



GA ITE Board of Directors Meeting

Tuesday, January 12, 2016
 Kimley-Horn-Midtown Office
 Atlanta, GA
 11:00-2:00 PM

In Attendance	Board Position	Name	E-mail	Phone
Board Members				
<input checked="" type="checkbox"/>	President	Sean Coleman	Sean.coleman@kimley-horn.com	404.419.8700
<input checked="" type="checkbox"/>	Vice President	Marco Friend	Marco.friend@jacobs.com	404.978.7527
<input checked="" type="checkbox"/>	Secretary-Treasurer	France Campbell	France.campbell@aecom.com	678.808.8823
<input checked="" type="checkbox"/>	Past President	Andrew Antweiler	aantweiler@roswellgov.com	678.639.7540
<input checked="" type="checkbox"/>	Affiliate Director	Kelly Patrick	Kelly.patrick@cobbcounty.org	770.528.1636
<input checked="" type="checkbox"/>	District Rep.	Alan Davis	aladavis@dot.ga.gov	404.635.2832
<input type="checkbox"/>	District Rep.	Scott Zehngraff	Scott.zehngraff@dot.ga.gov	404.635.2848
<input type="checkbox"/>	District Rep.	Richard Fangmann	FangmannR@pondco.com	404.748.4737
Other Attendees				
<input checked="" type="checkbox"/>	Clerk/Traffic Bowl	Elizabeth Johnson	Elizabeth.johnson@kimley-horn.com	404.419.8772
<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"/>	Activities	Chris Maddox	cmaddox@sandyspringsga.gov	770.206.2582
<input checked="" type="checkbox"/>	Engineering Outreach	Amy Diaz	Amy.diaz@jacobs.com	770.321.3936
<input checked="" type="checkbox"/>	Engineering Outreach	Robert Baker	robbaker@dot.ga.gov	404.635.2837
<input checked="" type="checkbox"/>	Host Committee	Bing Zhang	Bing.zhang@kimley-horn.com	404.419.8710
<input checked="" type="checkbox"/>	Legislative Affairs	Jared Wall	Jared.wall@parsons.com	678.969.2314
<input checked="" type="checkbox"/>	Newsletter	Paul Slone	slonepa@pbworld.com	404.364.2648
<input checked="" type="checkbox"/>	Marketing-Website	Lance Ballard	Lance.ballard@kimley-horn.com	404.201.6144
<input checked="" type="checkbox"/>	Marketing-Social Media	Kabeary Godwin	Kabeary.godwin@kimley-horn.com	404.419.8700
<input checked="" type="checkbox"/>	Mentor Program	Meredith Emory	Meredith.emory@kimley-horn.com	404.201.6133
<input checked="" type="checkbox"/>	Safety Outreach	Clay Smith	Clay.smith@wolverton-assoc.com	770.447.8999
<input checked="" type="checkbox"/>	Scholarship	Chris Rome	romecm@pbworld.com	404.364.5242
<input checked="" type="checkbox"/>	Student Chapter Liaison	James Anderson	James.anderson@gatech.edu	678.808.8952
<input checked="" type="checkbox"/>	Student Chapter Liaison	Luis Velasquez	Luis.velasquez@arcadis-us.com	770.384.6621
<input checked="" type="checkbox"/>	Summer Seminar	Jody Peace	Jody.peace@arcadis-us.com	770.384.6621
<input checked="" type="checkbox"/>	Technical Committee	Nithin Gomez	Nithin_gomez@gspnet.com	678.518.3886
<input checked="" type="checkbox"/>	Engineer Georgia Magazine	Bill Ruhsam	Bill.ruhsam@mbakerintl.com	678.966.6612

