



GA ITE Board of Directors Meeting

January 9, 2015

City of Roswell Transportation Maintenance Office

Alpharetta, GA

11:00-1:00 PM

In Attendance	Board Position	Name	E-mail	Phone
Board Members				
<input checked="" type="checkbox"/>	President	Andrew Antweiler	aantweiler@roswellgov.com	678.639.7540
<input checked="" type="checkbox"/>	Vice President	Sean Coleman	Sean.coleman@kimley-horn.com	404.419.8700
<input checked="" type="checkbox"/>	Secretary-Treasurer	Marco Friend	Marco.friend@jacobs.com	404.978.7527
<input checked="" type="checkbox"/>	Past President	Jonathan Reid	reid@pbworld.com	404.364.5225
<input checked="" type="checkbox"/>	Affiliate Director	Winter Horbal	Winter.horbal@temple-inc.com	678.412.5554
<input checked="" type="checkbox"/>	District Rep.	Vern Wilburn	vwilburn@wilburnengineering.com	678.423.0050
<input checked="" type="checkbox"/>	District Rep.	Jim Tolson	Jim.tolson@arcadis-us.com	470.242.9375
<input type="checkbox"/>	District Rep.	Richard Fangmann	FangmannR@pondco.com	
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"/>	Technical Committee	France Campbell	France.campbell@aecom.com	404.965.9738
<input checked="" type="checkbox"/>	Activities	Lance Ballard	Lance.ballard@kimley-horn.com	404.201.6144

1. Welcome and Introduction

- a. Icebreaker
- b. Approve Minutes from Last Meeting
 - i. Andrew Antweiler made a motion to approve the December meeting minutes, Sean Coleman seconded the motion, and approval was unanimous.
- c. Minutes to reflect e-mail votes by Board:
 - i. 2015 Sponsorship Levels- Jonathan Reid made a motion to approve the 2015 Sponsorship Levels, Sean Coleman seconded the motion, and Andrew Antweiler, Jim Tolson, Meg Pirkle, David Low, Sean Coleman and Jonathan Reid voted in approval. The motion was approved.
 - ii. GSU resolution- Andrew Antweiler made a motion to approve the GSU resolution, Jonathan Reid seconded the motion, and Winter Horbal, Jonathan Reid, Jim Tolson, Andrew Antweiler, Sean Coleman, Marco Friend and Vern Wilburn voted in approval. The motion was approved.
 - iii. Winter Workshop Budget- Andrew Antweiler made a motion to approve the December meeting minutes, Sean Coleman seconded the motion, and Sean Coleman, Andrew Antweiler, Jonathan Reid, Vern Wilburn, Winter Horbal and Jim Tolson voted in approval. The motion was approved.
 1. Sean and Marco questioned the imbalance of “regular” versus “government” attendees as the number of government attendees seemed low.
 - a. The numbers are close to the numbers in last year’s budget. Note last year the budget was for 100 but only 67 attended.
 2. Sean also questioned the \$0 cost for the Welcoming Committee expenses and printing costs and wondered how this was being covered.

- a. The committee is looking for a company to volunteer to print. The goal is no expense. A \$150 charge similar to last year might be expected otherwise.
3. Jim Tolson and Marco questioned a line item for 20% service charge, but there was no dollar amount.
 - a. The spreadsheet actually captures this number on the next line.
4. Marco requested that Luis show the comparison of his estimate to the final numbers from last year.
 - a. The final numbers from last year are attached to the budget.

