



INTELLIGENT TRANSPORTATION SOCIETY OF MARYLAND

2016 ITSMD Board of Directors Meeting Minutes

Date: Friday, April 8, 2016

Time: 10:00AM – 12:00PM

Location: MD State Highway Administration, CHART SOC Training Room, Hanover, MD

| 2016 Board Members | | | | |
|--------------------|------------|---------------------------------|--------------------------|------------|
| First Name | Last Name | Organization | Current Position | Attendance |
| Ruihua | Tao | MD State Highway Administration | President | X |
| Adison | Zoretic | JMT | Vice President | |
| Kyle | Tarnoviski | STV Incorporated | Treasurer | X |
| Elizabeth | Parrish | Montgomery County DOT | Secretary | X |
| Kevin | Lee | Kittelson & Associates | Immediate Past President | |
| Gerry | Amato | COHU | Board Member | |
| Roger | Boothe | CH2M Hill | Board Member | X |
| Sandi | Dunmyer | Traffic Systems and Tech | Board Member | |
| Richard | Easley | E-Squared Engineering | Board Member | X |
| Jeremy | Mocny | Whitman, Requardt & Associates | Board Member | X |
| Alvin | Powell | Jacobs | Board Member | |
| Brian | Reed | Parsons Brinkerhoff | Board Member | |
| Marcelino | Romero | Schneider Electric | Board Member | X |
| Bo | Yuan | T3 Design Corporation | Board Member | |
| Hubert | Clay | Total Traffic Network | Board Member | X |
| Robin | Fish | Sabra Wang & Associates | Board Member | X |
| Jim | Lampe | Control Technologies Inc. | Board Member | X |
| Eileen | Singleton | Baltimore Metropolitan Council | Board Member | X |
| Jason | Tao | DC Department of Transportation | Board Member | |
| Keith | Riniker | Sabra Wang & Associates | Non-Board Member | X |
| Bala | Akundi | Baltimore Metropolitan Council | Non-Board Member | X |

1. **Call to Order** – Ruihua Tao
2. **Review of Minutes 12/11/2015** – Ruihua Tao
 - Number 11 – Change Liz Cornish to Liz Parrish
 - Certain letterhead to use for meeting minutes
 - Attendees – certain format with organization needs to be used
 - Number 10 – Diederick’s name spelled incorrectly
 - Motion to accept meeting minutes – Eileen Singleton
 - Motion accepted – Hubert Clay
 - Meeting minutes approved
3. **Introductions** – All
4. **Membership** – Liz Parrish
 - 5 new members
 - i. 1 Public – City of Alexandria
 - ii. 3 Private – Gridsmart, Iteris, Xerox
 - iii. 1 Individual – Lamont McAliley (Noblis)
 - 3 members did not renew – OpenRoads, TrafficVision, McCain
 - **ACTION ITEM: Reach out to members to find out why they did not renew – Liz Parrish/Jim Lampe**
 - **ACTION ITEM: Reach out to non-members who signed up for CV 102 - Liz Parrish**
5. **Governance** – Kyle Tarnoviski
 - Checking account - \$33,102.79
 - i. Savings: \$5,340.19
 - 42 Members that have currently paid this year, 7 members said they will pay, 6 members currently haven’t heard back from, 3 of the 6 haven’t heard from didn’t pay in 2015
 - UMD Contract – paid in March
 - Projected balance of over \$12000 in October due to Annual Meeting
 - **ACTION ITEM: Reach out to members who haven’t paid – Kyle Tarnoviski**
 - **ACTION ITEM: Follow up with The Traffic Group for payment – Jim Lampe**
 - Insurance
 - i. What type of coverage do we want as an organization for professional liability insurance for ITS MD
 - ii. Kyle to provide quotes for options to ITS MD
 - Taxes

- i. ITS MD must fill out own Federal Taxes for 2015
- ii. Can file 3 month extension due May 16th
- **ACTION ITEM: Follow up with CFO of ITS America – Kyle Tarnoviski**

6. **Legislative Tech Fair** – Bala Akundi

- 19 Exhibitors, 100 guests
- Good attendance – more than 2015
- New members joined due to Tech Fair
- Ruihua noted people don't like to sign-in
 - i. Possibly make the sign-in sheet less complex next year
- Possible event with MDOT
- Bala suggested to have event on the House side
 - i. Roger Boothe suggested he could help with sponsorship – Carol Krimm
- Difficult to find benefit of the fair
 - i. Eileen & Jeremy suggested to send follow up e-mail/survey for questions/comments of Tech Fair
 - ii. Too late to send for this year – but be proactive for next year
- Richard suggested for next year to include people in the Health sector so they can see benefits of Transportation industry
- **ACTION ITEM: Follow up formal thank you letter to Senator – Bala Akundi**

