



MINUTES

**Board of Directors Meeting
Wednesday, January 7, 2009
Delphi World Headquarters
Troy, 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 – Ragiermra Amato, Delphi

- a) Welcome and thanks to Ragierma Amato for hosting the meeting.
- b) Noted that tour of Delphi Innovation Center will be follow the meeting.

3) Presidents Report: Steve Underwood

- a) Association Management Challenges and Opportunities for ITS America Chapters, by Tom Kern, Exec. VP, ITS-America
 - i. Presented at State Chapter Meeting to outline services that could be contracted from ITS-America.
- b) MDOT Grant Request
 - i. Exhibit A from August 23,2006 Agreement: Activities to be conducted by ITS Michigan as part of agreement with MDOT FY 2007-2009
 - 1. Forward to Administrative and Finance Subcommittee for further review.
 - 2. Need to emphasize that it is a grant request vs. a contract for engineering services!
 - ii. Next Steps
 - 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
 - 3. Progress Report to MDOT ITS Steering Committee
 - a. Next meeting is tentatively set for January 30th.

4) Treasurer's Report: Jim Schultz

- a) Franklin Bank Account Balances were reported. Total funds in CD, Savings and Checking are approximately \$100,000.
- b) Membership Structure
 - i. Many questions and comments regarding individuals serving on the Board.
 - ii. Referred to Membership & Outreach Committee.
- c) Sponsorship Guidelines & Opportunities
 - i. Another spirited discussion.
 - ii. Development of a sponsorship contract referred to Membership & Outreach Committee.
 - iii. Thought Leadership: part of our mission
 - 1. Treasurer will define and circulate a definition.

5) Secretary' Report: Jim Schultz

- a) Minutes for December 10th meeting were provided and approved.
- b) MDOT Grant Status
 - i. Last payment of \$25,000 being processed but not received yet.
- c) Administrative Support – work in progress
 - i. Working with Bill Hoste of RCOC.
 - ii. Defer to Administrative and Finance Committee for final resolution.

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.
 - a. Not for Profit's not required to perform a formal audit.
 - 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. Developing two documents:
 - a. Job Description: Administrative Support, Officer Duties: Secretary & Treasurer
 - b. Memo of Understanding
 - i. Billing rate
 - ii. Max Hours / budget
 - iii. Expense Items

3. Next Steps
 - a. Review by previous Administrative Support Staff at UMTRI and HRC.
 - b. Review by Administrative and Finance Committee
 - c. Draft ready for next meeting and goal is for person to be selected/start by Annual Meeting in May 2009.
 - d. Resumes will be accepted after RFP is posted.
 - i. Interview Panel composed of Frank Cardimen, Hassan Saab, HR-RCOC, and Steve Underwood was formed.
 4. 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.
 - ii. Plan to meet over next 2 – 3 weeks.
- 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.
 - i. Meeting set for 1/21 to review program and speakers.
 - b. 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.
 - 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 –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. Draft Program Provided
 - a. 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).
- e) Membership & Outreach – Khasnabis
 - i. ITS Michigan Newsletter: articles needed by early January
 - 1. Dick Beaubien and Tom Bruff have submitted articles but others are needed
 - a. Goal is to publish by end of January.
 - 2. ITS World Congress and ITS America Annual Meeting presentations
 - a. Would like to post them on website as well as list them in newsletter.
 - 3. 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
 - e. International Conference on Efficient, Safe and Sustainable Truck Transportation Systems for the Future *Building the Policy Options Roadmap*, June 15, 18 & 17, 2009
 - ii. Jerry Walker will replace Frank Cardimen on the Board representing TIA. (formerly approved by Board)
 - iii. Website – Chuck Moore has volunteered to assist but will look to committee for content.

7) **Guest Speakers (Powerpoint files to be posted on website)**

- a) Gary Streelman: Connected Vehicle Trade Association (CVTA)
- b) Rick Warner; ParkingCarma

8) **Adjournment**

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

9) **Next Meeting(s)**

- a) March 4, 2009 at Genoa Woods, Brighton, MI
 - i. Starts at 8:00 AM and precedes Technical Meeting.