



GA ITE Board of Directors Meeting

Tuesday, December 1, 2015
 Kimley-Horn-Midtown 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 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.com	770.384.6586
<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.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"/>	Winter Workshop	Kate Picklesimer	k.picklesimer@arcadis.com	770.384.6623
<input checked="" type="checkbox"/>	Winter Workshop	Elizabeth Johnson	Elizabeth.johnson@kimley-horn.com	404.419.8772

1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
 - i. Marco Friend made a motion to approve the September meeting minutes, Sean seconded the motion, and approval was unanimous
- b. Minutes to reflect e-mail votes by Board:
 - i. Reviewed and agreed to support ASHE entering contract for 2016 Winter Workshop to be held at the Augusta Marriott Conference Center on February 21-22, 2016; Andrew Antweiler made the motion, approval on 9/22/15
 - ii. Approval of 2016 GA ITE Sponsorship levels on 10/7/15. Andrew Antweiler made the motion and Marco seconded. Andrew, Marco, Sean, Jim, Jonathan, Richard and Vern voted in approval.
 - iii. Andrew Antweiler made a motion to approve new members, Annie Gillespie and Rhonda Brady, Andrew, Richard, and Sean voted in approval. Since not enough people voted through email Andrew Antweiler made a motion to approve new members, Annie Gillespie and Rhonda Brady, Marco seconded, and approval was unanimous.

2. President's Report (Antweiler)

- a. Committee Reports
 - i. Activities
 - ii. Engineering Outreach
 1. Next activities are not until after the new year. Keep in mind the ASCE toothpick bridge competition is early in the year i.e. Jan/Feb.
 - iii. Legislative Affairs

1. Participate in ACEC Legislative Day? If so touch base with Chair
 - a. Last year a few members attended the event instead of hosting ITE's individual legislative event.
 - i. It seemed that ACEC's event was more effective than ITE's event from the past.
 - ii. ACEC's event was not promoted within ITE last year. It cost around \$40 to attend, which is the member rate.
 - iii. The event is usually around the end of January.
 - iv. Reach out to Jared about reaching out to Sully about having the opportunity to speak at ACEC Legislative Day- Sean
 - b. World Fiber, ITS, and ITE used to host a legislative event. World Fiber was the champion for the event and they no longer want to participate.
 - c. ACEC can advocate on behalf of the engineering community.
2. Andrew attended a meeting this morning. Jared is attending another meeting today.
- iv. 2015 Leadership Program- completed program on 11/13
 1. Recognize participants at Annual Meeting. They will receive a certificate.
 2. Final budget was \$1,150 income, -\$2919.34 expenses, net -\$1769.34
 3. Jagan will provide a writeup and feedback.
 4. The program had 18 attendees. It was well received. It might be good to have the team building exercise earlier to help the attendees get to know each other earlier in the program.
 5. The program needs to be planned ahead and promoted throughout the year so attendees sign up early and there is less need to recruit participants.
 6. Some people were not sure how to fill out some of the questions on the application. Also some people were not aware that the program was available to them because they thought it was for younger members.
 7. Next year will be the Mentorship Program
 - a. Generally, the program is targeted towards younger members.
 - b. The program usually starts before Summer Seminar. It is good to start early so the program can finish before the Annual Meeting.
 - c. It would be good to set the expectation that after the Mentorship Program, the participants join a committee.
- v. Scholarship
 1. "Scholarship Finance Advisory" committee (Jim Pohlman)
 - a. Board to review and approve *draft* policies and procedures for committee (emailed to Board on 11/4)
 - i. The policies and procedures were left broad on purpose to allow flexibility in the future.
 - ii. The check was received. There is \$118,894.26 in the scholarship account. The account is not self-sustaining. About \$9,000 was brought in this year, and \$10,000 was given out.
 - iii. Winter Horbal made a motion to approve the draft policies and procedures for the Scholarship Finance Advisory, Marco seconded the motion, and approval was unanimous
 2. Committee meeting on 11/30 to select student scholarship winners