Committee reports

1. Welcome / Introductions
2. President's Goals for 2016
 - a. Put GAITE Out Front!
 - i. Promoting diversity beyond traffic engineering, encouraging planners, roadway, policy makers, etc. to join by increased marketing efforts.
 1. Improving the newsletter, website, social media, etc.
 - ii. Growing membership, place in industry, promoting a relationship with International, promoting young member activities.
 - iii. Growing financial stability by making sure we are able to support our programs.
 - iv. Growing outreach – Transportation You, Safety Committee, student participation at meetings
 - b. Increase committee involvement – “open enrollment” period
 - i. Each committee chair to put together short bulleted list of committee responsibilities, planned events, goals, etc. to have on website by February Monthly Meeting (February 11th)
 1. We don't currently have descriptions of the committees on the website.
 2. May ask committee chairs to give a quick blurb at an upcoming Monthly Meeting. This would be very short, much shorter than what is shared today.
 - c. SDITE / ITE Best Section Award – committee write ups are critical to victory!
 - i. Keep track of activities and goals achieved throughout the year, and submit to Sean Coleman and Richard Fangmann.
 1. Be diligent about keeping your own records. Have a committee write-up at the beginning of the year and keep updated as things progress throughout the year.
3. Committee Goals/Recommendations for 2016
 - a. Activities (Chris Maddox)
 - i. Co-chair is Nate Prath.
 - ii. Planning to do 12 activities – one per month
 - iii. 3 social activities
 1. Want to increase other involvement without losing the social aspect that has worked so well in the past. Breweries will still be involved!
 - iv. 3 joint activities (ITS GA, YPT, etc.)
 1. Would like to have a well-rounded group of people at each event and promote interaction between groups.
 - v. 3 outreach activities
 1. Working with the Outreach Committee and Safety Committee to increase involvement.

2. Reaching out to the student chapter liaisons to increase student involvement.
 3. Have paid for lunch for the volunteer events in the past.
- b. Engineering Georgia Magazine (Bill Ruhsam)
- i. The question was asked to the group if anyone would be upset if they did not receive a magazine in the mail, but were given access to magazines at the monthly meetings. Nobody in the room said they would be upset.
 - ii. How can we reduce our costs?
 1. The magazine represents approximately 30% of the dues and is a huge financial hit to the section.
 2. Marsha Anderson Bomar has spoken with Michael Sullivan about how we can reduce the costs.
 - a. Sullivan has been claiming to reduce costs since the inception of the magazine.
 - b. Bill Ruhsam does not want this to hurt our relationship with ACEC.
 - c. We may set it up so people can opt-in to receiving the magazine, but the default would be to pick up a magazine at a monthly meeting.
 - d. Distribution of the magazine is to approximately 6,000 engineers across the state. We should encourage additional articles on behalf of GAITE.
 - i. We might want an outreach article or Summer Seminar article. Pictures are key!
 - ii. Higher journalistic standards now that the magazine has been revamped.
- c. Engineering Outreach (Amy Diaz)
- i. Transportation U association
 1. Do we want to encourage participation on the GAITE side?
 2. Promotes STEM outreach through the Grady robotics program.
Currently have a scholarship offered for a high school student to do a transportation related activity/camp/outreach.
 - ii. 5 events identified in the early portion of the year. Outreach closely follows the school year. Participation dies off during the summer. Committee is very busy through May.
 1. Future Cities in a couple weeks.
 - a. May be looking for more volunteers for this event. 8 members of the committee. May need more support if those 8 members are not fully interested.
 2. ASCE Bridge competition – with the activities committee
 - a. Would like to encourage more activities with the Activities Committee.

- iii. Robert is going to work on putting out a schedule for the regular events and pass out the committee chairs to encourage participation amongst committees.
- d. Host (Bing Zhang)
 - i. Ideas to streamline registration
 - 1. Want to find a way to advertise that there are three lines (paid, pending, walk-in)
 - ii. Have membership applications at desk
 - 1. Bing will work with Whitney.
 - iii. Will be getting a chip card reader that also does Apple Pay
 - iv. Would like to promote a diverse committee (i.e. not all Kimley-Horn women)
 - 1. Need to promote the committee as a great opportunity for new members to learn names of members.
- e. Legislative Affairs (Jared Wall)
 - i. 12 months ago it was a committee of 1 (James Fowler). Now there are 7 committee members.
 - ii. Tracking legislation as it comes through from both state and federal government.
 - iii. Big year last year with the house bill.
 - iv. Idea for a funding lunch and learn.
 - v. Involvement with ACEC Legislative Day (February 10th)
 - 1. Legislative event in the past was very expensive and now World Fiber is no longer participating. GAITE is not prepared to take this on alone.
 - 2. ACEC event last year had a member discount and included tours and meeting with legislative. We should promote this event more to our ITE members.
 - 3. Ask ACEC if they need any help with the event. Jason Steger (Wolverton) would be a good person to help with that communication.
 - 4. ITSGA is going in the direction of just participating in the ACEC event.
 - 5. The event is the day before the next monthly meeting so it would need to be advertised via social media, website, and e-blasts.
 - 6. Clay Smith will talk to Rob and Michael about ITE's participation/assistance and getting a membership rate.
 - vi. The committee is looking for ways to grow since there is now more help than things to do.
- f. Marketing – Newsletter (Paul Slone)
 - i. Paul is picking up where Bryan Sartin left off.
 - ii. Quarterly newsletter, which will have a new structure.
 - iii. Paul wants to tie in the release of the newsletter with larger events (i.e. after Winter Workshop, after May graduation, after Summer Seminar, after Annual Meeting).

