INTELLIGENT TRANSPORTATION SOCIETY
OF
MARYLAND

To   Board of Directors

From   Roger Boothe, Secretary

Date: November 8, 2013

Subject   Board of Directors Meeting Minutes

Minutes of the ITS Maryland Board Meeting held on November 8, 2013 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	T
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		X
Liz Parrish	Montgomery County		X
Sandy Dunmyer	Traffic Systems & Technology		X
Jeremy Mocny	Whitman Rehquart		X
Others			
Nikola Ivanov	UMD-CATT Lab	ivanovn@umd.edu	X
Oscar Morales	UMD	moraleso@umd.edu	
Bala Akundi	BMC		X
Sharon Easley	E Squared		

X – in-person, T - teleconference

Items:

1. Welcome
The meeting began at 10:25 am in the offices of Baltimore Metropolitan Council.   Diederick provided an overview of the purpose of the Board retreat.

2. Minutes of September 13 Meeting
The group reviewed the minutes of the September 13 meeting.   The attendance will be revised to show that Oscar Morales was not present.   With no further comments Eileen moved to approve the minutes, seconded by Keith and approved with revision.

3. Election Results

Richard Easley presented the election results.   The 2014 elections report is attached.   Richard requested clarification from the board regarding the terms of officers and board members. For officers we will add month and day to the election and expiration dates.

4. Last Year in Review

Diederick presented an overview of 2013 activities including Lunch & Learns, Legislative Technology Fair, recognition of our chapter as the Outstanding State Chapter and Membership Growth Award, successful Annual Meeting with 153 attendees and 13 exhibitors and $7600 net revenue, distribution of three newsletters, summer social at an Orioles baseball game,

At the end of Diederick's presentation Keith Riniker presented Diederick with a plaque in appreciation of his service as President of the chapter.

5. Annual Meeting Review

Keith Riniker presented a review of the Annual Meeting.   A "Save the Date" notice sent several months prior to the meeting seemed to help in increasing attendance.   Free attendance was provided for public agency staff and exhibitors.   Eventbrite was used for registration and credit card payment and this was successful.   Initial revenue projection was $2500 but the actual revenues were approximately $7600. Price was $185 for early registration, $450 for exhibitors.   There were 153 attendees. 50 stayed for Happy Hour. Keith went through some lessons learned for the next meeting.

6. Strategic Plan

Bob Winick presented a proposed outline for the revised Strategic Plan.   Bob went through each section of the proposed Plan and received comment and input on the content of each section.

7. Lunch Break

8. Preliminary Committee Structure

Keith described the committees for 2014 and their functions. He recommended we proceed through the meeting agenda and return to this item after further discussions.

9. Program & Events Committee

Kevin Lee is the committee char. Keith described the mission and objectives of this committee. He reviewed ideas for events in 2014, and asked the group to brainstorm ideas.   Dwight and Jeremy were volunteered to participate in this committee. There was much discussion about having a bowling outing. Jeremy volunteered to put together an event that brings together ITS and public agency security folks to discuss industry overlaps.   Eileen suggested an event related to autonomous vehicles.   Bob and Diederick have some contacts they will reach out to.

Keith then went over the events currently scheduled on our calendar, soliciting feedback and ideas.   There was discussion about the merits of doing a joint annual meeting with a group such as the Signal Forum. Consensus is to do a joint meeting in November 2014.

There was a general discussion regarding utilize programs and events to increase membership value. All agreed to provide offer training or event for either free, or at a subsidized cost to provide more member benefit.

10. Legislative Tech Fair

Bob and Bala discussed the successful history of the Tech Fair and plans for the 2014 Fair.

11. Governance, Budget & Finance Committee

Keith reported that "we have a lot of money".   A full report was distributed at the meeting

12. UMD Contract Support
Diederick reported that this contract costs approximately $14,000 per year, and covered the benefits and services we receive from UMD.

13. Adjournment
There being no further business, the meeting adjourned at 1 pm, peace and harmony prevailing.

Respectfully submitted,
Roger Boothe, Jr.
Secretary