- a. Chris Rome is taking over for Betsy. It is important the students know to keep their membership up to date if they want to apply for scholarships. Also having an active presence at ITE helps with the applications.
- b. It might be good to separate undergraduate and graduate applications. The graduate applications are far superior to the undergraduate applications.
- c. The scholarships are at least \$1,000 each year. This year they were \$2,500.
- d. The only other scholarship ITE is involved with is the GETF program with GDOT and Georgia Tech.
- e. Some research could be performed on what other organizations and states do for their applications. Alabama includes letters of recommendation. It would also be good to see what amounts they award to make sure the GAITE scholarships remain competitive.
- vi. Student Chapter Liaisons (GT, SPSU, GSU); & UGA engineering program liaison
 1. SPSU Charter transition to KSU review draft charter, emailed to Board on 11/25
 - a. The initial charter was unable to be found so a new charter was created.
 - b. Andrew made a motion to create a student chapter at KSU, Sean seconded and approval was unanimous.
 2. GSU is still in the recruiting stage.
- vii. Summer Seminar (Kelly Patrick)
 1. Final Financials; resolved GDOT payment received by not depositing
- viii. Technical Committee- Main focus is on the following
 1. ITE Technical Exchange in Statesboro
 - a. Finalize expenses and type summary/photos (France)
 - b. About 35 people attended.
 - c. Sean thought the program was great.
 - d. Georgia Southern was appreciative and engaged in the program.
 2. Assisting GPTQ in preparing capacity analysis software standards for GDOT; the next GPTQ committee meeting is 12/3 to continue our review and discussion on how we can help GDOT standardize Synchro networks.
- ix. 2016 Winter Workshop (Kate Picklesimer -ITE Chair)
 1. When does online registration open?
 - a. Registration is ready to go live next week.
 2. MOU with ASHE to be reviewed and approved by ITE and ASHE (email to Board by 11/30)
 - a. The last sentence could be changed to reflect the relative number of attendees.
 - b. **Send any thoughts or comments about the MOU with ASHE to Andrew-Board**
 3. The meeting will be in Augusta, February 21-22.
 4. There will be a TIA panel and a roundabouts session. Jay Roberts is speaking.
 5. There will be a social event at a local bar, the Bees Knees. There might be trivia. Local sponsors were found to sponsor the social event.

6. It is important to coordinate with the hotel to make sure the minimum hotel rooms are booked.
7. The draft budget is prepared. It has not been reviewed by the Finance Committee.
 - a. Registration fees are the same as last year.
 - b. Projected attendance is 73, which is the number of attendees from last year.
 - c. The revenue could go up with more sponsors.
8. Winter Horbal made a motion to approve the Winter Workshop budget and registration fees, Sean seconded the motion, and approval was unanimous.
9. There is a Winter Workshop committee meeting next week.
- x. Past President's Lunch- held on 10/30- good feedback from attendees
 1. **Send out minutes from the Past President's Lunch-Marco**

3. Past President's Report (Reid)

- a. Other organizations (ACEC, GEA, other)
 - i. GEA Board meeting on 12/1 at 9am; Andrew Antweiler attended
 1. The magazine is not self-funding. The sponsorships are starting to pick up.
 2. The goal is to reach out to more organizations and engineers.
 3. Last year the corporation was dissolved. There are no expenses. GEA has an account with about \$12,000 in it. They might host an event.
 4. The goal is provide cooperation between organizations and advocate on behalf of the engineering community.
 5. The dues are on hold since the dissolution of the corporation.
- b. Annual Meeting
 - i. Preparations Update- the restaurant is prepared and is going to serve the food on time. A draft of the program has been created. 105 people have registered.
 - ii. Awards Update- Transportation Engineer of the Year will be given out earlier than usual to account for the recipient's schedule.
 - iii. Award attendees confirmed to be at meeting?
 1. The award recipients are attending.
 - iv. Recognition for Kenny Voorhies (Andrew will recognize)
 - v. Host Committee will handle registration table
 - vi. Marco will give a financial report as is required by the bylaws.
 - vii. Press Release (prepare in advance to send same day after meeting)
 - viii. The officers will be announced and sworn in for the next year.
 - ix. Provide photos at meeting to Bryan Sartin by 12/11 for newsletter;
 1. Who is taking photos with good quality camera?
 - a. Charles Bopp usually takes photos.
 - b. Bing needs to take photos as well for social media.
 - c. Kelly has photos from Summer Seminar. Lance and Bing also have photos.
 - d. **Send year in review to Jonathan-Andrew**
 - e. **Send incoming president's speech to Jonathan- Sean**
 - f. **Send financial report to Jonathan- Marco and Jim**
 - g. **Contact Jagan and Betsy about slides for the Annual Meeting presentation- Jonathan**
- c. Nominations Committee
 - i. Next steps- the ballots will be counted at the meeting.

- d. Southern District-Nominations for 2017 Sec/Treasurer position
 - i. It would be good to only nominate one person from the section so the vote is not split. Todd Long is going to be the nominee.