- iv. The newsletter will be more like a magazine with a lot of visuals. This will be available for free as an ebook. Paul is coordinating with the Apple, etc.
- v. Do not need fancy DSLR camera.
 - 1. Do not pinch the zoom or use the flash on a smartphone camera.
- g. Marketing – Website (Lance Ballard)
 - i. It is very easy for Lance to post news events or page updates if you send him an email with a photo, brief write-up.
 - ii. Lance would like to reach to the rest of the group to provide the content and he would serve more as a webmaster.
 - iii. Please let him know if something is either wrong or not showing up correctly.
 - iv. Lance is open to giving other people editor privileges if they have experience/interest.
 - v. #GeorgiaITE – Georgia asteroids
 - 1. Meteorite glass landed in central Georgia and has been deemed “Georgiaite”
 - 2. They are not very active so we can take over the hashtag. Please ignore random pictures of a field with rocks.
- h. Marketing – Social Media (Kabeary Godwin)
 - i. Each committee chair with activities (Activities, Host, Engineering Outreach, Winter Workshop, Summer Seminar) responsible for taking pictures at their events, sending to Kabeary and Paul
 - 1. Kabeary cannot be at all events. She will post pictures and posts that are sent to her.
 - 2. Would like to use social media to advertise upcoming things in addition to showing what we have already done.
 - 3. The GAITE Facebook is a company page and not a personal page. You are only able to tag the people you are personally friends with on Facebook.
 - 4. Lance will share the photos with Kabeary that will be used on the website.
 - 5. Any e-blast can be posted to Facebook automatically.
 - 6. Do we have a dropbox or network to place pictures, or is it only via email? Lance will look into a file-hosting ability on the website or using Dropbox or Google Drive.
 - 7. France/Lance to coordinate with Amy on the Future Cities event for an eblast/communication.
- i. Mentor Program (Meredith Emory)
 - i. Applications out in the spring, first meeting before or at Summer Seminar.
 - 1. Application will come out in March/April with selection in June.
 - 2. Would like to have the first event in June (before Summer Seminar)
 - a. First event will be a business etiquette event.

3. Want to ask about dates/availability on the application and also ask if they are able to attend Summer Seminar.
 - a. Have one of the program meetings at Summer Seminar.
 - b. Meredith will coordinate with Jody to reserve a room/time-frame.
4. Can the Summer Seminar scholarship be combined with this program?
- ii. Looking for a diverse mentor group to properly place people with the applicants.
- iii. Please let Meredith know if you know of people that would be good mentors.
- iv. Let Meredith know if you know of good locations or topics for the events.
- v. Stress involvement with GAITE as a “requirement” upon graduation.
- j. Safety Outreach (Clay Smith)
 - i. Biggest goal is increasing membership. Clay is currently the only member.
 - ii. Committee was started two months ago.
 - iii. Clay will work with Lance/Kabeary to get the word out about the safety committee.
 - iv. Teens in the Driver Seat
 1. Pairing with GDOT (David Adams)
 2. Wanted to reach out to 5 schools but this could be increased if we have additional manpower.
 3. Texas Transportation Institute provides the information for these events.
 - v. Young Adult Drivers Task Team events
 1. Clay wants to continue to attend these events to reach stakeholders across the state.
 2. Would like to team with the Activities Committee or Outreach Committee.
 - vi. Clay would like to work with Jared on legislation for teen drivers.
 1. Joshua’s law – 40 hour experience requirement for drivers license.
 - a. Do neighboring states have similar requirements?
 2. Will focus on teen drivers this year because we already have information/data on this.
 3. May work on elderly drivers if we have the resources.
- k. Scholarship (Chris Rome)
 - i. Chris would like a copy of the bylaws to see what exactly is required of each committee. Jim can provide the procedures manual. It may already be on the website. **Sean and France will provide this information.**
 - ii. Chris is looking for additional membership.
 - iii. Chris would like to do an email prior to the February meeting since he will likely not be at the meeting.
 - iv. Past scholarship winners luncheon as a way to raise more money for the scholarship.