2. President's Report (Antweiler)

a. Committee Reports

- i. A number of committees have changed structure since they are a one person team.
- ii. Lance is going to continue to help out with the website. The idea is to have one person coordinate the website, newsletter and outreach. It is possible that Marco will fulfill this position. Last year there was a social media chair but this year the goal is to have a more active online presence. Chris Puglisi would be a good candidate for the social media chair.
- iii. Activities (Ballard)
 1. Lance is working with a few people to make a schedule for the year. It might be fun to go bowling.
 2. If funds are attached then the committee needs to get approval for the activity. It might be possible to provide a free lunch after a volunteer activity.
 3. It would be good to partner with Amy Diaz on some engineering outreach activities such as Math Counts or the Engineering Academy. It is a goal to have volunteer events that coordinate with the mission of ITE.
 4. The committee can reach out to the student chapters to see how they volunteer so that the students and the Section can volunteer together.
 5. There will be events that collaborate with other organizations such as YPT.
- iv. Engineering Outreach
 1. Amy Diaz has some great ideas. The committee is planning on participating in Tech City, Engineer Week Kickoff Webcast, Family Science Night at Factory Schoals Elementary, Exploring Engineering Academy, Future Cities Program, Engineers Week activities and Math Counts.
- v. Legislative Affairs
 1. The goal is to be more proactive in interacting with legislators.
 2. Legislative Reception (Antweiler)
 - a. Andrew contacted World Fiber on 12/30 about continuing the Legislative Reception. There are many options for the future of this event. There may be an opportunity for ITE, ITS and ACEC to host the event. It might be possible for firms to sponsor the event as well.
 - i. Past Presidents have suggested that the event be opened up to more sponsors.
 - b. World Fiber is willing to organize again, however, last year World Fiber was out of pocket a lot of money and does not want that to happen again.
 - c. The event has been held for 4 years. The cost was about \$3,500 the first 3 years. Typically ITE charges \$20 a member and donates money as well. This past year the event cost closer to \$4,300

partially because the Freight Depot was booked and another venue used.

- d. The speaker is essential to attendance.
 - e. World Fiber started the event and it used to be held at the Freight Depot. Last year it was in a big atrium at the Atlanta City Hall and World Fiber was not really recognized.
 - f. In the past World Fiber paid the bill. Will Hurst organized the event. ITE did the online registration, ran the table at the event and collected money at the door.
 - g. The conversation needs to be held with Mark Battle about whether or not World Fiber would like to be involved in the reception and at what level. It might be possible for ITE to take over planning the event. Also it would be good to talk to Mark about including more sponsors.
 - i. **Talk with Mark Battle about World Fiber's involvement at the Legislative Reception- Andrew**
 - h. Last year it was stressful for the Host Committee because they did not know about the event and they did not receive much help from the partnering organizations.
 - i. Only 60 people attended last year raising about \$1,200.
 - j. Will Hurst has been essential in planning the event. His fee is at least \$3,500.
 - k. It is too late in the year to make any big changes to ITE's involvement in the reception. It would be good to start planning in further advance for the event next year.
- vi. Mentor Program (2015)
1. The program needs a chair to plan the program for the fall. The original plan was to host the mentor program every other year and to alternate the program with the leadership program.
 2. There are a lot of people who want to participate in the mentor program and it is more difficult to find people to participate in the leadership program.
 3. It might be possible to change the format of the leadership program to make it more appealing to potential attendees. It is difficult for people to participate for an entire weekend for the program. It might be possible to split the program up into lunches or half days during the week.
 4. The last meeting for the current mentor program is today. The bills for the lunches are still outstanding.
- vii. Scholarship
1. Betsy is staying on as chair.
- viii. Student Chapter Liaisons (GT & SPSU)
1. Some money came in from the District that must go to the student chapters. The money was sent to Georgia Tech. The Southern Poly website is very old and not up to date so the check has not been sent.
 - a. **Contact Southern Poly about updating the website- Luis**
 - b. **Email Jim Pohlman the contact at Southern Poly for sending the check- Jim Tolson**
- ix. Summer Seminar
1. A budget is in the works and a draft should be prepared for review shortly.
- x. Technical Committee Report

