



GA ITE Board of Directors Meeting

January 28, 2014
Parsons Brinkerhoff
Atlanta, GA
11:00-1:30 PM

In Attendance	Board Position	Name	E-mail	Phone
Board Members				
<input checked="" type="checkbox"/>	President	Jonathan Reid	reid@pbworld.com	404.364.5225
<input checked="" type="checkbox"/>	Vice President	Andrew Antweiler	aantweiler@roswellgov.com	678.639.7540
<input checked="" type="checkbox"/>	Secretary-Treasurer	Sean Coleman	Sean.coleman@kimley-horn.com	404.419.8700
<input checked="" type="checkbox"/>	Past President	Dwayne Tedder	dwayne.tedder@URS.com	678.808.8840
<input type="checkbox"/>	Affiliate Director	Meg Pirkle	mpirkle@dot.ga.gov	404.631.1025
<input checked="" type="checkbox"/>	District Rep.	David Low	dlow@roswellgov.com	770.594.6422
<input type="checkbox"/>	District Rep.	Vern Wilburn	vwilburn@wilburnengineering.com	678.423.0050
<input type="checkbox"/>	District Rep.	Marion Waters	Marion_waters@gspnet.com	770.754.0755
Other Attendees				
<input checked="" type="checkbox"/>	Clerk	Elizabeth Scales	escales@thompsonengineering.com	404.574.1985
<input checked="" type="checkbox"/>	Comptroller	Jim Pohlman	j.pohlman@icloud.com	404.790.3569
<input checked="" type="checkbox"/>	Winter Workshop	Jonathan Wallace	Jonathan.wallace@arcadis-us.com	770.384.6619
<input checked="" type="checkbox"/>	Summer Seminar	Marco Friend	Marco.friend@jacobs.com	678.333..408
<input checked="" type="checkbox"/>	Scholarship	Betsy Williams	Betsy.williams@transcore.com	770.246.6247
<input checked="" type="checkbox"/>	Activities	Kate D'Ambrosio	kdambrosio@dot.ga.gov	404.635.2842
<input checked="" type="checkbox"/>	Marketing/Social Media	Patrick McAtee	pmcatee@thompsonengineering.com	404.574.1985
<input checked="" type="checkbox"/>	Legislative Affairs	Bill Ruhsam	bill@jbwr.net	404.931.6478
<input type="checkbox"/>	Host	Meredith Emory	Meredith.emory@kimley-horn.com	404.201.6133
<input checked="" type="checkbox"/>	Host	Elizabeth Hammer		
<input checked="" type="checkbox"/>	Website	Vamshi Mudumba	VamshiM@LAIengineering.com	770.423.0807
<input checked="" type="checkbox"/>	Finance & Historian	Charles Bopp	Charles_bopp@hotmail.com	678.380.9053
<input checked="" type="checkbox"/>	GT Liaison	Chris Rome	crome@fg-inc.net	770.368.1399
<input checked="" type="checkbox"/>	Southern Poly Liaison	Bryan Sartin	Bryan_sartin@gspnet.com	678.518.3884

1. Welcome and Introduction (Jonathan)
2. President's Report (Jonathan)
 - a. Approve Minutes from Last Meeting
 - i. Andrew Antweiler made a motion to approve the December meeting minutes, Dwayne Tedder seconded the motion, and approval was unanimous.
 - b. Goals for 2014
 - i. Keen about 2014
 1. Keep Growing, Educational Opportunities, Engagement Opportunities, Notable
 - a. Growth- continue growth in membership, outreach, innovation

- b. Educational Opportunities-Winter Workshop, host SDITE, Summer Seminar, Technical Exchange
 - c. Engagement- Monthly meetings, Spotlight Member, Service activities, Activity Committee Events, Mentorship Program
 - d. Notable- identify a brand, purpose to meetings/activities, promote brand and services, partner with other sections, win Best Section for 2014
- c. Present and Approve Budget
- i. Donations to student chapters should be adjusted to \$1,000 with the remainder being moved to monthly meetings for a total of \$14,400. There are 9 monthly meetings. The idea is for monthly meetings to breakeven.
 - ii. There will be a technical paper competition this year with awards.
 - iii. \$1,500 is allotted to the Traffic Bowl team. Last year's allotment was \$1,400.
 - iv. The PE dinner receives \$200. A larger donation could help improve the event. Last year \$350 was donated. The amount donated should match last year.
 - v. Travel for President- \$1,000 is allotted for the president and vice president to travel for events.
 - vi. \$1,000 will be added to the budget to pay for something like a coffee break or hospitality suite at the SDITE Annual Meeting.
 - vii. \$1,000 has been allotted for Mentoring.
 - 1. Create a category for Leadership/Mentoring and update budget- Jim
 - viii. David Low made a motion to approve the Budget with the above changes, Dwayne Tedder seconded the motion, and approval was unanimous.

