



MINUTES

**Board of Directors Meeting
Wednesday, December 10, 2008
Oakland Hills Country Club
Jones Room
Bloomfield Hills, MI**

Present: 19 Board Members along with 10 Alternates and Members attended.

1) Welcome & Call to Order

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

2) Introduction of Host – Dan Carrier, Carrier & Gable

- a) Welcome and thanks to Jerry Carrier for hosting the meeting.
- b) Noted that lunch will be at 11:30 AM

3) Presidents Report: Steve Underwood

- a) ITS World Congress – State Chapter Pavilion
 - i. Four State Chapters are participating: MN, MI, MD and ITS-Midwest
 - 1. Kiosk @ State Pavilion Observations
 - a. Location should be closer to ITS- America
 - b. Excellent feedback on Michigan Video (DVD available for Board)
 - c. Posters: had to reprint and be reimbursed by ITS-A.
- b) ITS America State Chapter Meeting
 - i. Pres. Underwood's Powerpoint Presentation (PPT) was attached to agenda material.
 - ii. Presentation of Association Management Service (also in agenda package)
 - 1. Need to evaluate the duties we have indentified (see handout from RCOC regarding ITS-Michigan Administrative Assistant.
- c) Interviews
 - i. VII-C/ELT Meeting
 - ii. Shelley Row
 - 1. RITA will support Michigan Testbed
 - 2. NHTSA focus: V2V activities
 - a. Regulation to encourage auto involvement
 - 3. Michigan
 - a. Kirk Steudle to continue active role with AASHTO and ELT.
 - 4. AASHTO & Alliance: continue to work together.
- d) Attendance: 8200 a new record
- e) Demos: liked UC Berkeley, Delphi, to be replicated at ITS-A 2009 Annual Meeting

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 November 5th meeting were provided and approved.
- b) MDOT Grant Status
 - i. Last payment of \$25,000 being processed.
 - ii. New Grant Request
 - 1. Steve Underwood will confer with Greg Krueger to get guidance and deliverables for next 3 years.
 - 2. MDOT Grant Committee composed of Steve Underwood, Carmine Palombo, Gerry Conover, and Michele Mueller was formed.
- c) Newsletters distributed:
 - i. MDOT ITS News
 - ii. VII Update

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

- a) Administrative & Finance – Underwood
 - i. Audit
 - 1. Audit Team of Steve Underwood, Frank Cardimen, and Gerry Conover was formed.
 - 2. Initial Documentation: Transactions, Bank Statements
 - ii. Administrative Support
 - 1. Why?
 - a. Need continuity in operations.
 - b. Difficult for public agencies to accept under current arrangements.
 - 2. RFP Scope of Work
 - a. Brent Bair shared a draft with Board from RCOC Staff.
 - i. Goal is to have a more complete job description and RFP posted in February.
 - ii. Position will start after 2009 Annual Meeting?
 - 1. Some discussion to have person start so that they experience and network at meeting.
 - iii. Resumes will be accepted after RFP is posted.
 - iv. Interview Panel composed of Frank Cardimen, Hassan Saab, HR-RCOC, and Steve Underwood was formed.
 - 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. Brochures and Hold the Date Cards: available and now posted on website
 - 2. Program
 - a. Speakers being identified for all sessions. Dan will provide an update at next meeting.
 - b. Students/TRAC Program: Jan Pohl of MDOT coordinates this program with high schools and universities to attract more students into civil engineering. Looking into a program where we invite the respective contact person from each institution to visit vendors and demos to show how “sexy” civil engineering has become.
 - c. Funding/Stimulus Package: hopefully many ITS projects are included.
 - d. VII for Elected Officials: SEMCOG is looking into a special session for local elected officials to acquaint them with VII. A VII Course being developed jointly by UDM/WSU as part of the MIOH UTC Activities is being tweaked for this audience.
 - e. Emergency Rooms and Incident Management
 - i. Automatic Crash Notification (ACN) project highlights from Dr. Wang of UofM Medical Center will be explored. Jim Schultz will coordinate.
 - ii. Quality ratings report for Emergency Rooms recently published.
 - ii. March 4th Full Membership/Technical Meetings (formerly Quarterly Meetings)
 - 1. Lev Pinelis will Chair
 - a. Focus will be on transportation funding, toll roads (general and scan tour), and the Transportation Funding Task Force recommendations.
 - b. A draft outline of the program was shared and will be updated for next meeting.
 - c. 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) Incident Management – Beata Lamparski (for Dick Beaubien)
 - i. Minutes for both the Incident Management Planning and Coordinating Committees were distributed.
 - ii. First Responder Partnering Workshop at AAA on March 3rd
 - 1. 100 expected to attend, no registration fee
 - 2. ITS Michigan will sponsor this event for \$3000 to cover refreshments and lunch (motion by Fern, second by Bair: approved)
 - a. ITS Michigan will prepare membership brochures for this event (Khasnabis).
 - iii. TRB Incident Management Workshop in DC
 - 1. support for travel for Mark Geib to make a presentation was not approved. Members did not want to set a precedent for supporting travel.
- e) 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: articles needed by early January
 - 1. Dick Beaubien and Tom Bruff will submit articles.
 - 2. Upcoming Events (beyond Annual Meeting)
 - a. Incident Management Partnering Workshop: March 3rd
 - b. Transportation Funding Workshop: March 4th
 - c. CVTA : 1st International Summit on the State of the Connected Vehicle: April 16-17th
 - d. ITS-Michigan Annual Meeting: other coordinated events
 - i. VII for Elected Officials
 - ii. VII for TRAC Program (high schools and universities)
 - e. International Conference on Efficient, Safe and Sustainable Truck Transportation Systems for the Future *Building the Policy Options Roadmap*, June 15, 18 & 17, 2009
 - iv. Website – Chuck Moore has volunteered to assist but will look to committee for content.

7) Adjournment

- a) The Board Meeting was adjourned at 11:30 AM

8) Next Meeting(s)

- a) January 7, 2009 at Delphi Headquarters, Troy hosted by Ragiemra Amato.