



GA ITE Board of Directors Meeting

May 22, 2015
 Arcadis' Office
 Atlanta, 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 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 Technical Chair	Jody Peace	Jody.peace@arcadis-us.com	770.431.8666

1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
 - i. Andrew Antweiler made a motion to approve the March 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 Summer Seminar Budget- Board approved via e-mail motion dated 3/27/15
 - ii. New Members- Winter Horbal made a motion via email on 4/13/15 to approve new members Chase Dickinson and Julianne Bolls; Vern Wilburn seconded the motion, and Jim Tolson, Winter Horbal, Vern Wilburn, Jonathan Reid, Sean Coleman, and Marco Friend voted in approval.

2. President's Report (Antweiler)

- a. Committee Reports
 - i. Activities
 - 1. May Social on 21st- There was a good turnout, around 12 people.
 - 2. There will be a Braves game in the fall.
 - ii. Engineering Outreach
 - 1. After school ends there are not as many opportunities for outreach. Exploring Engineering Academy is on June 2.
 - iii. Legislative Affairs
 - 1. Jared Wall is the new chair.
 - iv. Mentor/Leadership Program (2015)
 - 1. Board feedback (last email dated 4/7/15)
 - 2. One option is to conduct two half day training sessions. See attached doc.

- a. Marco likes the rotation of Mentor and Leadership program every other year. Marco is in favor of the Leadership program this year and tweaking it to fit the Section's needs. Marco prefers the option of the two-three half day training sessions as opposed to a fri-sat overnight. Marco would leave a lot of the details up to the chair to decide and guide them with the knowledge/surveys ITE has obtained. It may be best to cap it at 6-8 attendees and have people apply for it similar to the mentoring program. If there are 15-20 attendees then the demand may not be there in two years. This will also make it cheaper/easier to find host locations.
 - b. Muhammed and Andrew talked about having 2 half-day sessions. Muhammed thought that 2 sessions would work.
 - c. The response has been overwhelmingly positive from people who have participated in the leadership program.
 - d. The session could be two half days held during the day. Another option is to have it Thursday afternoon and Friday morning or Sunday night and Monday morning.
 - e. February and March is a good time of year for this type of event to accommodate people's schedules.
 - f. The team building activity is very popular but will be difficult to fit into half day sessions. There are lots of options for team building activities.
 - g. Leadership could be held at Winter Workshop off to the side, so there would be two tracks, Winter Workshop and Leadership.
 - h. A committee needs to organize the event. The chair should probably be someone who has been through the program.
 - i. The Leadership program takes a lot of effort to plan.
 - j. If the event is this fall, it could be half-days. The program could be evaluated afterwards to see how the new format affected the program. For the program to happen this fall, the committee needs to be formed soon.
 - k. Reach out to Becky White to see what other Districts do for the Leadership program- Sean.
 - l. Appointment a committee to start planning the Leadership Program- Andrew
- v. Scholarship
1. Finance Committee Meeting held on April 29. Recommendation from the meeting regarding managing the GA Section Scholarship Fund via a new Scholarship Finance Committee. See separate email sent 5/11/15.
 - a. Marco is in agreement with the Finance Committee recommendation and votes in favor of the recommendation.
 - b. This recommendation has been around for a while. International has been disorganized.
 - c. Andrew Antweiler motioned that The Georgia Section Institute of Transportation Engineers, Inc. requests that International ITE transfer all Georgia Section Scholarship Funds to the Georgia Section Institute of Transportation Engineers, Inc. The Comptroller, James Pohlman is authorized to open a new bank account for scholarship funds only with Scholarship Chair, Elizabeth Williams as

co-signer. The President is authorized to create a new committee and appoint committee members to administer the investment of the Scholarship Funds. The Committee is directed to develop the committee responsibilities for approval by the Board and for inclusion in the Policy and Procedures Manual. Winter Horbal seconded, and approval was unanimous.

- i. The only drawback is that now the Section will have additional forms to fill out for taxes.
 - ii. Establish the 5 members of the scholarship finance committee with Jim Pohlman, an affiliate member, 1 person from the scholarship committee and 2 people from the finance committee. –Andrew
- vi. Student Chapter Liaisons (GT & SPSU)
 1. GT has an idea for highlighting graduating students in the GAITE newsletter.
 2. This could be opened up to all student members.
 3. It would be good to highlight the graduating class in the fall before they get jobs.
- vii. Summer Seminar (Jody)
 1. Update from Jody Peace on Seminar, Technical Program
 - a. The programs are 95% locked in.
 - b. Registration is going well.
 - c. The hotel is booked completely full at the King & Prince.
 - i. It would be good to have a backup hotel for people.
 - ii. It has been a challenge to secure speakers since there are not hotels rooms available for the speakers.
 - iii. It would be good to encourage people to reserve a room for next year at the current year's conference.
 - iv. The King & Prince will not give out armbands for conference attendees who are not staying at the hotel.
 - v. It might be possible to increase the block, but that increases the risk to the Section.
 2. Technical Program
 - a. Attendance on Wednesday is difficult. The programs are being looked at carefully so that attendance can be increased.
 - b. There will be a debrief after the Seminar so that the committee can adjust for next year.
 - c. John K. is assisting with AICP credit application.
 - d. Speaker letters will go out in early June
 - e. Speaker bios will be collected through an online survey site.
 3. Conference App
 - a. There is an app that could be used for the conference to track attendance. The target date is July 1 to have the program, speaker bios etc uploaded into the app. Southern District used the app previously and it has a lot of potential.
 - b. The program could be dramatically changed with the use of the app.
 - c. Sponsors can be included in the app. The app itself could be sponsored.
 - d. Using the app will look good for the annual report.
 4. Event Cancellation Insurance-

