



GA ITE Board of Directors Meeting

March 13, 2015
 Maggiano's Cumberland
 Atlanta, GA
 1:30-3:15 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 checked="" 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"/>	Summer Seminar	Kelly Patrick	kelly.patrick@cobbcounty.org	770-528-1636

1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
 - i. Andrew Antweiler made a motion to approve the January meeting minutes, Sean Coleman seconded the motion, and approval was unanimous.
- b. Minutes to reflect e-mail votes by Board:
 - i. Georgia Section ITE 2015 Budget- Andrew Antweiler made a motion to approve the budget on 2/2/15, Vern Wilburn seconded and the motion was approved.
 - ii. King & Prince Summer Seminar contract for 2016 and 2017- the Board approved the contract.
 - iii. SDITE Young Member Scholarship- Board nominated Meredith Emory; application was submitted 2/23/15 to Carla
 1. **Call Carla about when Meredith needs to apply for the SDITE Young Member Scholarship- Andrew**
 - iv. Kate D'Ambrosio- Serves as SDITE Chair of the Education and Student Chapter Committee and asked for funding assistance to attend SDITE conference. District Reps approved \$250 reimbursement towards registration fee; paid out of Expense line 4300. Comptroller has sent reimbursement check

2. President's Report (Antweiler)

- a. Committee Reports
 - i. Activities
 1. It might be good to coordinate activities with ITS so there isn't as much overlap with activities. It would be great if ITS would participate in ITE social activities.

2. ITS has people register online for events so they know how many people will be attending.
3. Call Lance about coordinating social activities with ITS- Coleman
- ii. Engineering Outreach
 1. Andrew is going to touch base with Amy.
- iii. Legislative Affairs
 1. The committee has grown to 6 people.
- iv. Mentor Program (2015)
 1. It has not been decided if the program will be held this year.
 2. It is difficult to get people to participate in the leadership program since it takes place over the weekend. Restructuring the program could help recruit people and lead to more success.
 3. The leadership program takes a lot of planning for not as much reward. It is more of a training program. It might be good to consider what the program does for ITE so that future leaders of ITE could be identified and trained to lead ITE.
 4. Alternating the leadership and mentoring programs every other year keeps the pool of applicants fresh. There might be enough younger members to sustain the mentor program every year. The limit has been 6 participants.
 5. Having the mentor and protégé together creates a relationship within ITE. This dynamic is missing from the leadership program.
 6. Brainstorm ideas for the mentor and leadership programs- Board
 7. Lead the effort for determining and defining this year's mentor and leadership programs –Antweiler
 8. Contact Kate D'Ambrosio about her experiences with leadership and mentor programs-Antweiler
- v. Scholarship
 1. Betsy is in good shape for the program. Mike usually helps her with the auction. International is going to try and do quarterly updates on the scholarship money.
- vi. Student Chapter Liaisons (GT & SPSU)
 1. Chris Rome is helping coordinate the April lunch at Georgia Tech. It would be good for the students to sit with ITE members instead of tables by themselves.
 2. There were more students in attendance at Mary Mac's than usual.
 3. It can be difficult to differentiate the students and the young employees at lunch meetings. It might be good to put a sticker on the students' nametags so it is obvious.
 - a. Talk to the host committee about designating students at meetings- Coleman
 4. Start planning the transition for the Southern Poly charter- Antweiler/Velasquez/Tolson
- vii. Summer Seminar- Patrick
 1. The registration fees are the same as last year. Keeping the registration fees the same will help keep attendance high.
 2. The schedule, activities and rooms are similar.
 3. The attendance was anticipated to be slightly higher than last year.
 4. Marco is working with Mark to move the golf tournament to the King & Prince. It will be slightly more expensive.

5. There will also be Frisbee golf. The course is free and Air Sage will sponsor the Frisbees.
 6. In lieu of Survivor, Kate D'Ambrosio and Holly are working on a new program. It will be similar to survivor in the team aspect and games etc. It will be geared more towards scavenger hunts and quick tasks between sessions. Money has been budgeted towards this effort.
 7. There will be a DJ this year.
 8. There will be a sundae bar for the Tuesday night banquet.
 9. The speaker gift might be a portable charger for electronic devices.
 10. The King & Prince always tries to raise prices on different items such as podiums, food etc. These prices need to be negotiated. Usually the hotel will match the previous year's prices.
 11. The theme is navigating change. The logo should be completed this week.
 12. There is no hotel subsidy from ITE.
 13. Jody Peace is heading up the technical committee. Russell is planning on being the keynote speaker.
 14. Registration should go live in April. Meredith is heading up registration and the host committee.
 15. The Monday morning breakfast is either \$21 or \$26 per person. Some money could be saved there by going with the less expensive breakfast.
 16. The prices between premium and non-premium beverages can be significant. It saves money to use non-premium liquor.
 17. If possible it would be good to accommodate some people from GDOT from the Summer Seminar budget. Andrew Heath would be a good person to attend Summer Seminar.
 18. Email Andrew the extensive Draft Summer Seminar budget- Patrick
 19. Send letter to GDOT about Summer Seminar attendance- Antweiler
- viii. Technical Committee
1. France has a few workshops planned.
- ix. Winter Workshop
1. Summary of results
 - a. There were 72 attendees.
 - b. There will be a follow up survey for those who attended.
 - c. Contact Luis about who he would recommend as the next Winter Workshop chair- Coleman
 2. Draft financials
 - a. The program ended up with excess revenue. There will be final numbers soon.
- b. Student Traffic Bowl- Assist winning team with SDITE registration/arrangements; need proposed travel budget.
- i. There are rules about participating that include age. Also, students in the doctorate program are not allowed.
 - ii. Contact Chris Rome about assisting the Georgia Tech team with Traffic Bowl arrangements- Tolson
- c. Update on Transportation of the Engineer of the Future Scholarship
- i. An email will be sent out with an update.
- d. GSPE Cooperation- Discussion of events/sponsorship to participate in (make separate doc); suggest letter to GSPE as first step
- i. An email will be sent out with an update.

