



MINUTES

**Board of Directors Meeting
Wednesday September 26, 2007
UMTRI McCormick Room
2901 Baxter Rd.
Ann Arbor, MI 48109-2150**

Present: 14 Board Members and 4 Alternates attended. (See Attendance Sheet for details)

- **Welcome & Call to Order**
 - President Peter Sweatman called the meeting to order at 9:00 AM.
 - Introduction of Board Members & Guests
 - UMTRI Staff Support: Sylvia Kay, Todd Anuskiewicz
- **President's Report: Peter Sweatman**
 - ITS World Congress – Beijing
 - Michigan Night Out Planned at Capital Club on Wednesday Evening: Gerry Conover, Kirk Steudle, Peter Sweatman, and Dick Beaubien are planning to attend.
 - Swedish VII Visit
 - Visited CAR, MITS and UMTRI
 - Hosted a dinner meeting with them at Mitchell's Fish Market in Livonia
 - Noted
 - VII is a cooperative system
 - TSS = Test Site Sweden is similar to CVPC
 - Commercial Vehicle Meeting in Chicago
 - Peter Sweatman will attend and will also meet with Shelly Row.
 - 2008 ITS World Congress – New York City
 - Greg Krueger is part of the team involved with the TMC of Future.
 - Collaboration on Education
 - Peter Sweatman to host a meeting after he returns from Beijing.
 - Expected participants from: UofM, MSU, WSU and UDM.
 - Reciprocal Membership for Sweden
 - Who: ITS-Sweden, Volvo/Volvo Truck, and/or Swedish Road Administration
 - Peter Sweatman will make a proposal to Board prior to next Swedish visit.

- **ITS Michigan Quarterly Meetings: Todd Anuskiewicz**

- Visteon hosted the meeting on August 15th
 - 65 – 70 attendees
 - Visteon received an annual membership in exchange for hosting the meeting and lunch.
 - Photos will be posted on website.
 - Theme: Partnership with Smart Highways
 - Visteon Welcome
 - Speakers
 - UMTRI: IVBSS
 - MDOT: DUAP
 - MDOT: Gateway (International Border Crossing Truck Traffic Mitigation)
 - SEMCOG: Regional Concept of Transportation Operations
- Fall Quarterly Meeting set for November 28th
 - Theme: International
 - Venue: need one for 70 attendees
 - Program Ideas:
 - Swedish Update: invite Trent Victor from Volvo
 - ITS World Congress in Beijing Recap

- **ITS Michigan Annual Meeting 2008: Todd Anuskiewicz**

- Planning Committee
 - Joining Michelle Mueller (MDOT) will be Beata Lamparski (HRC), Trudy Bahr and Todd Anuskiewicz both from UMTRI, Barb Wendling (DCX and VII-C) and Kathy Watson (CAR).
- Keynote Speaker Ideas
 - Shelly Row: FHWA Joint Program Office (noted that she will attend the CAR Management Briefing Seminars in Traverse City)
 - Kirk Steudle: MDOT Director
 - Jim Epolito: MEDC Director
 - Need to invite new ITS-America President
- Need for Strong Speaker / Attraction on 2nd Day?
 - Governor Granholm (emphasize the Sweden Connection?)
 - L. Brooks Patterson: Oakland County Chief Executive
 - Mary Peters: US DOT Secretary
 - Ontario Ministry of Transport
- Training
 - Should we schedule the day before/after conference? – possibly RWIS Training
- National Transportation Week
 - Need to coordinate our activities.
- Lots of Concurrent Activities – drawback is that we divide the crowd?
 - Session Presentations
 - Vendor Booths
 - Demonstrations
- On-Line Registration System
 - Insures credit card privacy for transaction
 - Cost is \$15 per transaction.

- **ITS Michigan Incident Management Committee Activities: Dick Beaubien**

- Four(4) subcommittees are active
 - Freeway Operations
 - Planning
 - Arterial Operations
 - ID Priority Corridors
 - Signal Retiming
 - Freeway Courtesy Patrol
- Regional Concept of Transportation Operations (RCTO)
 - Initial work is completed.
 - Quick Clearance Legislation: pre-approved by both MDOT & MSP
 - Clearance Procedures Manual: being developed by Troy & Auburn Hills Police Depts.
 - Sharing CCTV Video Feeds from MITS: with 80 agencies and counting...
 - Responder Safety Workshops (with Police and Fire Depts.): ongoing
 - Communications (Radio) Update being planned
 - Announcement: Mark Bush is MDOT's new MITS Operations Manager.

- **Treasurer's Report: Jim Schultz for Steve Fern**

- Mr. Fern provided a report and summarized current account balances as:
 - Checking: \$9,900
 - Some outstanding checks need to be written to UMTRI.
 - Money Market: \$19,000
 - CD; \$26,000
- Annual Budget
 - Need to develop one to guide our activities in the future.
- Audit Status
 - Reaffirmed need to get one completed with a professional certified public account.
 - Auditors suggested that we need to convert to QuickBooks before they will be involved. Steve has started this process.
 - Expects to select an audit firm by October.
 - Audit Selection Team: composed of Peter Sweatman, Frank Cardiman, and Jim Schultz will assist Steve Fern.
- Contract With MDOT
 - Contract has been agreed to between ITSM and MDOT to provide specific assistance for ITS outreach/information dissemination.
 - Contract details are being worked out by Steve Fern. Locked into \$25,000 per year.
 - ITS-Michigan needs to complete / supply information requested by MDOT Contract office.
 - Expect checks for both 2007 and 2007 fiscal years or \$50,000 total.
 - Sweatman, Schultz and Fern will meet to coordinate and accelerate this effort.
- Outstanding Items & Issues to address
 - Checks for:

- Rock Financial Deposit for 2008 Annual Meeting - \$7000
 - Anticipate as much as \$60,000 in cash-flow for this meeting
 - Fall 2008 Quarterly Meeting- \$2000
 - Spring 2007 Quarterly Meeting at UofM - \$2500
 - Swedish Dinner - \$1000
 - ITS-Michigan Newsletters (2) - \$700
- **Secretary's Report: Jim Schultz**
 - **Approval of Minutes**
 - The minutes of the July 25, 2007 Board meeting were unanimously approved.
 - **2007 National Rural ITS Conference in Traverse City**
 - Mr. Schultz reminded members of the meeting that begins October 7th.
 - ITS Michigan's Involvement
 - will sponsor a Tuesday luncheon for this event.
 - Morrie Hoevel will help host the Sunday afternoon golf scramble.
 - Jim Barbaresso will provide some welcoming comments at the Opening Session
- **Update on Commercial Vehicle Proving Center (CVPC): Richard Wallace**
 - Global Mobility Breakfast Meeting – to be held in October 2nd at Marriott Eagle Conference Center, Ypsilanti and will be open to public.
 - Event expected to be approximately 2 hours.
 - CVPC Policy Meeting will follow.
 - Will provide a PPT Presentation and Update for next meeting.
- **Notification of Board Meetings to General Membership – Steve Fern**
 - Trudy Bahr will develop an open invitation email to be sent to all members.
 - It will reference the website for more information, agenda, minutes etc.
- **Adjournment**
 - The meeting was adjourned at 11:15 AM.
 - Upcoming Meetings:
 - October 17th: ITS Michigan Board Meeting at Carrier & Gable
 - Trudy Bahr is scheduling the Board meetings for the rest of the year.
 - November 28th: Quarterly Meeting at site TBD.