4. Vice President's Report (Coleman)

- a. Monthly Meeting re-cap- the meetings have been well attended. The speakers were interesting this year too. ARC had some issues with planning such as food. Average attendance was 89.
 - i. Maggiano's is the most expensive. The increase in lunch cost for private sector worked out well.
- b. Committee Reports
 - i. Host Committee
 - 1. Bing is taking over next year.
 - 2. When the Annual Meeting fills, send an E-blast saying the event is full and walk-ups will not be accommodated and to email Jonathan Reid for questions- Marco
 - 3. Send an email to the 48 people who have not paid for the Annual Meeting that no shows will be charged unless they cancel by a certain date so that the waiting list can be accommodated- Jonathan
 - ii. Marketing Committee (Website and Newsletter)
 - 1. Bryan Sartin to prepare final Newsletter on 12/12; request all submittals by 12/11. Paul Sloane is excited and passionate about taking over the new sletter.
- c. Next year plans
 - i. The committee chairs are set for next year. There will be an "open-enrollment" for people to join committees.
 - ii. The social media chair will collect information and photos from events but will not be responsible for taking the photos themselves.
 - iii. Clay Smith's initiative re: Safety Committee
 - iv. Sponsorship Committee
 - 1. Sean has asked David Low to be Chair of a new Sponsorship Committee for 2016
 - 2. Two firms have already committed to the Diamond Level for 2016! Only the Diamond Level sponsors have sent in sponsorships so far.
 - 3. Some of the rates went up.
 - 4. The sponsorship forms can be on the tables at the Annual Meeting.
 - v. Talking up the SDITE Annual Meeting in Nashville, TN in April 2016
 - 1. The Board can encourage participation next year.
 - vi. Reaching out to UGA professor/student members of ITE; note: Winter offered to assist in 2016
 - vii. Sean has visions and goals for next year. The goal is growth not just in numbers, but in many ways.
 - 1. Summer Seminar scholarship- the goal is to have a scholarship for a first time attendee to cover their registration fees. It would be covered in the Summer Seminar budget.
 - 2. There will be someone from the membership committee at the registration table at events to encourage people to become members.
 - 3. Raffle- People who bring guests to meetings will receive a raffle ticket and eventually someone will win a prize.

5. Secretary / Treasurer's Report (Friend)
 - a. E-blasts
 - b. Budget/Comptroller's Report
 - i. Was another dues check received from International?
 1. The check was not received.
 - ii. The accounts were restructured to avoid fees.
 - iii. New deposit slips were ordered.
 - iv. The budget might want to include a credit card swiper and chip reader that also takes Apple Pay. It costs \$150 and uses Bluetooth. The fee is slightly less than the fee from PayPal. It could be advertised that credit card payments are available at the door. Walk-ins cost \$5 more.
 - v. Money has not been sent in to the Georgia Tech Foundation for the scholarship.
 1. **Send money to the GT foundation for the scholarship- Andrew**
6. Affiliate Director's Report (Horbal)
 - a. New membership applications
 - i. None
7. District Representative's Report (Wilburn, Tolson, Fangmann)
 - a. Updates from District- Meeting on November 14th (Fangmann)- Richard sent out a summary
 - b. Preparing 2015 Annual Report (which committees missing reports from?)
 - i. The report is being started. It is due in February.
 - c. Agency Membership- Initiate discussion with International again on behalf of GDOT?
 - i. There is new International Leadership. It might be worth addressing the topic again.
 - ii. There are 25 people on the list from GDOT. Many are not active.
8. Other Business
 - a. It would be interesting to know how many people read the Georgia Engineering magazine. ITS just puts them out at the meetings. The Section could put some out at the meetings and anyone who wants to receive a personal copy could ask.
 - b. In the past committee chairs have attended the first Board meeting. Also sometimes there is a meeting with all of the committee chairs and the president.
9. Review Today's Action Items (Scales)
10. Adjourn- Winter Horbal made a motion to adjourn the meeting, Sean Coleman seconded and approval was unanimous.
11. Next Board Meeting –TBA- January 2016

12/1/2015 Action Items

Reach out to Jared about reaching out to Sully about having the opportunity to speak at ACEC Legislative Day	Sean	1/4/16	
Send incoming president's speech to Jonathan	Sean	12/7	

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Send any thoughts or comments about the MOU with ASHE to Andrew	Board	12/4	
Send out minutes from the Past President's Lunch	Marco	12/1	
When the Annual Meeting fills, send an E-blast saying the event is full and walk-ups will not be accommodated and to email Jonathan Reid for questions	Marco	12/2	
Send financial report to Jonathan	Marco/Jim	12/7	
Contact Jagan and Betsy about slides for the Annual Meeting presentation	Jonathan	12/4	
Send an email to the 48 people who have not paid for the Annual Meeting that no shows will be charged unless they cancel by a certain date so that the waiting list can be accommodated	Jonathan	12/2	
Send year in review to Jonathan	Andrew	12/7	
Send money to the GT foundation for the scholarship	Andrew	12/12	