



GA ITE Board of Directors Meeting

September 17, 2015
 Arcadis' Office
 Atlanta, GA
 11:30-1:00 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	Jonathan.reid@arcadis-us.com	770.757.7601
<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	Elizabeth.scales@ice-eng.com	470.233.7024
<input checked="" type="checkbox"/>	Comptroller	Jim Pohlman	j.pohlman@icloud.com	404.790.3569

1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
 - i. Andrew Antweiler made a motion to approve the July meeting minutes, Marco seconded the motion, and approval was unanimous.
- b. Minutes to reflect e-mail votes by Board:
 - i. Approval of new affiliate members Mike Lobdell, Mark Eatman, and Mike Blanchette with Kimley-Horn on 8/14/2015. Andrew Antweiler made a motion to approve the new members, Winter seconded, and Marco, Sean, Jim, Richard, Vern and Jonathan voted in approval.
 - ii. Approval of 2015 Leadership Program's contract with Atlanta Challenge to provide team building event for estimated cost of \$1,500 on 8/27/2015. Sean Coleman motioned to approve the expense, Vern seconded, and Jonathan and Marco voted in approval.
 - iii. Approval of 2015 Leadership Program's Budget and registration fees on 8/28/2015. Andrew Antweiler motioned to approve the budget and fees, Marco seconded, Sean, Richard and Jim voted in approval.
 - iv. Approval of 2016 Winter Workshop location: August, GA on 8/31/2015. Sean Coleman made the motion to approve the location, Marco seconded, Andrew, Richard, Jim, Jonathan, and Winter voted in approval.

2. President's Report (Antweiler)

- a. Committee Reports
 - i. Activities
 1. GAITE/ITSGA Braves Game 9/11
 - a. A lot of people attended.
 2. Upcoming...there will be a few more events
 - ii. Engineering Outreach

1. Schools have just started so there are no real events yet.
 2. Robert Baker Jr. has agreed to be co-chair! Eventually he will take over as chair.
- iii. Legislative Affairs
1. Nothing to report
- iv. Leadership Program
1. As of Tuesday, only 3 applications have been received. Has each board member encouraged at least 2 section members to apply?
 - a. The Board needs to encourage more people to apply.
 - b. It would be good to have around 10 people in the program. 15 people is the maximum.
 - c. If no additional people apply, it might be good to postpone the program until the spring. Postponement and other options will be evaluated once the applications are all in.
 - d. It would be good to reach out to younger members who will eventually be board members.
 - e. It would be good to know who is presenting so that the presenters can be part of the discussion suggesting people attend the program.
 2. Reach out to people to attend the Leadership Program- Board
 3. Non-member applications- Non-members will be allowed to attend the program. Membership will be encouraged for the following year.
 4. Applications due 9/18; Andrew, Sean, and Jim Tolson to review applications
 - a. The deadline is being extended by a week.
 5. To do: Once know attendee numbers, mail check to Atlanta Challenge by October 15th.
- v. Scholarship
1. Sent out application in e-blast in early September and made announcement at September monthly meeting; posted to website. Betsy is reaching out to all three student chapters.
 2. Due on November 13th.
 3. "Scholarship Finance Advisory" committee- status (Jim Pohlman)
 - a. The checking account was opened and an account was opened with VanGuard. \$5,000 has been transferred.
 - b. Check writing capabilities have been added to the account.
 - c. A draft of policies and procedures has been sent out to the committee. It will be brought to the Board to be approved.
 - d. The check has not been received from International yet.
 - e. A check stamp will be ordered.
 - f. Chris Rome is taking over for Betsy next year.
- vi. Student Chapter Liaisons (GT, SPSU, GSU); & UGA engineering program liaison
1. SPSU Charter transition to KSU (Tolson, Velazquez, Antweiler)
 - a. There hasn't been progress with the KSU charter. It probably only needs to be revised.
 - b. International needs documentation of the name change. The bank will need that as well.
 - c. The charter might be on the website.
 2. GSU- Another professor is going to help the chapter grow. UGA- a lot of students have signed up. It is unclear if the students want to start a chapter. Winter can assist the efforts at UGA.

- vii. Summer Seminar (Kelly Patrick)
 - 1. Final Financials- the amounts in the budget should be close to what Kelly reports. The financials look like they match the projected costs.
 - 2. Confirmed next year's Technical Committee Chair: Kate D'Ambrosio
 - 3. Kelly has information on attendees and the program which would be helpful for the Annual Report.
 - viii. Technical Committee- Main focus is on the following
 - 1. ITE Technical Exchange in Statesboro- status (Bill Ruhsam Chair)
 - a. The committee is meeting this Friday to make more arrangements for the exchange.
 - b. It will be held October 29.
 - c. They are trying to get Russel McMurray or Mike Dover to speak.
 - 2. Reviewing webinars- It is a goal to have a webinar this year too.
 - 3. Assisting GPTQ in preparing capacity analysis software standards for GDOT.
 - ix. 2016 Winter Workshop (Kate Picklesimer (Colberg) is ITE Chair)
 - 1. Next year's location: August Marriott at the Convention Center downtown
 - 2. Contract to be reviewed and approved by ITE and ASHE. The contract seems reasonable but has not been compared to previous years' contracts.
 - 3. There will be a structured social component. There will be an incentive for attending the social event.
 - 4. The hands-on workshop experience is going to be re-vamped.
 - 5. The room rates are comparable to last year.
 - 6. The food and drink minimums seem high.
 - 7. The committee is hopeful that the change in venue and the ability to market to South Carolina will boost attendance numbers.
 - 8. The Board will vote on the contract after Brian O'Connor from ASHE has reviewed it.
 - 9. The theme is Get on Up, since Augusta is the home of James Brown.
 - x. Past President's Lunch
 - 1. October 30.
 - 2. Jackets are required. Jeans are not allowed.
 - 3. Sean is going to talk about his plans for next year as president. Marco will be taking the minutes.
 - 4. Send past presidents meeting minutes to Marco-Sean
3. Past President's Report (Reid)
- a. Other organizations (ACEC, GEA, other)
 - b. Annual Meeting
 - i. Recognition for Kenny Voorhies- ITE polo shirt? \$50 plaque? Reid will recognize.
 - 1. A plaque would probably be appreciated.
 - ii. Preparations; speaker, registration table, other
 - 1. The meeting is set for December 10.
 - 2. Jay Roberts or Andrew Heath could be good speakers. Todd Long could be a good speaker since he just started his new position at Fulton County.
 - 3. The host committee could be helpful at the registration table at the meeting.
 - 4. Reach out to the host committee about helping at the Annual Meeting- Jonathan
 - c. Nominations Committee

