen	Jacobs	Immediate Past President	
Bob Winick	Motion Maps	ITS MD Member	X
Bailey Lozner	Kittelson & Associates	ITS Maryland Member	X

No.	Agenda Item	Discussion Lead	Time	End Time
	Quorum (min. 9 /17)	Keith Riniker / Chair	-	
1	Call to Order	Keith Riniker / Chair	-	2:00
2	Minutes of 04/25/2014 - Review / Accept - Action Item Review	Keith Riniker / Chair	15	2:15
3.0	Committee Reports			
3.1	Membership - Report	Roger Boothe / Subcommittee Chair	10	2:25
3.2	Governance, Budget & Finance - Report	Ruihua Tao / Subcommittee Chair	10	2:35
3.3	Program & Events - Report - Lunch & Learn 9/19 - Reschedule Traveler Information Systems	Kevin Lee / Subcommittee Chair	15	2:50

No.	Agenda Item	Discussion Lead	Time	End Time
	- Annual Meeting			
3.4	Awards, Nominating & Scholarship - Report	Keith Riniker on behalf of Diederick VanDillen / Subcommittee Chair	5	2:55
3.5	Communications - Report (website, logo) - Board Member Only Info? - Newsletter	Keith Riniker on behalf of Eric Metheny / Subcommittee Chair	15	3:10
4.0	Old Business			
4.1	ITS MD Strategic Plan	Bob Winick	15	3:25
4.2	Maryland and Connected Vehicles USDOT Phone Call	Eileen Singleton	5	3:30
4.3	UMD Contract Support	Keith Riniker	5	3:35
5.0	New Business			
6.0	New Items & Announcements	All	5	3:40
6.1	ITSA Request for "Relevant & Popular Technical Topics"	Keith Riniker	5	3:45
7.0	Adjournment	Keith Riniker	-	3:45

Items:

1. Welcome

The meeting began in the offices of Kittelson & Associates, Inc. Kevin Lee opened the meeting and introductions were made.

2. Meeting Minutes

Review of meeting minutes were held until the arrival of Keith Riniker. Keith discussed the minutes of the previous meeting, with thanks to Adison Zoretic for taking them. He asked for comments. Eileen Singleton recommended changing the word "lobbying" to "work with." Keith went through the action item list to determine the status. All Action Items were completed, except one, which Ruihua Tao will follow up on the issue of ITSMD being invoiced for insurance from ITSA. Keith asked for a motion to accept, made by Adison, and seconded by Hubert Clay. The motion was approved.

Kevin asked about the Board Member Benefits proposal. Keith stated that it was approved by vote at the late meeting and was incorporated into the April meeting minutes (refer to section 8). The approved version was included as an attachment in the April meeting minutes. There was some discussion on who was tracking the information. Keith said that it is tracked by attendance at board meetings, of which we keep a record. Also, we have records of who attends lunch and learns.

3. Committee Reports

3.1 Membership

Kevin spoke with Wasim Raja, from DDOT. DDOT stated they would likely join at the annual meeting. Jim McCullough will reach out to SERCO. Bob Winick mentioned WashCOG, as did Eileen. She said she had reached out to them previously.

Eileen will be calling Andy Meese again. Roger Boothe will reach out to Metlabs, regarding membership.

3.2 Governance, Budget & Finance

Ruihua circulated the treasurer's report. \$6,900.00 was received this quarter. Expenditures were primarily for spring golf. The financial situation is sound. Ruihua has created a receipt format, due to the request for receipts when checks are made.

3.3 Program & Events

The Golf Event and Tech Session was held, with 36 attendees at tech session. A follow up training from ITSA may be provided at the Annual Meeting. The event netted \$340.00, and 8 non-members signed up. Today, 35 tickets were sold for the baseball event. ITS Maryland's name will be on the scoreboard.

Upcoming events include the Lunch & Learn, which Adison is organizing. Topics include rescheduling the Traveler Information, TRIP Center or a FedEx Field tour. The event is slated adjacent to the next board meeting on September 19th.

Annual Meeting will be a joint one with Signals Forum. Kevin is looking for input on the theme for the meeting, after some discussion, the attendees agreed on Integrated Management & Operations. A save the date flier will also be sent out.

3.4 Awards, Nominating & Scholarship

Student scholarship announcement received 17 respondents (same as last year) – 6 undergrad and 11 grad. Diederick sent the applications and scoring sheet to committee members with instructions. A formal announcement will be made on or about Aug 1. A \$1000 award will be made to one graduate one undergraduate student (\$2000 total).

