

ITSMD Board of Directors Meeting Minutes

Date: Friday, April 24, 2015

Time: 12:00PM – 2:00PM

Location: Office of Materials Technology

7450 Traffic Drive

Hanover, MD 21076

Items:

1. Welcome

The meeting began at 12:15 PM in the Maryland SHA Office of Materials Technology.

2. Minutes of December 2014 Meeting

The group reviewed the minutes of the previous meeting.

The meeting minutes were accepted with minor grammatical changes to be done after the meeting.

3. Committee Reports

a. Governance, Budget & Finance

i. Kevin shared Adison's email regarding FY15 cash flow. Everything through April was current and everything beyond was projected. Membership dues totaled \$11,810.00 as deposited into the checking account. For fiscal year 2015 there was a projected net loss of approximately \$6,000.

ii. Keith mentioned that DDOT will be an ITSMD member and that CSC expressed interest in becoming a member. Keith asked if CSC became a member. Keith also mentioned that 8 members have not paid dues before the email from Adison was sent out.

iii. **ACTION ITEM: Adison to report if projected \$6,000 loss includes money from ITS America and if all invoices for membership have been paid and follow up individually with non-paid members.**

b. Program & Events

i. Connected Vehicle FHWA Training Session

1. Ruihua asked if ITSMD would charge a fee.

2. Kevin listed possible dates for the training session as June 12th, June 19th, June 26th or after July 13th.

3. SHA's Hanover Complex, the Maritime Institute, the University of Maryland, SHA's District 3 office, ITS America HQ, DDOT and FHWA were mentioned as possible host locations.

4. Cost of parking was brought up as a concern for hosting the training session near Nationals Park. It was noted that the Nationals are away on June 12th and home on June 19th with a night game.
5. It was determined that members would be charged for the cost of the event and non-members would be charged for the cost of the event and for the service
6. Kevin proposed possible dates of June 12th and June 19th with June 12th being the preferred date.
7. **ACTION ITEM: Alvin and Ruihua will follow up on venue locations. Diederick will coordinate with Carlos Alban about the of June 12th and June 19th dates.**

ii. ITS Annual Meeting – Pittsburgh, PA

1. It was mentioned Kevin, Keith, Marcelino and Roger will be attending.

iii. Lunch & Learn

1. Ruihua said she would talk to Morgan State University about being a possible host.
2. Diederick said he talked to Sandi about having the Lunch & Learn on July 8th. Keith mentioned there was a BOD meeting and baseball event scheduled on July 10th. Diederick proposed having the BOD meeting, Lunch and Learn and baseball event all on July 10th, which was accepted. The BOD Meeting will take place during lunch followed by the Lunch & Learn with less of an emphasis on Lunch followed by the baseball game later that day.
3. Bo, Ruihua, Bailey, Keith and Sandy volunteered to help organize the events for July 10th.

iv. Report on ITS Legislative Tech Fair

1. It was reported that the Tech Fair was well attended.
2. It was brought up that ITSMD could be labeled as a lobbyist with expenditure exceeding a threshold, determined by the Maryland Ethics Commission. There may be unintended affects resulting from actions
3. Hubert asked if being labeled as a lobbyist would change our tax status. Keith mentioned that many members of the BOD and Officers might not be able to serve as BOD members or officers of ITSMD if ITSMD is labeled as a lobbyist due to agreements with members' and officers' respective employers.
4. **ACTION ITEM: Bob and Bala to coordinate with ITS America Ethics Committee regarding ITSMD lobbying status.**

c. Awards, Nominating & Scholarship

- i. Keith asked for a volunteer to write the entry for the Outstanding State Chapter and Membership Growth Award. It was suggested that an action item be developed for the Award in December meetings going forward and

started earlier in the calendar year. An entry for the Award for 2015 may not be put together for 2015.

- ii. A report on Nominating and Scholarship will be given later in 2015.

d. Communications

- i. The Board would like to distribute the Newsletter at the ITS America meeting. It was asked if a booth/kiosk would need to be purchased in order to distribute the newsletter. Keith will follow up and see if ITSMD will be able to distribute newsletter at the ITS America meeting.
- ii. The Newsletter should be sent out to ITSMD member before Memorial Day. Kyle will help Bo with the newsletter. Suggestions for topics in the newsletter were:
 - 1. New members of the Board
 - 2. Highlights of the Joint ITE/ITSMD Morgan State University event
 - 3. Highlights of the Legislative Tech Fair
 - 4. The funding that the State of Maryland received for the ICM
 - 5. The Maryland License Plate Recognition System
 - 6. Highlights of an ITE Journal article titled “An Online Prediction System of Traffic Signal Status for Assisted Driving on Urban Streets: Pilot Experiences in the United States, China and Germany” from the February issue.
- iii. Kyle said he would send out a link for board members to read the ITE Journal article from February.

4. Looking Ahead

a. Traffic Signal Forum (TSF)

- i. It was brought up whether a TSF would be held in 2015 with the success of the 2014 TSF. Normally a TSF is held every other year.
- ii. Concern for Bala’s workload setting up the TSF was mentioned and it was suggested that the TSF would be a joint event with the Baltimore Metropolitan Council (BMC) to lighten that workload.
- iii. It was mentioned to move the TSF to a more southern location like Washington D.C. or within the WMATA metro system.
- iv. **ACTION ITEM: Eileen will follow up with Bala regarding workload and possibility of the TSF to be a joint event with BMC and Ruihua will head the committee for setting up a possible TSF in 2015.**

b. Maryland and Connected Vehicles and ICM

- i. Eileen mentioned that she had not received a response on the Maryland and Connected Vehicles and ICM.
- ii. Group to be engaged within SHA on next steps

c. Board/Member Benefits

- i. Board member benefits had unanimous support from all attendees for continued benefits as participation award for the Annual Meeting.

5. **Website Sponsorship**

- a. **ACTION ITEM: Keith will email ITSMD members about the sponsorship opportunity on the ITSMD website. Hubert will look into the sponsorship question and will report to the board what he finds.**