3. President's Committees

- a. Winter Workshop Committee Report- Jonathan Wallace
 - i. Budget has been approved for around \$10,000.
 - ii. The schedule was distributed for review.
 - iii. A couple of more technical presenters are needed.
 - iv. Keynote speakers have been selected. They will speak to both groups.
 - v. ASHE sends a group with varying experience levels. ITE tends to send younger members.
- b. Summer Seminar Committee Report- Marco Friend
 - i. A debrief was held with last year's committee.
 - ii. The committee chairs for summer seminar have been selected.
 - iii. First web blast with the advertising flyer has gone out.
 - iv. A band has been booked for the Tuesday night entertainment.
 - v. The technical committee has already met and begun brainstorming.
 - vi. A "Save the Date" needs to go out in the newsletters and on the website.
 - vii. The draft budget will be submitted to the Board by the next meeting.
- c. Scholarship Committee Report- Betsy Williams
 - i. About \$90,000 is held in the scholarship account.
 - ii. The auctioneer has been selected for this year's Summer Seminar auction.
 - iii. Items will be collected starting immediately for the auction.
 - iv. Alice Grossman sent in a thank you note to the Section.
 - v. The Engineering Academy scholarship comes from the general budget.
 - vi. GTEF scholarship
 - 1. In the past the money came from the general budget and not the scholarship committee.

2. The committee will evaluate whether they can fund this scholarship.
 3. ITE has one spot in selecting the recipient of the scholarship.
- d. Activities Committee Report- Kate D'Ambrosio
- i. Some new ideas for this year are a reoccurring happy hour, a poker tournament, a mentor program and more volunteering opportunities.
 - ii. It might be good to have some joint events with YPT and the student chapters.
 1. It might be best if the mentoring program has its own committee chair. Marsha Anderson Bomar has agreed to help with this. The idea was to have a participant in the program take over as committee chair the following year.
 2. **Look for financial information on past Mentoring Programs- Jim**
- e. Technical Committee Report- Jonathan on behalf of France Campbell/Jody Peace
- i. There will be a technical paper competition this year at Summer Seminar. The announcement needs to go out soon.
 - ii. There will be a technical exchange somewhere outside Metro Atlanta.
 - iii. **Remind France and Jody that the committee is supposed to author a technical paper- Jonathan**
 1. Committee authored technical papers are a necessity in order to win Best Section. Last year they authored an original technical paper as well as papers on the technical exchanges.
- f. Marketing/Social Media Committee Report- Patrick McAtee
- i. Coordinate with Elizabeth Hammer and Meredith Emory to encourage membership to nonmembers at meetings. Signups will be available at SDITE and Winter Workshop.
 - ii. The Section has a LinkedIn page. It has not been updated for a long time.
 - iii. There is a Section Facebook page. It is a goal to promote events and activities on the Facebook page and to coordinate promotions with other organizations such as ASCE, WTS, etc.
 1. It is great to post photos online. Members could be encouraged to post their photos of events online as well. The setting must be set that all photos must be approved prior to being posted. The best photos from events can be posted on Facebook and the rest can be stored on the website. The photos must eventually end up with the Historian for record keeping.
 - iv. The eBlasts automatically post on the website.
- g. Georgia Engineer Liaison Committee Report- Jonathan on behalf of Dan Dobry
- i. Dan is going to continue on as he has in the past. Sometimes he needs pictures as well.
- h. Legislative Affairs Committee- Bill Ruhsam
- i. The Board supported SEAOG.
 - ii. The next meeting will be in March.
 - iii. The committee will attend the legislative reception.
 - iv. It might be a good idea to dissolve the committee if the two past presidents will already be present at the meetings.
- i. Newsletter Committee Report- Jonathan on behalf of Vern Wilburn
- i. Vern is looking to transition out of this position.
 - ii. Bryan Sartin is interested in becoming involved in the newsletter.
 - iii. It is good to keep at least 2 people in the committee. It might be good to start a precedent of having an editor for 2 years and then the co-editor steps up after the 2 year term and a new co-editor is assigned.
 - iv. The necessity of a newsletter was discussed.