- e. Engineering Georgia Magazine- update
 - i. An email will be sent out with an update.
- 3. Past President's Report (Reid)
 - a. Buckhead Maggiano's was a great location for the Annual Meeting. The meeting will be there again. Johnathan will plan the meeting.
- 4. Vice President's Report (Coleman)
 - i. 2014 ITE International Dues- update on 2nd check disbursement
 - 1. The dues check was received. Some is from this year and some is from last year.
 - 2. Checks will be issued quarterly going forward from International.
 - a. **Contact International for the breakdown of the dues check- Friend**
 - b. Monthly Meeting update
 - i. Russell is going to speak at the next lunch meeting. URS is a smaller space but works well for technical presentations.
 - ii. The airport presentation will be in Midtown since there is not a tour. There might be some hotels in the area that could host a meeting.
 - iii. ARC could do a presentation on the street car since it will be close to the one year anniversary of the street car.
 - iv. In the past, meetings were held at a City of Roswell facility.
 - v. A vendor could host a meeting. Vendors could host booths.
 - vi. In South Carolina they host a vendor day in a gymnasium. It seems there is more vendor and member interaction at the conferences.
 - vii. UPS might have a facility or topic that could be relevant.
 - viii. Sean still needs help brainstorming one or two locations for Monthly Meetings.
 - 1. **Brainstorm new lunch meeting locations and send to Sean- Board**
 - c. Committee Reports
 - i. Host Committee
 - 1. They are doing a great job.
 - ii. Marketing Committee (Website and Newsletter)
 - 1. The website looks great. Bryan is working on the newsletter.
- 5. Secretary / Treasurer's Report (Friend)
 - a. E-blasts
 - i. The goal is to shorten the E-blasts and direct people to the website for more information.
 - b. Membership
 - i. The membership list was received from International.
 - 1. **Verify which schools the students attend- Friend**
 - ii. About 55 affiliates have paid.
 - c. Comptroller's Report
 - i. Kelly and Marco are signed up on the bank account.
- 6. Affiliate Director's Report (Horbal)
 - a. New membership applications
 - i. Winter Horbal made a motion to approve new members Jeff Middlebrooks, Greg Kirkland, and Kelly Mears; Sean Coleman seconded the motion, and approval was unanimous.

1. Email the new members that their application has been approved-Horbal
 2. Paul Slone transferred from another Section.
7. District Representative’s Report (Wilburn, Tolson, Fangmann)
- a. SD ITE Conference
 - i. Attendance by Board; travel arrangements
 - ii. Create the entrance chant/march for the Section at SDITE- Antweiler
 - b. UGA engineering program outreach
 - i. Bayne Smith is leading the effort.
 - c. Georgia Southern University (Wilburn)- new chapter starting
 - i. Status from International
 1. The charter has been submitted. The District approved it. International will send out the charter and certificate. The students can start hosting chapter activities.
 - a. Send an email so the Georgia Southern University chapter can begin chapter activities- Antweiler
 - ii. Scott Zehngraff has agreed to be Liaison
8. Other Business
9. Review Today’s Action Items (Scales)
10. Adjourn- Sean Coleman made a motion to adjourn the meeting, Winter Horbal seconded and approval was unanimous.
11. Next Board Meeting –TBD- maybe after the May luncheon

3/13/2015 Action Items

Make sure all new life members are recognized at the Annual meeting or as opportunity allows	Antweiler	ongoing	
Call Carla about when Meredith needs to apply for the SDITE Young Member Scholarship	Antweiler	3/13/15	Done; Meredith registered Friday 3/13
Lead the effort for determining and defining this year’s mentor and leadership programs	Antweiler	4/1/15	
Contact Kate D’Ambrosio about her experiences with leadership and mentor programs	Antweiler	4/1/15	
Start planning the transition for the Southern Poly charter	Antweiler/Velasquez/Tolson	5/1/15	
Send letter to GDOT about Summer Seminar attendance	Antweiler	4/1/15	
Create the entrance chant/march for the Section at SDITE	Antweiler	4/10/15	
Send an email so the Georgia Southern University chapter can begin chapter activities	Antweiler	3/17/15	
Brainstorm new lunch meeting locations and send to Sean	Board	Next Board meeting	
Brainstorm ideas for the mentor and leadership programs	Board	Next Board Meeting	

Contact International for the breakdown of the dues check	Friend	Next Board Meeting	
Verify which schools the students attend	Friend	3/13/15	
Talk to the host committee about designating students at meetings	Coleman	3/27/15	
Contact Luis about who he would recommend as the next Winter Workshop chair	Coleman	Next Board Meeting	
Contact Chris Rome about assisting the Georgia Tech team with Traffic Bowl arrangements	Tolson	3/13/15	
Email Andrew the extensive Draft Summer Seminar budget	Patrick	3/16/15	
Email the new members that their application has been approved	Horbal	3/20/15	