



MINUTES

**Board of Directors Meeting
Wednesday, March 4, 2009
Genoa Woods Conference & Banquet Center
Brighton, MI**

Present: 14 Board Members along with 2 Alternates attended.

1) Welcome & Call to Order

- a) President Steve Underwood called the meeting to order at 8:00 AM.

2) Presidents Report: Steve Underwood

- a) 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. Bill Tansil (MDOT) will request this an agenda item for ITS Steering Committee.
- b) ITS Administrative Assistant Position Ad Review
- i. It was suggested that the specific software to be used be listed (Microsoft Office, Quicken)
 - ii. Subsequent to the meeting, UMTRI has offered to provide these services for \$1500/month or \$18,000 per year. An email update was provided to all Board members and the ad to solicit interest from individuals was not pursued. Rather a memo of understanding with UMTRI will be developed.
- c) Best Chapter Award Application for 2008-2009
- We can utilize the previous application from Dick Beaubien as a guide.

3) Treasurer's Report: Jim Schultz

- a) Franklin Bank Account Balances were reported. Total funds in CD, Savings and Checking are approximately \$100,000.
- b) Outstanding Invoices to pay
 - i. AAA for Incident Management Workshop
 - ii. Genoa Woods Conference & Banquet Center for Transportation Funding Tech Meeting
 - iii. Rock Financial for Annual Meeting Expenses

4) Secretary' Report: Jim Schultz

- a) Minutes for January 7th meeting were NOT included in agenda package. As a result the approval was deferred until the next meeting.
 - i. Board members will receive a copy via email this week.
- b) MDOT Grant Status
 - i. Last payment of \$25,000 being processed but not received yet. Greg Krueger is processing necessary approvals at MDOT.

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

- a) Administrative & Finance – Underwood
 - i. Nothing to report.
- b) Nominating – Saab (could not attend)
 - i. Nothing to report at this time – need to finalize the Admin Support position so that many will be willing to be considered for officer and board positions.
- c) Program Coordination – Carrier
 - i. ITS Michigan Annual Meeting/May 11-13, 2009
 - 1. Program
 - a. Speakers being confirmed by March 15th for all sessions. Dan provided an updated draft program.
 - i. Meeting set for later today to review program and speakers.
 - 2. Registration budget – expect a possible 20% drop in attendance due to slumping economy.
 - 3. Coordination with other events
 - a. TACOM
 - b. NHTSA March 17th Safety Meeting in Ypsilanti
 - c. VII-C and USDOT JPO are considering have a 1 day session to wrap-up their activities that could be scheduled the day before/after. Scott Geisler (GM) will investigate.
 - 4. 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.
 - a. A trial run of the presentation will be reviewed on February 27th.
 - ii. March 4th Full Membership/Technical Meetings (formerly Quarterly Meeting)
 - 1. Expect approximately 100 people to attend the session which follows the Board Meeting today.

- d) Membership & Outreach – Khasnabis
 - i. ITS Michigan Newsletter: Feb 2009 Issue
 - 1. Feb 2009 Issue
 - a. Copies available today to Board and attendees at our two workshops this week.
 - b. Copies will be mailed to MDOT (by Schultz)
 - i. ITS Steering Committee
 - ii. Region ITS Coordinators
 - c. Post on website
 - 2. Next Issue Discussion
 - a. Before Annual Meeting?
 - i. 4 pages
 - ii. Recap: Finance Forum, Incident Mgt Workshop, VII Update
 - b. After Annual Meeting?
 - i. Focus on annual Meeting Program and Demos.
 - ii. Membership Structure
 - 1. Individual can serve on board?
 - 2. Changes to employment issues:
 - a. Barbaresso Rule: change employers than person stays on board in new capacity and previous employer selects a new representative.
 - b. Board member has a change of office location that is out of state and therefore difficult to attend.
 - 3. Annual Meeting Sponsors
 - a. Sweatman Rule Expanded: Consider multiple year membership for various levels of sponsors. For example platinum sponsorship is \$5000 which may be rewarded with say 5 years of membership?
 - iii. Sponsorship Guidelines & Opportunities
 - 1. Development of a sponsorship contract referred to Membership & Outreach Committee.
 - 2. Student Sponsorship for Annual Meeting
 - a. Guidance Document / invitation will be prepared by Dr. Khasnabis and emailed to Board prior to next meeting.
 - i. Professor (paid registration) can invite 2 students (for each of 5-7 Michigan Universities)
 - ii. Students participating in poster sessions – 5/7 students will also receive a complimentary registration.
 - iii. Cost for covering the complimentary registrations is \$85 each.

- e) 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. Great success over 115 attended
 - 2. ITS Michigan agreed to sponsor this event for \$3000 to cover refreshments and lunch at our previous Board Meeting. Actual expenses will be \$1500 or less.

6) Adjournment

- a) The Board Meeting was adjourned at 9:00 AM

7) Next Meeting(s)

- a) May 12, 2009 at Rock Financial Novi, MI
 - i. Starts at 8:00 AM and precedes ITS Michigan Annual Meeting.