- v. Would like to start a database of past winners to see how effective the scholarship is for keeping students in the industry/Georgia.
- vi. Chris will keep track of what is done each year for the records.
- vii. Link to Paypal on website to solicit donations from those outside of Summer Seminar and Past Presidents Luncheon.
- viii. Donor follow-up survey to gather what is most important to those donating.
- ix. Scholarship restructuring
 - 1. Will have a first, second, third type arrangement.
 - 2. Will try to compete with Alabama's scholarships.
- x. Give scholarship winners the opportunity to speak at monthly meetings.
- xi. Bringing back the Big Checks!!!
- xii. Summer Seminar scholarship
 - 1. Chris will coordinate with the Board.
- xiii. Scholarship donation "giveaway" at Monthly Meetings
 - 1. We can use "drawing" but not "raffle".
 - 2. 50/50 drawing at monthly meetings. Half of the money goes to the scholarship fund, half goes to the prize. This will be discussed further.
 - 3. Chris will send the laws to the Board to make sure we are okay on a legal basis.
- l. Student Chapter Liaisons (James Anderson / Luis Velasquez)
 - i. Ideas for more student involvement at Monthly Meetings
 - 1. Last year we had no-cost monthly meetings for monthly meetings.
 - 2. 51 students attended 8 of the monthly meetings last year.
 - ii. Can we reach out to student chapters and have someone from GAITE present in a class to reach out to students younger.
 - 1. James will reach out to Dr. Hunter about having someone present in the Intro to Transportation classes.
 - iii. Student chapter presentations
 - 1. Liaisons will reach out to the group to help find presenters for the student chapter meetings.
 - 2. We need to increase the awareness of the liaison role so people in GAITE know to reach out to the liaisons.
 - 3. The student chapter meeting schedule can be posted/shared so we can find presenters for open dates.
 - 4. Student chapter presidents should be copied on all eblasts.
- m. Summer Seminar (Jody Peace)
 - i. Full speed ahead with Summer Seminar planning. Jody has been coordinating with Kelly on questions.
 - ii. Food prices are going up this year. We are trying to negotiate a little bit to trim costs. Buffet cost went up \$15/person this year.
 - 1. Can ask for last year's prices. There is a new contact this year, which may play to our advantage.

- iii. Registration prices are going to go up \$10 for each category.
 - 1. Registration is still a bargain compared to other conferences (i.e. SDITE)
- iv. Hotel room-block filled up last year. Should we increase our room block? We took up the majority of the main building last year.
 - 1. Not many other good hotel options in the area.
 - 2. We had to remind people to let go of their hotel reservation last year if they weren't going.
 - 3. We have 48 rooms reserved. 10 were reserved by GAITE for speakers.
 - 4. We are committed to 330 room nights. 40 on Saturday, 100 on Sunday, 100 on Monday, 90 on Tuesday.
 - 5. Kelly is suggesting we increase our block by 5% or so.
 - 6. Should not wait until March to make a decision because they started to have room issues by March last year.
 - 7. We can move our 15 reserved rooms from outside of the room block.
 - 8. Announcing the room block at the February monthly meeting to encourage regular members to book their rooms.
 - 9. We are committed to 80% of our room block. Sunday and Monday are the highest days. We could increase our number to full 129. 80% is 104.
 - 10. The contract would have to be updated. We should find out if this opens up other implications.
 - 11. Technical committee is meeting later this month for a kick-off. Will decide if the 15 reserved rooms is enough.
 - 12. Email decision in February for the room block. **Sean to coordinate with Jody.**
- v. Keynote – Shawn Leight, 2017 International ITE President
 - 1. Kate D'Ambrosio is the Technical Chair and already has Shawn Leight lined up.
 - 2. We can have two keynote speakers if we think there is someone else that should participate.
- n. Technical Committee (Nithin Gomez)
 - i. More webinars
 - 1. Will have 4-6 webinars, leaning towards 4, so we have flexibility to accommodate additional ones that come our way.
 - 2. Webinars are between \$100-\$200. **Nithin would like to discuss budget with Sean.**
 - ii. Technical paper competition.
 - 1. Prize money for first three places.
 - 2. First place will be able to present at Summer Seminar.
 - iii. Technical Exchange