7. **Spring Event** – Ruihua Tao

- CV 102
 - i. 42 registered out of 60 currently
 - ii. May 10th – 8AM – 3PM

8. **Annual Meeting** – Ruihua Tao

- Ruihua said that Diederick suggested 2 day event instead of 1
 - i. ½ day training/ ½ day golf
 - ii. 2nd day Annual meeting
- In the past, difficult to get enough people to participate for training and golf
- Need to determine where to have annual meeting – then pick where golf will be
- Richard suggested to have options for more training sessions instead of just CV
- Not pairing up with Signal Forum this year

9. **Baseball Event** – Hubert Clay

- Budgeted for baseball event with expected loss
- No current date
- Still continue with Orioles and Birthplace Museum as venue

- Suggested dates
 - i. June 3rd – Yankees
 - ii. June 17th – Blue Jays
 - iii. August 19th – Houston
 - iv. July 22nd - Cleveland
 - v. September 16th – Tampa
 - vi. September 2nd – Yankees
- **ACTION ITEM: Follow up with Museum to check availability. Send out e-mail with available dates to Board. – Hubert Clay**

10. **Lunch/Learn** – Keith Riniker

- Hubert Clay – open to host Total Traffic – located in Rockville
- Richard Easley – also open to host
- VDOT – also possibility

11. **Awards** – Ruihua Tao

- ITS Hall of Fame Awards
 - i. Anyone in region organization would like to nominate
 - ii. **ACTION ITEM: Send out e-mail for nomination suggestions – Ruihua Tao**

12. **2016 Student Scholarship** – Kyle Tarnoviski/Ruihua Tao

- \$4000 set aside for scholarship
- Send out applications in spring or Fall (beginning of semester)
 - i. Benefit to send out applications earlier so students have more time to apply
 - ii. If Annual Meeting gets moved earlier, requirement should be to send out applications earlier (in April)
- **ACTION ITEM: Decide if applications should be sent out earlier this year – Kevin Lee**
- **Subcommittee – Eileen, Hubert, Kyle, Richard, Nikola, Diederick, Keith**

13. **Communication** – Keith Riniker on behalf of Bo Yuan

- Gmail accounts were created for all Board officers
- Website updated with current members
- Robin created Twitter account for ITS MD
 - i. Other ITS accounts are primarily using accounts to send out event information
- Board agreed Twitter good tool to use, but need to find platform to use it
- **ACTION ITEM: Members paid for sponsorship on website, but logos aren't being displayed – Bo Yuan**

- Newsletter
 - i. Events – past and upcoming could write about
 - ii. New members
 - iii. Bala – article on Tech Fair**
 - iv. Robin – article on Board Meeting 4/8/16**
 - v. Kyle – article on CV 102**
 - vi. Ruihua – President’s message**
 - vii. Roger – article on elected officials**
 - viii. Adison/Kyle – article on ITS/ITE event at Morgan State**
 - ix. ACTION ITEM: Send Newsletter in early Spring to announce Baseball event – Bo Yuan**

14. **State Chapter Business** – Ruihua Tao

- Do we want to apply for State award this year
- Jim and Marcelino will be attending ITS America Annual Meeting
 - i. ITSA Attendance Travel Stipend - \$600 – not enough for travel to California
 - ii. ACTION ITEM: Check to see if SHA will give travel funds. If not, check with BOD officers if they want to attend. – Ruihua Tao**

15. **Old Business/New Items** – Ruihua Tao

- UMD Contract – Services Agreement/ Handout at meeting
 - i. Remove item 3.0 Membership mailings – only charge on hourly basis
 - ii. Remove item 2.1
 - iii. Change language to state UMD to send quarterly invoices
 1. UMD to send progress report/accounting of hours
 2. Richard Easley to send copy of 2012 contract to Kyle and Ruihua
- **ACTION ITEM: Update changes on UMD Contract and send e-mail to Board for approval. – Kyle Tarnoviski/ Ruihua Tao**

16. **Motion to Adjourn meeting** – Ruihua Tao

- Motion accepted – Roger

17. **Meeting adjourned (12:00PM)**