



GA ITE Board of Directors Meeting

December 3, 2014

P.F. Chang's

Perimeter CID

12:00-1:30 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 checked="" 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 checked="" type="checkbox"/> | District Rep. | Vern Wilburn | vwilburn@wilburnengineering.com | 678.423.0050 |
| <input type="checkbox"/> | District Rep. | Jim Tolson | Jim.tolson@arcadis-us.com | 470.242.9375 |
| 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"/> | GA Tech Liaison | Chris Rome | romecm@pbworld.com | 404.364.5242 |
| <input checked="" type="checkbox"/> | Southern Poly President | Cody Owenby | cowenby@areng.com | |
| <input checked="" type="checkbox"/> | Southern Poly Advisor | Dr. Yang | jyang@spsu.edu | |
| <input checked="" type="checkbox"/> | Southern Poly Liaison | Bryan Sartin | bryan_sartin@gspnet.com | |

1. Welcome and Introduction (Jonathan)
 - a. Approve Minutes from Last Meeting
 - i. Sean Coleman made a motion to approve the September meeting minutes, Dwayne Tedder seconded the motion, and approval was unanimous.
 - b. Email Motion- A motion was held via email after the September Board meeting.
 1. On September 26, Jonathan Reid motioned to approve ITE's joint hosting of the 2015 Winter Workshop with ASHE and their signing of the agreement with the UGA Hotel, Sean Coleman seconded, Jonathan Reid, Sean Coleman, Meg Pirkle, David Low, Vern Wilburn and Jim Tolson voted to approve.

2. President's Report (Jonathan)
 - a. Mentoring Program Update
 - i. There are 2 more sessions. The next is this Friday. The last session will be in January but the awards will be given out at the Annual Meeting.
 - ii. The previous session was at 1818 and this Friday's session will be there as well. It is better to pay the club directly than to pay directly to a member.
 - b. Agenda and Schedule for Annual Meeting
 - i. There will be a slideshow before the meeting. Charlie Bopp put together the slide show for Summer Seminar. Marco and Patrick might be able to help.

1. Contact Charlie, Marco and Patrick about putting together a slide show for the Annual Meeting- Jonathan
 - ii. The finances must be included at the Annual Meeting.
 1. Put together financial information PowerPoint slide for the Annual Meeting- Sean
 - iii. The scholarship recipients will be awarded. They will be in attendance at the meeting. The scholarship recipients can be included in the agenda.
 - iv. Keith will be towards the beginning of the session. His presentation will be more about his experiences and career and less about GDOT. An idea is to change the order to the game, scholarship recipients, awards and then Keith. The E-blast says the event is 11-1:30.
 - v. There will be a game, last table standing, with prizes. Gift cards are an option for prizes, such as Amazon or Starbucks. A flash drive is a good prize. There are 12 tables of 10 people.
 - vi. It will take around 25 minutes to give out awards. Dwayne is giving out the awards.
 - vii. The new Board Members will be installed by Dwayne.
 - viii. Andrew is going to speak for about 10 minutes as the new President.
 - ix. As of this morning, the event maxed out at 110 people. An email will be sent out saying that once the event has reached capacity walk-ins will not be accommodated. A lot of people have selected to pay at the door. It would be good to email the people who are going to pay at the door to confirm their attendance. No shows will be billed because there will be no walk-ins.
 - x. Guest registration was added so that members could bring a guest without paying the non-member price. Some people may have taken advantage of the guest status and registered people from their companies as guests instead of non-members. We will not ask for additional payment from those offenders.
 - xi. The Annual Meeting costs less this year because it is at Maggiano's instead of a private club. Attendance is greater this year. The Board Members are expected to dress more business formal than casual.
3. Past President's Report (Dwayne)
 - a. Annual Meeting Event Planning
 - i. Covered in the meeting during the President's Report
 - b. Awards Nominations
 - i. Covered in the meeting during the President's Report
 - ii. Complete award nominations for Southern District
 - c. FY2015 Board Nominations/Elections
 - i. The committee came up with creative and thoughtful nominations.
 - ii. A few emails came in and the ballots from the meeting were included.
 - iii. The election is uncontested.
4. Vice President's Report (Andrew)
 - a. Updates from Finance Committee Meeting/ 2015 Budget
 - i. The meeting was in November. They had input on the budget for next year. The budget will be presented to the next Board.
 - b. Final Monthly Meeting Numbers for 2014
 - i. The goal was to have a positive balance or at least not a huge loss when it came to the monthly meetings. Andrew was successful in this effort.
 - ii. The average for the year was 86 attendees.

