



GA ITE Board of Directors Meeting

May 15, 2014
 East Roswell Park Recreation Center
 Roswell, GA
 1:30-3:00 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 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 checked="" type="checkbox"/>	Affiliate Director	Meg Pirkle	mpirkle@dot.ga.gov	404.631.1025
<input 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

1. Welcome and Introduction (Jonathan)
 - a. Approve Minutes from Last Meeting
 - i. Approval of the meeting minutes will be held via email.

2. President's Report (Jonathan)
 - a. Mentoring Program (Sameer via Jonathan)
 - i. The planning process is behind the ideal schedule. It will be a 5 month program.
 - ii. A committee has been formed.
 - iii. An E-blast will go out soon asking for mentors.
 - iv. Alvin James ran the program the last time it was held.
 - v. Mentorship and Leadership will be alternated from year to year.
 - vi. Dwayne might be interested in being a mentor.
 - b. Summer Seminar Planning
 - i. GDOT attendance/assistance program
 1. There are many people that the Section wants to attend ITE Summer Seminar.
 2. The Board needs to evaluate how it is willing to sponsor people to attend Summer Seminar. It is around \$700 to \$800 to attend per person.
 3. It could be possible to sponsor a portion of the conference.
 4. Very few nights are given to the Section for free from the hotel.
 5. The Finance Committee is encouraging of spending money.
 6. Kathy is going to check and see if there is any money in the budget for training.
 7. It could be possible to waive registration fees.
 8. There may be people in the Districts that want to attend Summer Seminar.
 9. GDOT members have received assistance in the past.
 - ii. Registrations

1. Registration has gone live.
 2. The regular registration date needs to be in the registration package.
 - a. **Add the date regular registration ends for Summer Seminar to constant Contact- Marco**
 - c. ACEC Seminar
 - i. A speaker suggested looking into event liability. It might be worth looking more into this for next year.
 - ii. Jim is going to talk to John and Carla since they investigated the Section's insurance.
3. Past President's Report (Dwayne)
- a. GEA Updates- No meeting was held.
 - b. Awards and Nominations- A meeting will be held with John Karnowski to coordinate this effort.
4. Vice President's Report (Andrew)
- a. Monthly Meetings
 - i. The attendees liked the topic.
 - ii. Attendance was a little low at today's meeting, but it is a hectic time of year.
 - iii. A Young Member Spotlight has already been selected for the next meeting.
 - iv. The critical thing is finding speakers. There are only 4 more meetings to fill.
 - v. Ideas on locations and speakers are welcome.
 - vi. It might be worth considering increasing the price for monthly meetings so that they come closer to breaking even.
 - vii. A committee needs to be formed for the Annual Banquet. A possible location could be Maggiano's. It could also be possible to have the banquet as a lunch meeting.
 - viii. **Discuss the Annual Meeting at the next Board Meeting- Board**
5. Secretary / Treasurer's Report (Sean/Jim P)
- a. Membership status
 - i. International says 58 people have not paid. The check from International is higher this year than last year. 10 affiliates have not paid.
 - ii. Meredith is charging \$5 extra at monthly meetings for those who have not paid their dues.
 - b. PayPal vs. ProPay
 - i. The Section is going to continue with PayPal. All members present thought PayPal is the best choice given the research.
 - c. Budget
 - i. The budget report was sent out. The Legislative Reception bill was paid. The Winter Workshop money has been finalized except for the money due to ASHE.
6. Affiliate Director's Report (Meg)
- a. New Membership Applications
 - i. Meg Pirkle presented new members Kate Colberg and Dori Ann Clayton. No objections were made by the present members. Approval will be made via email.
 - b. University Liaison Report
 - i. The E-blasts are copied to the student chapter presidents.
 - ii. **Ask Marco to contact the student chapter presidents to invite the student members to Summer Seminar- Jonathan**

- 7. District Representative's Report (David)
 - a. SDITE Annual Meeting
 - i. The meeting was a success.
 - ii. The conference made money.
 - 1. Email Todd about being refunded \$1000- Meg
- 8. Other Business
 - a. Newsletter (Vern)
 - i. This is Vern's last newsletter. Bryan Sartin is taking over the newsletter. It would be nice to thank and recognize Vern for his efforts.
 - b. Technical Paper Progress
 - i. Contact France for an update on the Technical Paper- Jonathan
- 9. Review Action Items (Liz)
- 10. Adjourn
- 11. Next Board Meeting –Summer Seminar

5/15/2014 Action Items

Make sure all new life members are recognized at meetings	Jonathan	ongoing	
Verify the Summer Seminar Budget with Marco, circulate and approve via email.	Jonathan	5/23/14	
Contact France for an update on the Technical Paper	Jonathan	5/23/14	
Ask Marco to contact the student chapter presidents to invite the student members to Summer Seminar	Jonathan	5/23/14	
Invite the liaisons to the next Board meeting to give an update on the Student Chapters	David	July Board meeting	
Email Todd about being refunded \$1000	Meg	5/16/14	
Add the date regular registration ends for Summer Seminar to constant Contact	Marco	5/23/14	
Discuss the Annual Meeting at the next Board Meeting	Board	July board meeting	