1. It is possible that the website could take over the function of the newsletter.
 2. The Annual Report does not allow for the newsletters to be attached because there is a 20 page maximum.
 3. It is easier for other sections to read the newsletter to get a quick view on what is going on with the Georgia Section.
 4. Some people might prefer the newsletter over other options.
4. Past President's Report (Dwayne)
- a. 2013 Annual Meeting
 - b. 2014 Awards/Nominations
 - i. This takes place more in the fall. The Section can nominate people for District awards as well.
 - c. GEA- These meetings will be attended with John Karnowski
5. Vice President's Report (Andrew)
- a. Monthly Meetings Report
 - i. Speakers are needed and recommendations are welcome.
 - ii. Sponsors are being sought.
 - iii. Some young member spotlights might be held at meetings in place of agency spotlights.
 - iv. The fee for monthly meetings should be evaluated.
 - v. Mary Mac's is becoming more difficult to work with.
 - b. Audio Visual Committee Report- Andrew on behalf of Mark Boivin
 - i. Nothing to report
 - c. Host Committee Report- Meredith Emory/Elizabeth Hammer
 - i. Nametags have already been ordered for the year.
 - ii. Credit card payments will be accepted at monthly meetings,
 - iii. Consider having a faster "pre-paid" line at the door to encourage online payment for meetings.
 - iv. It is easiest for the committee if people pay online before the meetings.
 - d. Website Committee Report- Vamshi Mudumba
 - i. Has coordinated with the Host Committee and various other committees to keep everything up to date.
 - e. Sponsorship
 - i. Some companies are interested in the year long sponsorship model.
6. Secretary / Treasurer's Report (Sean)
- a. 297 International members and 103 affiliates. Constant Contact has been updated to reflect new members and add in 30+ members whose email addresses were missing. Sunita and the Membership committee will help maintain the International member list, and the Affiliate Director could help maintain the affiliate list.
 - b. Comptroller Report- Jim Pohlman
 - i. Jim keeps track of the money and writes checks upon Board approval.
 - ii. Records of income and expense need to be kept by everyone who has events that deal with money.
 - c. Clerk Committee Report- Liz
 - i. Please send reports ahead of time for the minutes.
 - d. Finance Committee & Historian Committee Reports- Charles Bopp
 - i. The Section history is a living document that is being constantly updated.

ii. Finance Committee

1. The committee meets twice a year. They audit the books and provide advice based on historical records. The committee always recommends spending more money. It is predicted that Summer Seminar sponsorships may be down this year. The committee also helps the incoming president with creating a new budget.

7. Affiliate Director's Report (Jonathan on behalf of Meg)

- a. New Membership Applications
 - i. Andrew Antweiler made a motion to approve new members - Scott Jordan and Soan Chau; Sean Coleman seconded the motion, and approval was unanimous.
- b. Membership Committee Report- Jonathan on behalf of Sunita Nadella
 - i. Sunita is figuring out the distinction between the different types of membership
- c. Life Membership Committee Report- Jonathan on behalf of Don Gaines
 - i. A letter is sent out with certificates every time a life membership status has been achieved.
 1. **Make sure all new life members are recognized at meetings- Jonathan**
- d. Georgia Tech Liaison Report- Chris Rome
 - i. The Traffic Bowl team has been established and is beginning to practice.
 - ii. 46 students attended TRB.
 - iii. They have held a few events so far this year.
- e. Southern Poly Liaison Report- Bryan Sartin
 - i. First meeting of the year is coming up.
 - ii. Around March the new president will be selected for next year.
 - iii. Bryan is planning on keeping the position for another year.

8. District Representative's Report (David)

- a. Traffic Bowl Preparations
 - i. Jim Tolson has been coordinating this along with David Barrett Sr. and Jr. of Temple in Gainesville
 - ii. Andrew is planning to have the March monthly meeting with the Georgia Section Traffic Bowl Competition
 - iii. Richard Caudle, the District Traffic Bowl coordinator, needs the names of the winners of the GA Section Traffic Bowl competition about a week before the SDITE Annual Meeting, say by March 23rd.
 - iv. Registration is already over for the team to get in. The Georgia Section pays for the lodging and meals for the team representing Georgia. We'll have to give them a room outside of registration.
 - v. **Make hotel reservations for the Traffic Bowl Team- Sean**
- b. SDITE Annual Meeting Preparations
 - i. The Local Arrangements Committee is making final preparations for the Southern District Annual Meeting at the Ritz Carlton at Lake Oconee, March 30 to April 2, 2014.
 - ii. The committee has indicated that they do not want anything from the Section such as break snacks etc.
 - iii. Todd Long via email: The planning committee is in the final stages of preparation. More info is on the webpage www.SDITE2014.org
 1. Registrations are coming in quickly. Lots of hotel rooms have been booked so the registrations are expected to pick up soon.