- a. Marco is against purchasing event cancellation insurance. It seems expensive and the Section has the luxury of self-insurance. It is difficult to imagine a scenario where the Section would back out of the contract.
 - b. It seems like if the Section just did not show, it would cost about \$70,000. In the event of a hurricane the hotel would be closed so there wouldn't be a charge.
 - c. The most realistic risk is the threat of a hurricane or an event that hits Atlanta that keeps the members from going to the seminar.
 - d. The Board will not purchase event cancellation insurance.
- viii. Technical Committee
1. Fall exchange in Augusta. Discuss location. Tie into new GSU chapter.
 2. Statesboro might be a good location. Students will not drive to Augusta.
 3. It might be good to host technical exchanges at the colleges where the Section does not host lunch meetings.
 4. It would be good to encourage carpooling.
 5. It might be possible to host a Tri-State Exchange if the location is right.
 6. Contact people in Statesboro for locations to host a technical exchange in Statesboro- Winter
- ix. Winter Workshop (Velasquez)
1. Summary of after event committee discussion/survey
 2. Next year's location
 3. Final Financials
- b. GSPE Event Partnership/Scholarship- Draft letter to GSPE for review/input from the Board. See Attached doc.
- i. Marco thought the letter had a defensive tone to it. Marco has never been to a GSPE New PE Dinner and cannot place a value on the partnership with them.
 - ii. Andrew thinks it is appropriate to reach out to GSPE and let them know where the Section is. GSPE just assumed ITE would participate.
 - iii. It might be good to soften the letter to express that the Section was caught off guard. The expectations of GSPE get lost as the presidents of the Section transition.
 - iv. The Gala is the main event in question. It does not make sense for ITE to sponsor the event. The new PE dinner will also not be sponsored.
 - v. Jim Tolson has attended GSPE meetings and did not see much value in the Section's participation. Steven has become more involved.
 - vi. The Future Cities event needs sponsorship. The Young Engineers event is also huge for GSPE.
 - vii. Andrew wants to make clear that partnering with other organizations is a priority for ITE when the expectations are defined and the partnership is mutually beneficial.
 - viii. It is important to support outreach efforts such as MATHCOUNTS and Exploring Engineers Academy.
 - ix. GSPE could be given the opportunity to sponsor ITE events.
- c. Engineering Georgia Magazine- update (Edwards/Dobry)
- i. Dan is looking for a replacement; advertise in e-blast.
 1. The Engineering Georgia Magazine replacement rep advertisement will go out in the next eblast on Monday. It has already been created.
3. Past President's Report (Reid)
- a. Other organizations (GEA, other)

- b. Annual Meeting- reserved Buckhead Maggiano's on Thursday, December 10.
 - i. No committee is required.
 - ii. In the past there was entertainment.
 - iii. Last year's event was well received and there isn't any need to change it.
 - iv. The speaker is key. Last year Keith was refreshing.
 - v. A speaker has not been selected.
 - 1. Jay Roberts is now in charge of planning. It will be almost a year since he spoke at ITE.
 - 2. Meg does not like speaking at events. She will moderate.

- 4. Vice President's Report (Coleman)
 - a. Monthly Meeting update
 - i. There have been 4 monthly meetings. All have good feedback. Most of the locations have been used before, but they all work.
 - ii. The downtown location for the streetcar meeting has not been selected yet.
 - iii. There have been some sponsors already.
 - iv. Troy could be a good young member spotlight at Southern Poly since that is the school he attended.
 - b. Committee Reports
 - i. Host Committee
 - ii. Marketing Committee (Website and Newsletter)
 - 1. Website is good. Social media is slowly picking up more likes.

