



## **ACTION ITEMS**

**Board of Directors Meeting  
Wednesday October 17, 2007  
Carrier & Gable  
24110 Research Drive  
Farmington Hills, MI 48335**

- 1) **ITS Education Forum (Peter Sweatman)**
  - a) First Meeting follows ITS-Michigan Board
  - b) Attending:
    - i. Peter Sweatman, UMTRI
    - ii. Jim Barbaresso, HNTB
    - iii. Shahamy Khasnabis, WSU
  - c) Consider Others:
    - i. Kunwar Rajendra, MSU
    - ii. Leo Hanifin, MIOH UTC
  - d) Develop Committee Charter including Deliverables.
- 2) VII Team Michigan
  - a) Peter Sweatman to Chair and organize the first meeting to be held in CVPC Conference Room.
  - b) When: before end of year
  - c) Who's invited:
    - i. CAMP
    - ii. VII-C
    - iii. CVPC
    - iv. Local Road Agencies: Wayne, Oakland, Macomb and City of Detroit
    - v. State Agencies: MDOT, MEDC, MSP, MDIT
    - vi. Universities: UMTRI...
  - d) Develop Committee Charter including Deliverables
    - i. How to coordinate all of the FHWA activities taking place in Michigan.
- 3) Financial
  - a) Steve Fern will complete the transition to Quick Books
    - i. Board approved \$500 for getting support to complete.
  - b) Steve Fern will get an audit completed.
  - c) Steve Fern & Jim Schultz will develop a scope of services for treasurer support with estimated hours and budget. Once complete, they will get several bids and present to Board for consideration.
  - d) Steve Fern & Jim Schultz will complete the desired forms so that the first two years of funding from the MDOT Grant can be received (est. \$50,000 total)

4) Administrative

- a) Trudy Bahr and Jim Schultz will assemble various list of Board Members and reconcile them.
- b) An updated template for ITS-Michigan Letterhead where Board Members are listed will be developed.
- c) A list of Board Members and their terms will be distributed.