1. There will be a technical paper competition. The call for papers will go up in about a month. First place will present at Summer Seminar.
 2. The Technical Exchange location has yet to be determined.
 - a. Alabama wants to be involved this year but the goal is to alternate locations so a meeting there will need to wait until next year. Alabama does quarterly meetings and so it might be good for Alabama to just invite the Section to one of their meetings. Alabama expects the Section to help with planning.
 - i. **Talk to ALSITE about a joint meeting- Sean**
 - b. It has been a while since there has been an event in South Carolina.
 - c. Since there will soon be a Georgia Southern chapter it might be good to have an exchange there.
 - d. Greenville or Augusta might be good locations.
 3. White papers are good for the Annual Report. What really counts is when the Section writes a paper. One year the Section helped GDOT update a manual. It might be good to try to motivate people to participate on the committee.
 4. The driver's manual needs to be updated to include the innovative intersections in Georgia. There is a GPTQ subcommittee that is comprised of ITE members working on a similar initiative.
 5. Florida is starting a wrong way driver pilot program. It might be possible for ITE to contribute to such a program.
 6. The webinars are going to be more of a focus this year. It could rotate around different locations in Atlanta and people would bring their own lunches. Webinars help people get pdh's as well.
 7. It can be difficult to get a lot of people to participate in the paper contest.
 8. It might be possible to have people write a paper in exchange for attendance at Summer Seminar or another event.
- xi. Winter Workshop
1. 70% of the technical sessions are complete. Two speakers have been reserved. \$1,700 has been committed in sponsorships. Registration is live and will go out on an Eblast on Monday.
- b. Student Traffic Bowl Competition in March- prep students; reserve hotel room
- i. **Reach out to the liaisons about preparing for the traffic bowl- Jim Tolson**
 - ii. **Reserve two hotel rooms for the students-Marco**
 1. It is important for the hotel to know that the student checking in is not the person on the reserving credit card.
 - iii. It might be good to designate what the winning team is supposed to do with the money they win. In the past the students pocketed the money.
- c. King & Prince Summer Seminar contract for 2016 & 2017- update on status (Reid)
- i. Scott Mohler is going through the contract to see what has changed and will negotiate from there.
 1. **Reach out to Scott about the King & Prince contract- Jonathan**
- d. Status of Transportation Engineer of the Future Scholarship (Holt)
- i. A recipient is selected to receive a scholarship (Approximate value of \$15,000) and in return the recipient goes to work for GDOT for 3 years .
 - ii. Dr. Hunter received two applications.
 - iii. It is a goal for ITE to elevate the program since ITE donates \$2,000.
 - iv. A number of companies participate in the program; however, participation has been dwindling.

- e. Engineering Georgia Magazine- Dan Dobry asked and needs direction from the Board on how to solicit current news, a different feature that the new editors are using.
 - i. The articles have to be submitted about 2 months in advance.

3. Past President's Report (Reid)

- a. Annual Meeting December 2014
 - i. There were 128 people at the event. Most people stayed. The lunch was very well received and had higher attendance as opposed to an evening event.
 - ii. Keith was a great speaker and his speech was original.
- b. Annual Meeting December 2015
 - i. The Annual Meeting organizer for 2015 needs to be selected.
- c. Other organizations: GEA, etc.
 - i. Jonathan and Dwayne attend GEA meetings.

4. Vice President's Report (Coleman)

- a. 2014 ITE International Dues- update on 2nd check disbursement
 - i. International is going through a lot of change and turn over. The check should be received by the end of January.
- b. Monthly Meeting update
 - i. The first two meetings are set. The first is Mary Mac's, the second is Maggiano's.
 - ii. Representative Roberts is going to be a speaker. If he ends up unable to attend Jonathan Reid will fill in and present his March presentation.
 - iii. AECOM was encouraged to sponsor a meeting to present the merger with URS.
 - iv. Georgia Tech wanted a Friday that did not conflict with Passover or Easter and so the date has been set.
 - v. Dan Dobry is helping plan a meeting at the airport.
 - vi. A snowmageddon meeting could be held in the summer. It might be nice to have it be a round table since so many people are impacted by the weather such as fire, police, emts, traffic etc. It might be an opportunity to partner with another organization.
 - vii. It might be good to have a meeting down by the Atlanta Streetcar.
 - viii. Another good topic might be on how transportation affects health.
 - ix. Could pursue startups related to transportation for a meeting.
 - x. 3 or 4 meetings a year are flexible on location. New locations are being brainstormed.
 - 1. **Brainstorm new lunch meeting locations and send to Sean- Board**
 - xi. It might help students to attend lunch meetings if they are not charged. If the students sign up in advance they can attend for free. Walk-ins will be charged \$10.
 - xii. Money is lost at Maggiano's and is made up at other luncheons. The cost is being raised by Maggiano's and Mary Mac's. If the private sector is raised by \$5, that would increase revenue and not affect government attendance. It could be possible to charge a flat \$25 all year for the private sector at all lunches.
 - 1. **Send the file of how much money comes in at each lunch meeting to the Board- Jim Pohlman**
- c. Committee Reports
 - i. Host Committee
 - 1. The committee is prepared for the year.
 - ii. Marketing Committee (Website and Newsletter)
 - 1. Website update (Antweiler/Coleman)
 - a. The new website is still a work in progress. Different people will have access to update different portions such as news and events.

