



MINUTES

**Board of Directors Meeting
Monday February 26, 2007
Hubbell, Roth & Clark, Inc.
555 Hulet Drive
Bloomfield Hills, Michigan 48302**

Present: 13 Board Members attended. (See Attendance Sheet for details)

- **Welcome & Call to Order**
 - President Dick Beaubien called the meeting to order at 9:05 AM.
- **Introduction of Board Members & Guests**
- **President's Report**
 - **ITS-America State Chapters: see meeting minutes for January 23rd meeting**

President Beaubien highlights:

 - Participated in monthly conference call on Feb. 12th
 - Outreach to US DOT regarding
 - Surface transportation
 - Members survey
 - Annual meeting
 - World Congress paper
 - **ITSA Outstanding Chapter Award (2007)**
 - An ITSM application has been prepared and submitted to ITSA. There are a total of 9 state chapters that have applied.
 - Michigan application features Regional Transportation Partnerships
 - .Incident Management
 - Regional Transportation Operations Workshop on March 30th
 - ITS-Michigan will sponsor a breakfast
 - **ITS America's VII Roadshow – Still traveling around the country.**
 - Expected back to Michigan as part of ITS-Michigan Annual Meeting in May.
 - **2008 World Congress – NYC**
 - State Chapters are considering a presence.
 - **Contract With MDOT**
 - Contract has been agreed to between ITSM and MDOT to provide specific assistance for ITS outreach/information dissemination.
 - Contract details are being worked out still.
 - Roger Safford suggested that we submit an invoice to receive funding.

- **Owosso, Shiawasee County Initiative spearheaded by Dave Acton**
 - Looking at an MEDC sponsored demo on MDOT routes
 - Not currently part of MDOT VII Statewide Plan
 - MDOT Regional Architecture Kickoff Meeting for University Region – set for next week.
- **Need for provision of support for required staff hours.**
 - There was discussion of the need for providing means to cover required staff support related to ITSM business. It was concluded that this should be evaluated by the Executive Committee and a recommendation brought to the Board. – which was approved.
 - Long term - transition for administrative support suggests:
 - ½ of \$25,000 MDOT Grant per year or \$12,500 to be used for administrative support. This will be matched by \$2500 from ITS-Michigan for a combined amount of \$15,000.
 - Other expenses: MDOT \$12,500 + ITS Michigan \$2500
 - Quarterly Meetings - \$2500
 - Travel - \$2000 (+ add'l \$1000 from ITS-Michigan)
 - Special Projects - \$7500
 - Speaker Bureau Mileage - \$500
- MDOT Feedback
 - Invited to MDOT ITS Steering Committee Meeting on April 27th
 - Dick Beaubien and Peter Sweatman to attend.
 - What have we done to date, plans for future.
 - Dick met with Roger Safford, Chair of MDOT ITS Steering Committee
 - MDOT Program Update
 - Partnership on ITS-Michigan Annual Meeting
 - Attract vendors
 - Define the program
 - Upcoming Meetings
 - August: Visteon Village
 - October: 2007 National Rural ITS Conference
 - TMC Grand Rapids
 - Opens in November
 - MSP may co-locate if their budget issues are resolved.
- **Secretary's Report**
 - **Approval of Minutes**
 - The minutes of the January 11, 2007 Board meeting were unanimously approved.
 - Motion to post all meeting minutes was also passed.
- **Treasurer's Report**
 - Mr. Fern distributed summaries for the checking, money market and CD accounts. (See attached) – accepted.
 - Mr. Fern discussed the status of accounts and noted that recent payments would eliminate need to cash the CD at this time.
 - He provided a draft membership fee invoice and discussed plans to prepare invoicing for the current membership year.

- **2007 Annual Meeting Report**

Ms Lamparski indicated that the invitation for exhibitors/sponsors had been sent out with good response so far. There are three levels of sponsorships solicited; Platinum, Gold, and Silver. Carrier and Gable have already indicated they will provide Platinum sponsorship. A spreadsheet listing current status of sponsorships was distributed.

Mr. Beaubien once again thanked Ms. Beatta Lamparski, Ms. Colleen Hill (HRC) and Mr. Dan Carrier for their efforts in developing the arrangements.

- **Commercial Vehicle Proving Center**

- Dr. Underwood was ill and will provide an update at the next meeting.

- **Wireless Communications Application Seminar**

- Dan Carrier reported that the Seminar will be held at the Genoa Woods Conference & Banquet Center in Brighton. It is scheduled for March 22, 2007 with registration beginning at 8:30 AM and the technical sessions beginning at 9 AM and running through 3:30 PM. Continental breakfast and lunch will be provided. The fee will be \$70 per attendee with registration required by March 9th.

- The audience is anticipated to be focused on traffic engineers and maintenance personnel. It was also noted that planners will be interested in the information. So far 43 have registered with expectations that 90 will attend.

- Details provided in spreadsheet handout.

- Consider making special invitations to:

- Railroads

- Bridge & Tunnels

- ITS-Midwest (adjacent State neighbors along with the Province of Ontario)

- This will serve as the next Quarterly Meeting.

- **2007 National Rural ITS Conference**

- Jim Schultz reported that 67 abstracts have been received to date and will undergo reviews in the next several weeks.

- MDOT anticipates needing ITS-Michigan support in providing volunteers and soliciting vendors.

- This could be difficult since vendors are already signed up for Wireless Seminar and Annual Meeting.

- **New Business from Members**

- Dr. Sweatman introduced the first edition of the Michigan VII Update newsletter and indicated that this would be a regular publication sponsored jointly by MDOT and UMTRI.

- Mr. Cardimen discussed the upcoming 14th World Congress on ITS to be held in Beijing in October, 2007. He distributed copies of the Call for Papers brochure.

- **Adjournment**

- The meeting was adjourned at 10:20 am.

- Next Board meeting will be held on Thursday, April 5th