1. Kelly is interested in Affiliate Director
 2. France is interested in Secretary-Treasurer
 3. Scott Zehngraff and Alan Davis are interested in District Representative.
 4. The nominating committee is being formed. It is a competitive race only if more than one person is interested in a position. A competitive race is not forced or required.
 - ii. E-blast calling for nominees-it will go out soon
 - iii. Stump Speeches at November meeting
4. Vice President's Report (Coleman)
 - a. Monthly Meeting update
 - i. Send out the monthly meeting update- Sean
 - ii. Positive feedback was received from the CDC meeting. The Midtown Alliance venue is free they just like 5 minutes to talk. It's great to still have this venue available.
 1. It would be good to encourage CDC people to join ITE.
 - iii. The KSU meeting was very successful. The attendance was higher than anticipated.
 - iv. The upcoming meeting is Wednesday, October 13 downtown at the ARC. The folks who were going to present from StreetCar are no longer employed there. Angie is still going to speak. A tour might still be possible for the first 30 people who sign up.
 - v. The November meeting is at Mary Mac's. France is speaking on the TMC renovation project.
 - vi. The meetings have been interesting this year and well received.
 - vii. Monthly meeting budget is on target to break even this year.
 - b. Committee Reports
 - i. Host Committee
 1. Doing a great job. The chair has been selected for next year, Bing Zhang.
 - ii. Clerk-Liz Hammer/Johnson is going to take over as Clerk.
 - iii. Marketing Committee (Website and Newsletter)
 1. Lance is going to continue with the website.
 2. Bryan is not going to continue with Newsletter. Paul Sloan is going to do the Newsletter next year.
5. Secretary / Treasurer's Report (Friend)
 - a. E-blasts
 - i. Winter Workshop will be advertised as soon as possible
 - b. Membership- Need call for members to update their contact info
 - i. The list was last updated August 2.
 - ii. A lot of member information is outdated. People need to update their information when they register for events. Affiliates can update when they pay dues.
 - iii. The membership chair (Sunita) can go through registrations and update membership information.
 - c. Budget/Comptroller's Report
 - i. Status of "dues-estimated remaining"?
 1. A check is expected from International this fall. Most Affiliates have paid.
 - d. Engineering Georgia Magazine
 - i. The numbers in the budget need to be updated. The magazine is more expensive than predicted due to a lack of sponsorship.
 - e. Sponsorship- the money given to student chapters is under Donations.

- f. GSU- it is difficult to donate money to the student chapter because they do not have a checking account. It might be good to budget \$1000 for next year if they do not spend this year's money
6. Affiliate Director's Report (Horbal)
- a. Board discussion of applicant: Jason Bonham with Trafficware
 - i. He is new to the industry.
 - ii. Winter Horbal made a motion to approve new member Jason Bonham; Sean Coleman seconded the motion, and approval was unanimous.
 - b. New membership applications
 - i. Winter Horbal made a motion to approve new members Jan Seigler and Brandon Judah; Sean Coleman seconded the motion, and approval was unanimous.
 - ii. A check is needed from Mike Lobdell.
 - iii. Receipts have been requested for expense reports.
7. District Representative's Report (Wilburn, Tolson, Fangmann)
- a. Updates from District
 - b. Start preparing 2015 Annual Report (was feedback received from committees in August?)
 - i. The response has been pretty good. Winter Workshop, Summer Seminar, and Activities have not submitted reports.
 - ii. Sean has the attendee numbers from the monthly meetings.
 - iii. Bryan's newsletters have good descriptions of monthly meetings.
 - c. Next year's meeting is in Nashville, then in Columbia.
 - d. Upcoming Annual Meeting-Nashville
 - i. They want the meeting to be self-sustaining. The District is going to help fund it up to \$30,000.
8. Other Business
- a. Any other tasks to be accomplished before the year's end?
 - i. Sean was approached by Clay about chairing a Safety committee focused on safety outreach for schools such as driving safety. He is going to do a short presentation at a future monthly meeting. It seems like it falls under Engineering Outreach but could still have its own committee. It could be called Safety Outreach.
 - 1. All of the Districts are working on safety.
9. Review Today's Action Items (Scales)
10. Adjourn- Andrew Antweiler made a motion to adjourn the meeting, Sean Coleman seconded and approval was unanimous.
11. Next Board Meeting –November 19, Kimley-Horn Midtown

9/17/2015 Action Items

Reach out to people to attend the Leadership Program	Board	9/18/2015	
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Reach out to the host committee about helping at the Annual Meeting	Jonathan	Next week	
Send out the monthly meeting update	Sean	9/18/2015	
Send past presidents meeting minutes to Marco	Sean	9/18/2015	