- b. It is important to remove job postings after they are no longer valid.
- c. Twitter and Facebook will be included on the website.
- d. The interface is easy to use.
- e. Most of the content will be able to be added through blog posts.
- f. It might be possible to scale down the Eblasts and send people to the website for more information.
- g. The newsletter should be an integral part of the content on the website.
- h. The goal is to have the website live by January 27. The new website subscription fee has been paid for 2 years. There were cost savings for the longer contract.
- i. The main time there are visitors to the website is around Summer Seminar and Winter Workshop.
- j. More images are needed for the website. Charlie Bopp has lots of pictures from past events.
- k. The presentations will be posted. PowerPoints from the lunches will also be posted this year. International is going to start posting presentations online as well.

5. Secretary / Treasurer's Report (Friend)

- a. E-blasts
 - i. Eblasts have been going well.
- b. Membership
 - i. 3 new International members have signed up. Marco is going to be the point person for both of the membership list (International and Affiliate). Winter is going to help with the affiliate list.
- c. Comptroller's Report
 - i. The final budget numbers were sent out for 2014. There was about \$4,000 excess revenue, but it will be closer to \$5,000 after the check from International arrives.
 - ii. A budget item will be added to the 2015 budget to account for the mentoring program expenses from 2014.
 - iii. Liability insurance includes the 2015 payment as well. It is due on the first of January so it has to be paid in December.

6. Affiliate Director's Report (Horbal)

- a. The application has been edited and will be finalized soon.
 - i. **Send the final affiliate member application to Lance for the website- Winter**
- b. The call for new affiliate members will go out in an Eblast. When new people are hired at a company, current members can encourage membership. Winter is going to stand up at the next lunch meeting and remind people that the new application is online.
- c. Winter will help keep track of the affiliate member list. Affiliate member contact information has to be updated when affiliates pay their renewal.
- d. The Section has a cutoff date of March 31 for paying dues.
- e. The magazine gets member information so that members can receive the magazine.
- f. There are certain criteria in the bylaws that must be met to become an affiliate member.

7. District Representative's Report (Wilburn, Tolson, Fangmann)

- a. The Annual Report is due January 21 and will be completed by David Low and Jonathan Reid. Vern is going to try and collect information throughout the year. Good response was

received from people for information for the report. Usually the Section's main competition is North Carolina. One topic that is proving to be difficult is involvement at the District and International level. A draft will be sent out but it must be immediately reviewed because time is running short.

- b. UGA engineering program outreach (Bayne Smith)
 - i. Bayne would like some help from the Technical Committee getting speakers.
- c. Georgia Southern University (Wilburn)
 - i. Yancy Bachmann but his is not able to be the liaison. Scott Zehngraff is going to be asked if he is interested.
 - ii. The charter has been submitted and is working its way through International.
- d. GDOT Agency membership status (Tolson)
 - i. Rick Day said the fee structure went through Southern District but was not accepted by International. International wants to charge \$10,000. GDOT will not pay that amount. GDOT has around 28 ITE members for \$5,700. It might be possible for more GDOT members to become affiliates.
- e. Winter District Board meeting
 - i. Rick Day gave his last report as International Director.
 - ii. Tom Brahms is retiring this year.
- f. Traffic Bowl
 - i. The safety manual is an added resource this year and the students need to know.
- g. Southern District
 - i. Richard is going to promote the Southern District meeting in Biloxi.
 - ii. In the past the Georgia Section paid the deposit for the hotel and was reimbursed.
 - iii. Last year the Section sponsored \$2000 because the conference was in Georgia

8. 2015 Budget Consideration (Antweiler)

- a. Draft Budget
 - i. Includes audio speaker purchase for Monthly Meetings. It will be purchased by the February meeting.
 - 1. Andrew Antweiler made a motion to spend \$550 on an audio system, Marco seconded, and approval was unanimous.
 - 2. **Order the AV equipment- Jim Pohlman**
 - ii. It is planned there will be an overage for monthly meetings expenses. This will help Sean plan monthly meetings without having to worry about meetings breaking even.
 - iii. The budget could cover one lunch per year per committee, \$12pp max. Scholarship and Finance committee get one lunch per year currently. It comes out of the "Other" category in the budget.
 - iv. Engineering Outreach needs a line item so they can manage their money independently of the Activities committee.
 - v. Brainstorming some type of scholarship/coupons for public agency staff to attend events such as Summer Seminar, Winter Workshop, or the Technical Exchange or partial event. It could be open to both public and private. The applicant would write 250 words why they would benefit from attending. This would raise attendance; i.e. 4 at Summer Seminar, 2 at Winter Workshop, 1 day at SDITE etc.
 - 1. One idea for Winter Workshop is that after 'Early Registration' ends, send Eblast stating ITE will waive registration fee for 2 public sector ITE members that have not registered. Request they write 250 words why they would benefit from attending, submit to ITE Board for review and selection.

