



INTELLIGENT TRANSPORTATION SOCIETY OF MARYLAND

Board of Directors Meeting

Date: July 10, 2015
 Time: 2:00 PM – 4:00 PM
 Location: Jacobs Engineering Offices
 100 S. Charles Street, Tower Two, Suite 1000, Baltimore, MD, 21201

2015 Board Members			
Name	Organization	Current Position	Attendance
Gerry Amato	COHU	Member	
Roger Boothe	CH2M Hill	Member	X
Hubert Clay	Total Traffic Network	Member	X
Sandi Dunmyer	Traffic Systems and Tech	Member	X
Richard Easley	E-Squared Engineering	Member	
Dwight Gordon	Prince Georges County	Secretary	
Kevin Lee	Kittelsohn & Associates	President	
Jim McCullough	Elite Contracting	Member	
Eric Metheny	URS Corporation	Member	
Jeremy Mocny	Whitman, Requardt & Associates	Member	
Elizabeth Parrish	Montgomery County DOT	Member	X
Keith Riniker	Sabra Wang & Associates	Immediate Past President	X
Neil Robinson	Century Engineering	Member	
Eileen Singleton	Baltimore Metropolitan Council	Member	X
Ruihua Tao	State Highway Administration	Vice President	X
Adison Zoretic	JMT	Treasurer	X
Bo Yuan	T3 Design Corporation	Member	X
Marcelino Romero	Schneider Electric	Member	
Brian Reed	Parsons Brinkerhoff	Member	Teleconference
Alvin Powell	Jacobs	Member	X
Kyle Tarnoviski	STV Incorporated	Member	X
Diederick Van Dillen	Jacobs	Non-Board Member	X
Robin Fish	Sabra Wang & Associates	Non-Board Member	X

No.	Agenda Item	Discussion Lead	Time	End Time
	Quorum (min. 9 /17)	Ruihua Tao	-	
1	Call to Order	Ruihua Tao	-	2:00
2	Minutes of 4/24/2015 - Review / Accept - Action Item Review	Ruihua Tao	15	2:15
3.0	Committee Reports			
3.1	Membership - Report - University Coordination - Retention / Outreach	Liz Parrish / Subcommittee Chair	15	2:30
3.2	Governance, Budget & Finance - Report - Taxes	Adison Zoretic / Subcommittee Chair	10	2:40
3.3	Awards, Nominating & Scholarship - Report	Keith Riniker / Subcommittee Chair	5	2:45
3.4	Communications - Summer Newsletter - Website - Social Media: LinkedIn/Facebook/Twitter	Bo Yuan / Subcommittee Chair	15	3:00
3.5	Program & Events - Report: - USDOT CV 101 Session - ITSA Annual Meeting Report - Lunch & Learn - Baseball Event	Ruihua Tao / Subcommittee Chair	15	3:15
4.0	Looking Ahead			
4.1	ITS MD Annual Meeting	Ruihua Tao	15	3:30
4.2	Future Sessions - CV 102/201 - Performance Measures Workshop - Others	Keith Riniker / Diederick VanDillen	10	3:40
5.0	New Business			
5.1	New Items & Announcements	All	5	3:45
5.2	Announcements & Other Business	Ruihua Tao	5	3:50
6.0	Adjournment	Ruihua Tao	-	4:00

Review of Previous Board Meeting Minutes

- Add attendee list to the meeting minutes
- Add that Sandi Dunmyer attended the annual meeting as well
- Hubert moved to accept as amended, Roger seconded.

Membership

- 2015 goal: 3 private and 1 agency and 1 student new membership
- Reviewed list of members
 - CSC Inc. is a new member – private agency
 - Baltimore City’s membership has lapsed. Adison will follow up with Raj Sharma at Baltimore City DOT.
 - Diederick will follow up about Kapsch’s and TrafficVision’s lapsed memberships.
 - **Adison mentioned that other’s memberships have lapsed and he will follow up with the others individually.**
- **Roger will discuss membership with DDOT; he will contact Mr. Soumya Dey before the next board meeting.**
- **Sandi Dunyemer will discuss membership with Howard County, Baltimore County, Carroll County before the next board meeting.**
- **Roger Boothe will discuss membership with Frederick County before the next board meeting.**
- Discussion regarding student members / chapters
 - **Diederick is drafting student chapter bylaws and will share with the Committee.**
 - Robin Fish will be the UM liaison
 - Adison Zoretic will be the U Del liaison.
- **Bo Yuan will update the committee membership web page with Liz as the key contact person.**