- iii. Sean is ready for next year and is open to new ideas and locations. Tours are always well received. Some of the past tours have been good at attracting diverse attendance. It might be good to have a meeting at ARC, which is near the street car. The maintenance facility could also be toured.
 - c. Draft Committee Chairs
 - i. The structure of the committees is going to change next year. There will be 12 committees. There are 8 one-person positions. The goal is to have the committees be more visible.
5. Secretary / Treasurer's Report (Sean/Jim P)
- a. E-blasts
 - i. There have been 15-20 people with PayPal/Constant Contact issues.
 - ii. Registration confirmations are not always coming through.
 - iii. Only a couple of E-blasts are left for the year.
 - iv. There is a google calendar for all of the engineering associations through GEA.
 - 1. The magazine will be digital next year. There may still be a paper copy.
 - b. Membership
 - i. There are 432 members, 107 of which are affiliates, which is an increase in 32 members in 2014.
 - c. Comptroller Report (Jim)
 - i. The financial report was sent out. The numbers should be pretty close to final. There will be about \$3,000 in excess revenue. The Transportation Engineers of the future scholarship will be sent out soon. Last year's check was never cashed.
 - 1. **Call Mike about the Transportation Engineer of the Future scholarship- Jim**
 - ii. Music concerts are not covered by the insurance.
6. District Representative's Report (David/Vern/Jim)
- i. Annual Report
 - 1. The Annual Report is due early in 2015. It is David's responsibility to make sure the report is submitted. It is a good idea for Vern and Jim to have a mid-year gathering to discuss the section's activities to date. The report is limited to 20 pages. The committee chairs need to submit materials about their activities for this year.
 - a. **Ask the committee chairs to submit material for the Annual Report- Jonathan**
 - ii. New Student Chapters- The Section is graded in the Annual Report on the interaction with student chapters.
 - 1. Georgia Southern
 - a. Chris is interested in an ITE student chapter at Georgia Southern. Jim would like to initiate a student chapter. Vern is going to attend the winter board meeting for the Southern District and is going to discuss this with them. A new faculty advisor and chapter liaison would need to be established.
 - 2. UGA-
 - a. David is meeting with Stephan Durham next week. Money will need to be designated to help UGA plan some programs.
 - iii. GDOT Agency Membership
 - 1. The invoice came in to GDOT. Those who do not participate will be subbed out for those that do.

2. The rate was negotiated down to about the same price it is now.
3. Jim Tolson is heading up the GDOT agency membership efforts.
- iv. President's Committee
 1. The committee was formed to study how the District can be more involved in the community especially in helping teenagers drive better. David and Scott Walker are going to be involved in the committee next year. Amy Diaz is still the career guidance committee chair and it would be good to involve her as well.

7. Affiliate Director's Report (Meg)

- a. New Membership Applications- no new applications
- b. University Liaison Reports (in attendance)
 - i. GA Tech- Chris Rome
 1. A goal is to have greater student attendance at the GA Section's monthly meetings. The location and time is very important for this. The students meet on Thursdays from 11-12 because there are no classes Tuesday and Thursdays from 11-12.
 2. The GA Section events calendar needs to be kept up to date.
 3. The E-blasts are sent to the chapter presidents. The president then takes out pertinent information and sends it along to the membership.
 4. Students who are looking for jobs want the interactions to be valuable.
 5. Free events might be enticing. It might be possible for companies to sponsor the students' attendance at the meeting. There could be a student appreciation meeting where students are free. The meetings held at the schools are already free for the students.
 - ii. Southern Poly- Cody
 1. Cody is currently looking for a replacement. Cody is graduating.
 2. It would be good to have Section members at the student meetings.
 3. They have 2 degrees at Southern Poly.
 4. The merge with Kennesaw will have an unknown impact on the chapter. They have GIS.
 - iii. Southern Poly Liaison- Bryan Sartin
 1. Lewis Velasquez will be taking over as Southern Poly Liaison in January.
 2. It was reiterated that scheduling and location are key to student participation at GA Section monthly meetings.

8. Other Business

- a. The first meeting is set for next year. Todd Long suggested Chairman Jay Roberts who is a dynamic speaker and is involved in the legislature on transportation funding.
- b. Jonathan Reid is presenting at the second meeting about the Falcons stadium. The meeting will be in March at Maggiano's.
- c. Sponsorships- There was discussion at the Finance Committee meeting about sponsorship and scholarships. The committee does not think the new sponsorship model was made clear or well advertised to companies. It might be good to have a sponsorship committee so that each event has a coordinated approach to sponsorship.
 - i. Send out the proposed 2015 sponsorship model to the Board- Andrew

9. Review Today's Action Items (Liz)

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

11. Next Board Meeting –Whenever Andrew wants to schedule in 2015! (in January)

12/3/2014 Action Items

| | | | |
|---|----------|----------|-------------------------------|
| Make sure all new life members are recognized at Annual meeting or as opportunity allows | Jonathan | 12/12/14 | There are 3 new life members. |
| Contact Charlie, Marco and Patrick about putting together a slide show for the Annual Meeting | Jonathan | 12/3/14 | |
| Ask the committee chairs to submit material for the Annual Report | Jonathan | 12/10/14 | |
| Update membership application | Meg | 12/12/14 | |
| Complete award nominations for Southern District | Dwayne | 1/15/15 | |
| Put together financial information PowerPoint slide for the Annual Meeting | Sean | 12/10/14 | |
| Call Mike about the Transportation Engineer of the Future scholarship | Jim | 12/10/14 | |
| Send out the proposed 2015 sponsorship model to the Board | Andrew | 12/4/14 | |