2. It could be possible to award scholarships based on attendance and participation. It would be given as an award.
 - a. It could be possible to let GDOT pick who receives the award. Companies could receive a free attendance voucher if they have been supportive of ITE.
 3. Summer Seminar could reduce the amount of income and waive more registration fees. The Holiday Inn is an option for people who are looking to save money.
 - vi. Annual Meeting- Last year there were 128 people. It would be good to leave the Annual Meeting numbers the same as last year. Expenses were \$800 more than income.
 - vii. Winter Workshop- It is anticipated that 100 people will attend and that there will be \$16,250 income. It is anticipated that there will be \$1000 excess revenue. The event usually ends in the black. The excess revenue is split with ASHE after the event.
 - viii. Summer Seminar cancellation insurance- It is supposed to be fairly inexpensive. The King & Prince can charge the section a hefty amount if the Section were to cancel the event. There is money in the bank to cover such expenses if they were to arise.
 - ix. If the magazine does well with advertising, the fee for the magazine can drop lower than what is budgeted.
 - x. Sponsorships- \$2000 TEOF, \$500 Eweek, new PE dinner, TIME task force, Boy Scouts of America: Exploring Engineering Academy
 1. Some of the sponsorships might change. It would be good to sponsor activities that fit with our mission and what our members are passionate about. It would be good to have some free money in the budget that can be allocated as sponsorship throughout the year.
 2. TIME and the PE dinner will no longer be sponsored.
 3. It might be possible to start a foundation where members can ask for money to support activities that align with ITE's mission. A write-up would be required following the sponsored activity for the report and newsletter.
 4. LeadershipITE- by dropping other sponsorships, it might possible to help sponsor a portion of attendance.
 - a. Find out what the District does in terms of participation at LeadershipITE-Vern
 5. It would be good to allocate money in the budget for the sponsorships that definitely are going to be funded this year.
 - xi. The mentoring program needs to be updated once the final expenses are submitted. There is a file that has previous years' expenses.
 1. The line item name should be Mentor/Leadership
 - xii. Last year the students did not submit travel expenses for the traffic bowl. The District helps with the expense.
 - xiii. The budget is planned to be about \$5,000 in the red, however there is enough money in the bank to cover the expense.
 - xiv. Update the draft budget and send out for further review - Andrew
9. Other Business
- a. It might be worth discussing in a future meeting how the Section handles the deaths of members.

10. Review Today's Action Items (Scales)

11. Adjourn- Andrew Antweiler made a motion to adjourn the meeting, Sean Coleman seconded and approval was unanimous.

12. Next Board Meeting –potentially after the Maggiano’s meeting in March

1/9/2015 Action Items

Make sure all new life members are recognized at the Annual meeting or as opportunity allows	Antweiler	ongoing	
Talk with Mark Battle about World Fiber’s involvement at the Legislative Reception	Antweiler	1/14/15	Done: sent e-mail to Board 1/14/15
Update the draft budget and send out for further review	Antweiler	1/16/15	Send 1/16
Contact Southern Poly about updating the website	Luis	1/14/15	Done: contacted Luis 1/15
Email Jim Pohlman the contact at Southern Poly for sending the check	Tolson	1/16/15	
Reach out to the liaisons about preparing for the traffic bowl	Tolson	2/9/15	
Reserve two hotel rooms for the students at the Traffic Bowl	Friend	2/9/15	
Reach out to Scott about the King & Prince contract	Reid	1/16/15	
Brainstorm new lunch meeting locations and send to Sean	Board	Next Board meeting	
Send the file of how much money comes in at each lunch meeting to the Board	Pohlman	1/16/15	
Order the AV equipment	Pohlman	1/16/15	
Send the final affiliate member application to Lance for the website	Horbal	1/16/15	
Find out what the District does in terms of participation at LeadershipITE	Wilburn	1/16/15	
Talk to ALSITE about a joint meeting	Coleman	2/9/15	