1. Looking to have an event outside of Metro Atlanta. Possibly close to Augusta paired with the SC section.
- iv. Traffic Bowl questions – Nithin and Liz will coordinate.
- v. Other priorities – Assist GPTQ in preparing capacity analysis standards for GDOT
 1. Long-term and exploratory goal at this point.
- vi. 6-8 members identified. Nithin is soliciting additional membership.
- o. Traffic Bowl (Liz Johnson)
 - i. Held at March Monthly Meeting (Friday march 18th)
 1. I will reach out to the liaisons for communication with the student chapters.
 - ii. Development of questions
 1. I will reach out the Technical Committee about coming up with questions for the competition.
 - iii. Reserve hotel rooms at SDITE
 1. **France will reserve two rooms for the Traffic Bowl team.**
 - iv. Equipment will be coordinated with Temple/Winter
 1. David Barrett Sr. – they have the date on their calendar
- p. Winter Workshop (Kate Picklesimer)
 - i. February
 - ii. Registration report
 1. Opened before the holidays.
 2. Currently have 36 registrants and 2 guests.
 3. Last year we had 74 register and only 10 were late registration.
 4. Late registration starts next Monday the 18th
 - a. May need to extend the late registration deadline.
 5. **France to send an eblast reminding registration for Winter Workshop**
 6. Need to promote the event within our organizations.
 7. Room block is open until February 1st.
 - iii. MOU with ASHE
 1. **Need to figure out how this has progressed.**

GAITE Board Meeting

1. All committee chairs left at this point except Chris Maddox and Amy Diaz.
2. January minutes will be sent to all attendees, not just the Board members.
3. Approve minutes from last Board meeting on Dec. 1st
 - a. Kelly Patrick made a motion to approve the November monthly minutes, Marco Friend seconded the motion, and the approval was unanimous.
4. President's Report (Coleman)
 - a. Committee Reports – continued discussion from goals laid out by committee chairs
 - i. Legislative Affairs
 1. ACEC Legislative Day discussion

- a. Will be updated once we find out what Clay finds out from Sully.
 - ii. Scholarship
 - 1. Will talk about Summer Seminar scholarship during the budget.
 - iii. Sponsorship
 - 1. Update on 2016 Sponsorships
 - a. Sponsorship table was provided to the board. Two additional sponsorships have been received since the table was developed.
 - 2. David Low is the sponsorship chair
 - iv. Student Chapter Liaisons (GT, SPSU, GSU); & UGA engineering program Liaison
 - 1. GSU Donation – have they opened up an account yet?
 - a. Sean to ask Scott if we have heard from GSU regarding an account.
 - b. We have committed to giving them double the money this year since they did not receive any last year.
 - c. They have a charter so should be able to move ahead.
 - 2. How to get GSU involved this year
 - a. They are not participating in Traffic Bowl.
 - b. We may want to consider a Technical Exchange in Statesboro if we don't have a strong desire to do it elsewhere.
 - c. Could we look into a van to bring GSU students to a technical exchange?
 - d. Inviting GSU students to Summer Seminar to attend for a day at no cost.
 - v. Summer Seminar
 - 1. Discussion on increasing costs.
 - a. See above.
 - 2. Discussion on increasing room block.
 - a. See above.
 - vi. Winter Workshop
 - 1. Andrew suggests extending regular registration until the end of January.
 - 2. Sean to discuss regular registration date with the Winter Workshop committee by tomorrow.
5. Past President's Report (Antweiler)
- a. Annual Meeting December 2015 – results
 - i. 118 total attendees
 - ii. \$700 net loss from the meeting
 - iii. The event went well!
 - b. Annual Meeting December 2016
 - i. Keep format?
 - ii. Have a more formal social with guests/spouses in addition?