Request for board nominations will go out mid Aug due beginning of Sept. The board was encouraged to pass the word around and to start thinking about worthy candidates.

3.5 Communications

Keith noted difficulties in getting a newsletter produced, and asked for volunteers to assist, with a goal of getting one out by the end of summer, and one at the annual meeting. Roger volunteered Janine Helou depending on if we can support the hours. Bailey Lozner and Jim McCullough volunteered to help.

Keith mentioned the website is up and running. There was discussion on the placement of particular items. Meeting minutes should be easier to find, and their current location should be reviewed. After some discussion, the following was agreed to:

- Move ITS Architecture under Resources
- Move Student Members under Membership
- change Contact us to About Us
- under About Us, take the headings under Governance and put them under the About Us drop down. This way there is no longer a Governance heading. Under About Us, also put the following pages (currently under Membership) on the drop down
 - o Committees
 - o How to Join
 - o Officers

- Member Firms

Everyone should provide thoughts on what information should be available on the Board Members Only page. Attendees should email Keith Riniker directly.

4. Old Business

4.1 ITS MD Strategic Plan

Bob distributed a schedule and process for updating the strategic plan. He also described the process for updating the plan. The intent is to have a draft for review by the September Board meeting, and to finalize it by the Annual Meeting.

4.2 Maryland & Connected Vehicles USDOT Phone Call

Eileen had a conference call with some people regarding connected vehicles. There is a possibility of ITS MD hosting a training session during the annual meeting, have a table during the legislative tech fair, providing Connected Vehicle 101. This will help to facilitate interested agencies/parties in Maryland. Bob mentioned possibility of military applications as well.

4.3 UMD Contract Support

Keith pointed out that the UMD CATT Lab is currently not under contract, but has been doing work for us anyway. They will need to be paid back for work done since 2013. In the past, we have paid them 13K annually. Keith wants to discuss their work cost and what roles they should be. He passed around the old contract with his markups for discussion. The following items were part of the mark-up, and were discussed. Attendees agreed with the following roles for the CATT Lab.

- Physical Address: serve as the physical address for receipt of mail for the organization, for taxes, receipt of mail, etc.
- Phone / Email support: for occasional phone calls / emails from the membership.
- Website File Updates: Update standard documents, such as: membership application, listing of officers and board members, Membership Committees, after annual elections with current board member and officer contact information and replace the pdf files on the website. When requested by the officers, post job listings, add sponsor logos, add/update links
- Membership Database: Update ITSMD.org website with current membership information.
- Dues: invoice, collect, deposit and track dues payments. Provide board and ITS America with membership status reports

Keith outlined the following items that would not be performed by the CATT Lab, but by the Officers and Board Members.

- Secretary - upload meeting minutes
- Communications Chair - upload newsletters
- Program & Events - upload presentations, prepare and administer Eventbrite website, prepare and update Google calendar.
- Officers: use MailChimp for emails to membership and friends database

Keith asked for volunteers to participate in a subcommittee. Having received volunteers, Keith said he would set up a subcommittee call, which will include Kevin, Ruihua, Hubert, Diederick VanDillen, and Richard Easley.

5. New Business

None.

6. New Items & Announcements

6.1 ITSA Request for Relevant & Popular Technical Topics

At the State Chapters Council conference call, ITSA asked chapter to provide information on relevant and popular technical topics.

7. Adjournment

There being no further business, the meeting adjourned at 3:45 pm, peace and harmony prevailing.

8. Action Item List

Action Item	Responsible	Date to be Completed by:
Newsletter	Keith, Roger, Bailey & Jim	<i>Summer 2014</i>
Determine if ITSMD has been invoiced for 2014 insurance	Ruihua	<i>Next Board Meeting 9/19</i>
Reach out and determining new sponsor(s) for Legislative Tech Fair	Bala and Bob	<i>In Progress</i>
Schedule CATT Lab Contract Subcommittee Meeting	Keith	<i>Completed. Meeting to be held 8/1 at 9 AM.</i>
Metlabs, Maryland Firm involved with Connected Vehicles – discuss ITS MD membership	Roger	<i>Next Board Meeting 9/19</i>
WashCOG – discuss ITS MD membership	Eileen	<i>Next Board Meeting 9/19</i>
Develop and distribute via email a proposed ITS MD Cash Receipt Format	Ruihua	<i>Completed</i>
Website Edits	Keith	<i>Completed</i>

