



MINUTES

**Board of Directors Meeting
Wednesday, November 5, 2008
General Motors OnStar Command Center
GM Headquarters (RenCen)
Detroit, MI**

Present: 14 Board Members along with 4 Alternates attended. (see Attendance Sheet for details)

1) Welcome & Call to Order

- a) President Steve Underwood called the meeting to order at 9:00 AM.

2) Introduction of Host – Scott Geisler, GM

- a) It was noted that Bob Lange recently retired from General Motors.

3) Presidents Report: Steve Underwood

- a) ITS America State Chapter Meeting
- i. Invited to discuss our success in attracting and retaining membership.
 - ii. Schultz agreed to document our current membership dues structure.
- b) ITS World Congress – State Chapter Pavilion
- i. Four State Chapters are participating: MN, MI, MD and ITS-Midwest
 - ii. Jim Barbaresso is coordinating content with assistance from Steve Underwood and Peter Sweatman
 1. Booth coverage/staffing – see Patti.
 - iii. Theme VII in Michigan
 1. Model Deployment – Videos
 - a. Will burn DVD's containing both the Governor/MDOT and ITS Michigan Videos.
 - b. Consider distributing copies (50 at VII ELT Meeting.
 2. Brochure Rack
 - a. ITS Newsletter & Buyers Guide handouts
 - b. VII National Newsletter
 3. Posters (24 x 36)
 - a. Members Roster (Schultz will prepare list of members)
 - b. Field Test/VII Model Deployment
 - c. ITS Michigan Annual Meeting – Hold the date.
- c) Plaque – Proud Member of ITS-Michigan
- i. Dan Carrier agreed to distribute to vendor booths, take photos etc.

4) Treasurer's Report: Jim Schultz

- a) Franklin Bank Account Balances were reported. Total funds in CD, Savings and Checking are approximately \$100,000.

5) Secretary' Report: Jim Schultz

- a) Minutes for September 10th meeting were provided and approved.

6) Board Committee Reports (Committee Charge for each established)

- a) Administrative & Finance – Underwood

- i. Budget presented and approved.

- 1. Audit

- a. Steve Fern suggested that Cathy Ostrowski (UMTRI) thought this could be done for approximately \$2-3,000.
- b. Frank Cardimen offered that we could pursue an informal audit at no charge as well.

- 2. Annual Meeting

- a. Last year we made a \$43,000 profit while this year we are projecting a more modest profit of \$10,000 due to economy.

- ii. Administrative Support

- 1. Need continuity in operations.

- 2. Difficult for public agencies to accept under current arrangements.

- 3. RFP Scope of Work

- a. Brent Bair offered to have his RCOC Staff draft this for consideration at next meeting.
- b. Currently budget is \$1500/mo or \$18,000 per year. There was some discussion that the only responses will come from folks working from home on a part time basis.

- b) Nominating – Saab

- i. Nothing to report at this time.

- c) Program Coordination – Carrier
 - i. ITS Michigan Annual Meeting/May 11-13, 2009
 - 1. Conference Planning Committee includes:
 - a. Dan Carrier
 - b. Michelle Mueller
 - c. Trudy Bahr
 - d. Julie Vandermeer
 - e. Steve Verkest
 - f. Steve Underwood
 - g. Patti Fritz-Hobson
 - 2. On-line registration
 - a. Dan Carrier volunteered that his company would handle this.
 - 3. Brochures and Hold the Date Cards: ready by end of week
 - 4. Exhibitor and Sponsors
 - a. Jim Schultz (treasurer) will handle all vendor fees.
 - b. Same deals as last year.
 - ii. Full Membership/Technical Meetings (formerly Quarterly Meetings)
 - 1. Lev Pinelis will Chair
 - a. March 4th Meeting
 - i. Focus will be on transportation funding, toll roads (general and scan tour), and the Transportation Funding Task Force recommendations.
 - b. CVTA- planning a 2 day meeting in April.
 - c. Michigan VII Meeting – also planned for April
 - d. Investigate joint meeting with:
 - i. ITE
 - ii. IEEE
 - iii. Convergence
 - iv. Incident Management/Homeland Security: Evacuations
 - v. TARDAC
 - vi. Economic Club of Detroit: New Sec’y of Transportation Lunch Speaker
- d) Membership & Outreach – Khasnabis
 - i. Benefits of Membership
 - 1. prepare brochure with videos
 - ii. Membership List – receive as part of the work for ITS World Congress
 - iii. ITS Michigan Newsletter – perhaps develop one based on feedback from ITS World Congress.
 - iv. Website – Chuck Moore has volunteered to assist but will look to committee for content.

7) **Adjournment**

- a) The Board Meeting was adjourned at 11:00 AM

8) **Tour of OnStar Command Center**

9) **Next Meeting(s)**

- a) December 10th at Oakland Hills C.C. hosted by Dan Carrier