1. Some members do not have companies that have events with spouses so Summer Seminar is the only other opportunity.
 2. ITSGA had an evening event, but this was with the assumption that ITE would do a lunch event. We could do a joint event with them since a lot of the members are the same.
 3. We must have an annual meeting per the by-laws, but awards do not have to occur at the annual meeting.
 4. Years ago there was a social event in December, and then an annual meeting in January.
 5. Possibility to partner with the activities committee for a social event.
- c. Other organizations (ACEC, GEA, other)
- i. Andrew will attend GEA Board meetings and update the group. In the past both the past president and president attend these meetings
 - ii. Year-end finances
 1. Had budgeted for a net loss.
 2. Ended with a net loss of \$8,000.
 3. Have approximately \$70,000 in bank account.
 4. Andrew is working with Vern to submit a year-end annual report to SDITE. Paul and Amy have already looked at it.
 - a. Andrew to send the Annual Report to the Board to take a look at.
6. Vice-President's Report (Friend)
- a. Monthly Meeting plans for 2016
 - i. First three meeting locations are booked (Mary Mac's, Maggiano's, and Georgia Tech
 1. Thurs Feb 11 – Mary Mac's
 - a. Alan Davis will present about Utah DOT trip for signal performance metrics; can lean on the roll-out of the new statewide signal software if there is not enough information from the Utah trip for a presentation.
 2. Friday March 18 – Maggiano's and Traffic Bowl
 - a. Traffic bowl – Should reach out to Betsy about being an emcee. Reach out to Mark Boivin for A/V.
 3. Friday April 15 – Georgia Tech
 - ii. Marco is open to ideas from the board
 1. Dan Dobry suggested a contact from Cobb County Schools to talk about professional development.
 2. Marco suggests having Dee Taylor present.
 3. I-285/400 interchange idea – Mike Rushing is presenting on this at Winter Workshop.
 4. Troy Galloway is already presenting at ITSGA.

5. FHWA – Eddie Curtis. Need to schedule with him very early since he’s busy.
 6. Faye DiMassimo – Atlanta Bond administration.
 7. City of Atlanta planning director (from Charleston).
 8. **Board to reach out Marco with speaker ideas.**
- iii. Young Member Spotlight
 1. Reach out to members to have them volunteer their young members.
 - iv. Meeting Sponsors
 1. Kimley-Horn, Croy, Greater Traffic
 - a. **Marco to follow up with Gary Carter from Greater Traffic about the March meeting sponsorship.**
7. Secretary/Treasurer’s Report (Campbell)
- a. E-blasts
 - i. France is getting up to speed on E-blasts.
 - ii. Has sent out Winter Workshop e-blast and can send out another one when we make a decision on registration dates.
 - iii. **France to send a blast to affiliate members about dues.**
 - b. Membership
 - i. Whitney is membership chair.
 - ii. GDOT Agency membership status
 1. Kate D’Ambrosio is working with Andrew Heath on increasing the GDOT membership to unlimited (approx. \$4,000 more).
 2. GDOT currently gets 25 people. GAITE gets half the money from that, International keeps a lot of it.
 3. Could GDOT have some affiliate memberships each year instead of International?
 - c. Comptroller’s Report
 - i. YM Discount for International
 1. ITE International is having serious financial issues (see email from International).
 2. ITE applies the discount considerably to our dues (this was unknown to us until recently).
 - a. Sliding scale of dues starting at age 23 until 30.
 - b. International provides a list of all members and shows a breakdown of how much everyone pays and how much goes to the section.
 - c. Based on what they have provided us, we lost approximately \$500 for this year.
 3. International passed this resolution without any due diligence and the implications to the sections were not discussed.
 4. Draft a response to International
 - a. See Sean’s email to friends on the International Board.

b. Sean to draft a toned down response to send to International

- i. Request that section dues be made whole.
- ii. We may need to increase registrations or other costs to offset this cost this year.

5. Should we increase dues for 2017?

6. Would be helpful to have more financial information in a timely manner.

7. Is it worth the fight if it's only a small line-item in our budget?

8. France to ask International for quarterly reports.

9. Affiliate membership is \$35. We get \$35 from international for all regular members.

8. Affiliate Director's Report (Patrick)

a. New membership applications

i. Let Kelly know if there are any updates needed for the affiliate membership application.

ii. Should we keep the tri-fold?

