



MINUTES

Board of Directors Meeting
Wednesday, September 10, 2008
Center for Automotive Research (CAR)
1000 Victors Way
Ann Arbor, MI

Present: 17 Board Members attended. (see Attendance Sheet for details)

1) Welcome & Call to Order

- a) President Steve Underwood called the meeting to order at 9:00 AM.
- b) Welcome to the first meeting of the 2008-9 ITS Michigan Board of Directors.
 - i. New Members introduced:
 1. Bill Huotari, City of Troy
 2. Scott Geisler, General Motors

2) Presidents Report: Steve Underwood

- a) Due Diligence
 - i. MDOT Contract – reviewed deliverables.
 - ii. ITS Michigan Bylaws – determined what is required, including special committees.
 1. Steve will prepare a committee charge, key task/deliverables for each and then circulate to committee chair and members for review. Volunteers wanted?
 - iii. Annual Budget Development – Draft budget prepared and will be sent to Administrative and Finance Committee for their review and input.
 1. Need to address need for an Audit.
 - iv. Board Meetings: scheduled every 2 months with a guest speaker
- b) Power point Presentation
 - i. General overview of board, officers, committees...
 - ii. Draft outline of Budget presented
 - iii. Board Meeting Schedule presented.
- c) ITS World Congress – State Chapter Pavilion
 1. Jim Barbaresso is coordinating content with assistance from Steve Underwood and Peter Sweatman
 2. Theme VII in Michigan
 - a. Model Deployment – Videos
 - b. ITS Newsletter & Buyers Guide handouts
 3. Misc Project Updates: IVBSS, CAR – Auto Home
 4. Save the Date Card – ITS Michigan Annual Meeting
 5. Best Chapter Award
- d) Misc. Updates
 - i. MDOT Update of their ITS Strategic Plan is in progress.
 - ii. National VII Strategic Plan being contemplated.

3) Outgoing Treasurer's Report: Steve Fern

- a) Membership Terms
 - i. Presently Calendar Year but this does not match the fact that exhibitors at Annual Meeting receive free membership.
 - ii. Motion to change Membership to a June 1 – May 31st time period and that the current 2008 calendar year membership will extend to May 31, 2009.
 - 1. Motion by Jim Barbaresso, second by Gerry Conover
 - 2. Approved.
- b) Quarterly Meetings
 - i. Necessary to insure success of Annual Meeting.
 - ii. For general membership it is the ONLY value to becoming a member. It provides a great way to stay updated and networked.
 - iii. Format: typically breakfast followed by 2 hour meeting.
- c) Administrative Support for \$1500/month
 - i. What does it cover: staff time and what else? Jim Schultz will provide the details and share with the Admin & Finance Committee.
 - ii. Records: none required.
 - iii. Bill Monthly
 - iv. Addition Expenses for attending State Chapter Meetings, holding Quarterly Meetings (refer to Programming Meeting).

4) Treasurer's Report: Jim Schultz

- a) Franklin Bank Account Balances were reported. Total funds in CD, Savings and Checking are approximately \$108,000.

5) Secretary' Report: Jim Schultz

- a) Minutes for May 13th meeting held in conjunction with the Annual Meeting were provided and approved..

6) ITS Michigan Board Membership: Steve Underwood

- a) Directory Provided.
- b) Plan for 2008-9 Board Meetings: Schedule provided
 - i. Accepting invitations from members who wish to host the meetings.
 - ii. November meeting is being planned at GM OnStar Offices in downtown Detroit.
- c) Board Removal for non payment of dues or excessive absences.
 - i. President Underwood will notify by phone and email those to whom it applies.
 - ii. Motion to have President address this issue with selected Board members.
 - 1. Motion by Brent Bair, second Steve Fern
 - 2. approved (Jim Barbaresso dissented)
 - iii. New Grand Rapids Rep: Jim Fetzer
 - 1. Steve Fern will help recruit.
 - iv. Membership on Board: Company affiliation or Individual?
 - 1. Commonly referred to as the Barbaresso rule: membership on board is both. So if a person changes jobs in the middle of a term, they remain on board and their previous employer selects a new representative.

7) ITS-Michigan Event Sponsorship Proposal – Jim Schultz

- a) A number of events at other professional organizations and agencies that advance the use and application of ITS provide opportunities for outreach and education.
- b) Actual requests will be referred to appropriate committees for considerations. No action taken at this time.
- c) A line item will provide a budget for this activity.

8) ITS Michigan Annual Meeting/May 11-13, 2009 – Dan Carrier

- a) The first meeting of the Conference Planning Committee was held.
- b) Key participants included:
 - i. Dan Carrier
 - ii. Michelle Mueller
 - iii. Trudy Bahr
 - iv. Julie Vandermeer
 - v. Steve Verkest
 - vi. Steve Underwood
 - vii. Patti Fritz-Hobson

9) Guest Speakers: Update on CVPC Projects: Richard Wallace and Udi Naamani

- a) Copies of their presentations will be posted.

10) Adjournment

- a) The Board Meeting was adjourned at 12:00 PM

11) Next Meeting(s)

- a) November 5th at GM OnStar Offices.