- 5. Secretary / Treasurer's Report (Friend)
 - a. E-blasts- E-blasts have been going smoothly. Marco recently removed any nonpaying dues members from e-blasts. There are 349 international members and 111 LAF that are paid in full through 12/2014. There are 273 international and 83 LAF paid through 12/2015
 - i. There has been a loss in members. Marco needs to look into this.
 - 1. **Contact Marco for the updated Affiliate List- Winter**
 - b. Online registrations are filling up prior to the events. The event numbers are pretty accurate.
 - c. Membership- One new international member- Ms. Rebecca Barstow of SPSU.
 - d. Comptroller's Report
 - e. Status of new Georgia Engineer Magazine
 - i. Invoices and confirm no duplicates for members
 - 1. Invoices have been forwarded to Jim Pohlman to pay. An updated list is sent to the magazine for each print. There are no duplicates, but people may get multiple copies if they are members of other organizations. The magazine is provided with members' contact info that are paid through 12/2014. It is possible to change that to ONLY those members paid through 12/2015 if the Board requests it. The cost is \$1.65 per magazine.
 - a. The magazine will only be sent to the people who have renewed through this year.
 - ii. Clarify April budget report- states Actual YTD \$2,143.35 for Ga Engr Magazine line item
 - 1. There is an invoice for Dec/Jan '15 \$668.25, Mar/Apr '15 \$712.80, and May/June '15 \$762.30 for a total of \$2,143.35.
 - 2. Jonathan suggested that an agreement was made that ITE would pay what it paid last year and ACEC would pick up the difference.

3. ITS gets all the magazines delivered to them and they are put out at the meetings.
 4. Contact ACEC about the magazine cost- Andrew
 5. Look up the ACEC magazine agreement- Jonathan
 - f. The taxes were completed and submitted.
6. Affiliate Director's Report (Horbal)
- a. New membership applications
 - i. Winter Horbal made a motion to approve new members Connor Galloway, John B. Morden, and Nathaniel Panther; Jonathan Reid seconded the motion, and approval was unanimous.
 1. Send out approval letters to new members- Winter
7. District Representative's Report (Wilburn, Tolson, Fangmann)
- a. SD ITE Conference
 - i. Great Event
 - ii. Best Section Award- David Low did a great job. The Section has not won 2 years in a row before, or at least in a very long time.
 - iii. GT Student Chapter Traffic Bowl Team:
 1. Students submitted reimbursement request for travel
 2. Marco submitted reimbursement request for GA Section
 - b. UGA engineering program outreach (Bayne Smith)
 - i. See e-mail from 5/15/15 for update
 - ii. A lot of great things are going on at UGA.
 - iii. It might be a good idea to reach out and see if UGA is interested in starting a student chapter.
 - iv. UGA is requesting presenters. It might be good to provide them a list of speakers with topics that have presented at the Section's events.
 - v. The students are being encouraged to participate in section activities.
 - vi. UGA does not have accreditation yet.
 - vii. Besty has looked into supplying UGA with scholarship information. Currently the rules state the applicant must be from an accredited school with a student chapter. The procedures and policy manual dictates the scholarship activities.
 - viii. Participation in the Section increases the score of scholarship applicants.
 - c. Georgia Southern University (Antweiler)- new chapter starting
 - i. Andrew has spoken with Dr. Jackson and met Chris Bachmann at the April monthly meeting
 - ii. Scott Zehngraft is liaison.
 - iii. The new chapter "Announcement" was made at the 5/14/15 monthly meeting and in an e-blast and on the website
 - iv. Technical Committee is thinking of a fall Technical Exchange location in Augusta. This is 1.5 hours from Statesboro.
 - v. Additional Board thoughts?
 - d. Georgia Southern
 - i. Jim is going to be a speaker
 - ii. They have \$500 in funds to start but they do not have a bank account yet.
 1. It is not easy to open a bank account for an organization.
 - iii. The charter has not been received yet.
 - e. Annual Report

- i. Vern has already started preparing the report. The format will be followed from last year for the most part.
- 8. Other Business
 - a. Event recording- Bryan records all of the lunch meetings. It would be good to speak with the lunch speakers so they know they are being recorded. It might be better to just record audio so that it is less awkward.
 - i. **Speak with Bryan to just record audio with speakers' permission at lunch meetings- Sean**
- 9. Review Today's Action Items (Scales)
- 10. Adjourn- Andrew Antweiler made a motion to adjourn the meeting, Vern Wilburn seconded and approval was unanimous.
- 11. Next Board Meeting –TBD

5/22/2015 Action Items

Make sure all new life members are recognized at the Annual meeting or as opportunity allows	Antweiler	ongoing	
Start planning the transition for the Southern Poly charter	Antweiler/Velasquez/Tolson	Summer Seminar	
Establish the 5 members of the scholarship finance committee with Jim Pohlman, an affiliate member, 1 person from the scholarship committee and 2 people from the finance committee.	Antweiler	June 15	
Contact ACEC about the magazine cost	Antweiler	June 15	
Appointment a committee to start planning the Leadership Program	Antweiler	June 15	
Speak with Bryan to just record audio with speakers permission at lunch meetings- Sean	Coleman	June 1	
Reach out to Becky White to see what other Districts do for the Leadership program- Sean	Coleman	June 15	
Contact people in Statesboro for locations to host a technical exchange for France- Winter	Horbal	June 15	
Contact Marco for the updated Affiliate List- Winter	Horbal	June 15	
Send out approval letters to new members	Horbal	June 11	
Look up the ACEC magazine agreement	Reid	June 15	