Budget

- Adison reported that the checking account balance is \$29,501.38; savings is \$5,339.39. However, there is some expenditure that has not yet been reflected.
- Regarding the Connected Vehicle event – ITS MD made a profit of \$33; it was planned as a break-even event.
- The baseball event is planned to be a membership benefit and planned for a loss. We purchased 37 tickets and had 33 attendees. The extra tickets were sold on StubHub. The event this year is projected to have a net loss of \$500 to \$700. Last year’s event was also programmed as a membership benefit and the approximate loss was greater.
- This year, we are planning to have a loss over the whole year of about \$7000 at this point. However, we usually make about \$6000 to \$7000 on the annual meeting. If we do scholarships, this will increase our loss. At the end of last year/ beginning of this year, we paid UM for services from 2013 (or thereabouts) that had not been paid, and also for 2014. This is part of the reason why our projections for spending (over the year) are higher than projected revenue.
- There was some discussion regarding the annual expenditures being higher than revenue. Consensus was that this was OK and it was mentioned that as a non-profit, our checking account balance is higher than normal.

Taxes

- Adison did not receive an invoice from ITS America for our \$270 Federal Tax filing fee. Adison emailed Jennifer at ITSA.
- Diederick mentioned that we have had to file a corporate status with the state. Carly did receive the forms this year, and Adison said that he filed them.

Insurance

- Diederick inquired regarding the status of our insurance.
- Ruihua said that last year, the insurance lapsed and she was not able to contact the company.
- We do not currently have insurance.
- **Adison will check with ITS America and ITE District 2 about how to obtain insurance.**

University of Maryland

- We don't have a current contract.
- We need a physical address. The performance of the organization goes up and down with the volunteers. We need to have some agency under contract.
- UM was doing primarily invoicing. Adison set up an automated invoicing process.
- **Keith will contact Tom Jacobs to set up a fixed-cost hourly rate contract.**

Scholarship

- There was some discussion regarding the scholarship amounts. Last year we awarded two \$1,000 scholarships.
- Options discussed included increasing the amount, or increasing the number.
- We could announce the amount, but not the number. This would allow us to award three scholarships if there were three worthy applications
- The announcement should include the amount.
- Awardees will be invited to the annual meeting.
- From a budget standpoint, we have adequate cash that would enable us to increase the award level.
- We could (not stated in the application) add weight to chapter members. However, since we only have one chapter, we could not limit it to UM students
- Attendees agreed to increase the level of funding for scholarships.
- Diederick made a motion to increase the total scholarship amount to \$4000; Sandi seconded; all agreed.

ITSA Chapter Award

- We did not submit for an award application this year; we need to start earlier
- We need key dates, such as a chapter operating notebook.
- **Diederick had started this when he was President. He will send this to Ruihua.**

Communications

- Newsletter published July 1st
- Bo will add the newsletter to the website archive
- Bo handed out website visit and email statistics.
- We are averaging a higher “open email” rate than the typical non-profit rate.
- Invoicing is based on the member listing on the website. Adison asked if this should be the contact person? Keith Riniker replied that this should be the contact person unless otherwise indicated as each of these persons was asked this question before they were put on the web site.
- Hubert reviewed other state chapter’s advertisements for the web page. ITS VA had several member banners and he is looking into the cost structure at ITS VA. **Hubert will report at the next board meeting.**
- Attendees mentioned that they did not notice the ITS MD summer newsletter since they thought it was just a baseball announcement; the articles at the end were not read. Attendees agreed to send out the newsletter again. The newsletter will have a front page with a list of articles included.

Program and Events

- The Connected Vehicle 101 training was attended by 34 persons. A majority attended from MD SHA. Overall feedback was positive, with some reservations regarding the depth of the information and the topic not being addressed adequately. The presenters were not able to provide adequate information.
- A Lunch and Learn event was hosted the day of the board meeting (July 10). The event was attended by 16 persons. The baseball event was the same evening.
- Ruihua asked for volunteers to help with the Annual Meeting planning.
- Stan Young from UM, and Darcy Bullock would like to prepare a performance measures technical session one-day workshop. One will be in the Baltimore area; and possible a second in the DC / NOVA area. MD SHA OOTS has volunteered to host the event. There is no fee for the workshop from UM; however, ITS MD may choose to charge a fee. They did a similar workshop in GA and had 70 persons attend. **Diederick is spearheading this effort and will coordinate the event for ITS MD.**