1. Yes!

iii. Kelly to send the affiliate membership application to the committee chairs to review the committee information on the back.

9. District Representative's Report (Fangmann, Davis, Zehngraft)

a. SDITE Annual Meeting – April 10-13th Nashville

i. Entry march ideas??

1. Sean to coordinate the entry for SDITE.

b. District reps have travel provided.

c. SDITE Young Member Scholarship

i. Board discusses a young member to nominate the section scholarship. This will be coordinated over email.

ii. The application is due March 4th

iii. Open to anyone under 35 who has never attended SDITE. Attendance as a traffic bowl participant does not count.

iv. Sean to send an email to the Board to brainstorm SDITE scholarship nomination.

10. 2016 Budget Consideration (Coleman)

a. DRAFT budget review

i. Will be an email approval within the next week or two.

ii. Still getting a better idea of the money we will receive from dues.

iii. Summer Seminar Scholarship

1. Two free registrations for the conference and a stipend to cover travel cost (\$200 stipend).

a. First-time attendees

- b. Not placing an age limit, but most first-time attendees will be younger.
- c. If the stipend is under \$600 there aren't tax implications and we can just provide a check to the recipients. Needs to be worded that it is a reimbursement for travel expenses and not free money. As a non-profit, we can't simply give money without guidelines.
- iv. Bank charges – includes a new card reader for host committee
- v. New member initiative
 - 1. Sean to talk with Chris Rome about new member initiative
- vi. Engineering Georgia magazine
 - 1. We spend \$4,000 a year on the magazine.
 - 2. All members (including affiliates) should be receiving the magazine.
 - 3. We can't do anything differently for the first and maybe second issue.
 - 4. Send an e-blast asking for an opt-in for people that still want to receive a personal copy of the magazine.
 - 5. Remove students from the list of people that receive the magazine.
 - 6. We have no contract with ACEC.
 - 7. Magazine is available online.
 - 8. Alan is suggesting to remove GDOT from the list since they can get the magazine through ITSGA.
- vii. Sponsorships
 - 1. GSPE E-Week Gala was removed from the sponsorship list.
 - a. Is sponsoring another organization's event the best use of our section's meeting? Are any members participating in this event?
 - 2. Transportation U was added because members are involved and have asked for GAITE to sponsor.
 - a. Mentor program for the STEM program with Grady robotics.
- viii. Activities budget was reduced as they don't use close to their budget.
- ix. May need to have a budget item for a committee lunch for mentor program.
- x. Meeting travel for the president/vice-president was reduced.

11. Review Today's Action Items (Johnson)

12. Adjourn

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

1/12/2016 Action Items

Send the report to the Board to take a look at.	Andrew	Friday	
Provide information to committee chairs for committee bylaws/responsibilities.	Sean/France	Friday	
Discuss technical committee budget with Nithin.	Sean	Friday	
Ask Scott if we have heard from GSU regarding an account.	Sean	Friday	
Discuss regular registration date with the Winter Workshop committee.	Sean	Wednesday	
Draft a toned down response to send to International regarding YM dues.	Sean	February 1 st	
Send the affiliate membership application to the committee chairs to review the committee information on the back.	Sean	Friday	
Coordinate the entry for SDITE.	Sean	April	
Send an email to the Board to brainstorm SDITE scholarship	Sean	February 1 st	
Talk with Chris Rome about new member initiative	Sean	Friday	
Follow up with Gary Carter from Greater Traffic.	Marco	Friday	
Coordinate with Amy on the Future Cities event for an e-blast/communication.	France	Friday	
Reserve two rooms for the Traffic Bowl team for SDITE.	France	February 15 th	
Send an e-blast to affiliate members about dues.	France	February 1 st	
Ask International for quarterly reports.	France	February 1 st	
Remove students from the list of people that receive the magazine.	France	February 1 st	
Follow up with Jody on Summer Seminar room block.	Kelly	Wednesday	

Send affiliate membership application to Sean.	Kelly	Wednesday	
Board to reach out to Marco with speaker ideas.	Board	Ongoing	
Let Kelly know if there are any updates needed for the affiliate membership application.	Board	Friday	
Send an e-blast asking for an opt-in for people that still want to receive a personal copy of the magazine.	Board	Next meeting	