2. The technical sessions are shaping up as well. Bayne Smith held a meeting yesterday and they have finalized which speakers will present for each session. They will be setting up moderators and sending speaker details shortly.
3. Opening session is all set with entertainment and ABD receptions are lined up in the nearby Cottages.
4. Monday Night ABD Dinner is all set for location in Madison. Good food and entertainment. It will be lots of fun.
5. The Tuesday Award Banquet will be at the hotel.
6. The Spouse Program is set with fun at the hotel and in Madison and Social Circle.

c. Annual Report

- i. Jim Tolson needs some help on the Annual Report, which is due Tuesday, February 4th.

1. Carla Holmes and David Low will assist.
2. District and Int'l Involvement of Section Members – Carla lead
3. Other Section Activities (Activities Committee) – David Low lead with info from Meredith Emory and Kate d'Ambrosio
4. Georgia Section News – Vern Wilburn – note we can only include 4 pages for addendum (attached newsletter) for a total of 20 pages – include part of one newsletter as an example
5. Finances – Jim Pohlman
6. Legislation of Interest to GA Section ITE – Bill Ruhsam
7. Technical Committee Activities & Webinars - Abdul Amer
8. Summer Seminar – Sean Coleman and Marco Friend
9. Winter Workshop – Larry Overn
10. Student Members – David Low

- ii. There are two types of Best Section Award- Big and Small. The report is kept confidential so that the competition cannot get any advantage.

iii. Schedule for Completing Annual Report

1. Ask for feedback from everyone listed above – send e-mail today – responses due back Monday, January 27, 5:00 PM
2. Jim Format and Assemble draft – Draft due Thursday, January 30 – Carla and Dave available to assist
3. Carla and Dave Identify holes and polish – Friday and Saturday, Jan 31 and Feb 1
4. Editing (down to required page limit) – Sunday, Feb 2 – Jim, Carla and Dave
5. Jim Submit Annual Report Final Copy via e-mail or FTP – no later than Monday, February 3, 5:00 PM, earlier if possible

9. Other Business

a. Legislative Reception (2/19)

- i. The event page will be set up soon and there will be online registration.
- ii. ASCE is going to sponsor as well as World Fiber.
- iii. \$500 will be donated by the Section.
- iv. The fee will be \$20 per person and the Section will collect the money.
- v. ITS is providing 2 people to help sign in. It would be good to coordinate with the Host Committee to help if needed.

b. Young Members Annual Meeting Scholarship Program

- i. The application is due February 10.

- ii. The Board can nominate someone from the Section but they must commit to being on a SDITE Committee of their choice.
- iii. **Reach out to potential scholarship recipients about attending SDITE- Marion**
- c. Potential for New Student Chapter(s)
 - i. There is an opportunity for another student chapter at UGA, Georgia Southern or Savannah State. Mike Weiner would be willing to be the liaison to Savannah State. In the past Georgia Southern was not interested. It would be good to branch out to a school outside of Metro Atlanta.
 - 1. **Gather information about having another student chapter- David**

10. Review Action Items (Liz)

11. Adjourn

- a. Jonathan Reid made a motion to adjourn the meeting, Sean Coleman seconded motion, and approval was unanimous.

12. Next Board Meeting –TBD

1/28/2014 Action Items

Email the insurance documents to Peter Frentz	Carla	12/5/2013	Jonathan will follow up
Sign insurance documents	Jonathan	1/31/2014	
Remind France and Jody that the committee is supposed to author a technical paper	Jonathan	2/14/2014	
Make sure all new life members are recognized at meetings	Jonathan	ongoing	
Make hotel reservations for the Traffic Bowl Team	Sean	2/14/2014	
Look for financial information on past Mentoring Programs	Jim	1/31/2014	
Create a category for Leadership/Mentoring and update budget	Jim	2/5/2014	
Gather information about having another student chapter	David	March Board Meeting	
Reach out to potential scholarship recipients about attending SDITE	Marion	2/09/2014	