



GA ITE Board of Directors Meeting

Friday, March 18, 2016
Maggiano's Cumberland
Atlanta, GA
1:30-3:30 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 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 checked="" type="checkbox"/> | District Rep. | Scott Zehngraff | Scott.zehngraff@dot.ga.gov | 404.635.2848 |
| <input checked="" type="checkbox"/> | District Rep. | Richard Fangmann | FangmannR@pondco.com | 404.748.4737 |
| Other Attendees | | | | |
| <input checked="" type="checkbox"/> | Clerk | 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"/> | Summer Seminar | Jody Peace | Jody.peace@arcadis-us.com | 770.384.6621 |

1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
 - i. Marco Friend made a motion to approve the September meeting minutes, France seconded the motion, and approval was unanimous
- b. Minutes to reflect e-mail votes by Board:
 - i. Approval of the 2016 Summer Seminar budget on 3/3/2016; Sean Coleman made the motion and Marco seconded. Sean, Marco, France, Alan, Kelly and Scott voted to approve.
 - ii. Kelly Patrick made a motion to approve new members, Jin Woo Seo and Brandon Mallet on 2/18/2016. Marco seconded the motion and Andrew, France, Alan, Sean, Richard and Scott voted in approval.
 - iii. Approval of the 2016 GAITE budget of 1/26/2016; Sean Coleman made the motion and France seconded. Marco, Andrew, Kelly, Richard, Alan, and Scott voted in approval.

2. President's Report (Coleman)

- a. Committee Reports
 - i. Activities
 1. 2 Activities this year
 2. First year of combining Activities with the Engineering Outreach group
 3. Monday Night Brewery event is planned for Monday 3/21
 - ii. Engineering Outreach
 1. GA Regional Future Cities, Toothpick Bridge Competition, GA MathCounts, Gwinnett Regional Science Fair

2. Group is very busy in early spring and very busy in early fall.
 3. Kinsley Elementary School Career Day – Patrece Keeter’s son’s school. Sending a member to present.
 4. Kennesaw robotics – sending volunteers
- iii. Legislative Affairs
1. Many Legislative updates, have been posting to eblasts/website
 2. As a non-profit, we do not advocate any positions, just inform our membership.
 3. Committee will start working closely with safety after the legislative session is complete.
- iv. Mentorship Program
1. Meredith plans to have application by end of March; will reach out to mentors after mentorship crop is determined
 2. Typically have 4 to 6 mentees paired with mentors.
 3. Mentorship program alternates years with the leadership program.
 4. Usually do not have issues getting enough people to sign up for the mentor program, but always struggle with the leadership program.
 5. Board may need to help encourage mentors to volunteer.
 6. We are waiting to choose mentors until the mentees are chosen. Will be choosing mentors based on who the mentees are.
 7. Need to have a more targeted approach to approaching candidates.
 8. We should work on the marketing effort for the Leadership program to make sure people realize what it is and realize that it’s something they would find significant value.
- v. Safety
1. Clay Smith is heading this new committee. Scott and Kelly are on the committee.
 2. Working towards setting up a Teens in the Driver’s Seat program with schools.
 3. Scott suggested widening the approach to include more than specific outreach. There used to be a subcommittee to the technical committee focused on safety. Scott would like to see some of the technical side included in the safety committee.
 - a. Suggestion of having membership volunteer with road safety audits.
 4. As his committee is growing, we can expand past safety outreach to technical safety.
 5. France encouraged safety to be its own committee since it was very time consuming for the technical committee.
 6. Scott will conduct a safety committee visioning meeting.
 7. Sean will ask committees to formalize reporting and send Richard an update.

vi. Scholarship

1. 50/50 Scholarship drive

- a. Sean will send email to the board about the 50/50 drive.
- b. Currently, the only ways to raise money for the scholarship fund are the Summer Seminar auction and the past presidents luncheon.
- c. We were going to have a 50/50 raffle at both GT and KSU, but GT caught wind and concern came from a higher office. Will need to have a permit with the Secretary of State as a non-profit organization to conduct his raffle/drawing on campus.
- d. Wanted to do a raffle/drawing in May to bring in new members.
- e. Need to decide if it is worth pursuing the license. Will the new board have to go through the licensing background checks?
- f. Jim (and Chris) will do independent research on what we are allowed to do for raffles within the law and come up with a recommendation.

2. John Edwards Memorial Scholarship

- a. Scholarship committee is going to do tiered awards this year, similar to other sections. The highest scholarship is going to be named after John Edwards.

vii. Sponsorship - skip

viii. Student Chapter Liaisons (GT, KSU, GSU)

1. GT will represent at SDITE for traffic bowl

2. How to get GSU involved this year

- a. GSU did not want to do traffic bowl this year
- b. Scott would like to see a more senior person oversee the student chapter liaisons to help newer chapters.
- c. GSU now has a bank account and will start to become more active.
- d. Chapter is struggling to get started because they do not have a precedent to follow.
- e. UGA will struggle with the same things when they start.
- f. Suggestion to get a former GT student chapter president engaged with the section.
- g. Will try to keep Jim Tolson and Chris Bachmann engaged to help guide the chapter.
- h. Would like to make sure all student chapters are provided the guidance on how student chapter grades are determined.
- i. Need to engage to SDITE to get more guidance on helping new chapters.

- j. Richard and Sean will reach out to SDITE committee to see if they have any sort of guidelines for new chapters.
 - k. Sean will talk to Jim Tolson about helping guide the student chapter liaisons.
 - i. If Jim can't, a District Rep would be a good idea.
 - l. Suggestion to have a field trip type activity for GSU in addition to a lunch meeting (I-16 construction)
 - m. Suggestion to reach out to more people in the south area.
 - n. France will look into a targeted E-blast for south Georgia.
 - o. Board to think of ideas to help GSU.
- ix. Summer Seminar
- 1. Summer Seminar budget discussion
 - a. GDOT/Public Sector rate compromise
 - i. Sean, Jody, and Kate met with Andrew Heath to discuss public sector rates.
 - ii. GDOT rate was implemented in the recession when GDOT could not send many people to SS.
 - 1. A letter was drafted to GDOT for specific members who were heavily involved and provided a special rate.
 - 2. We did not have a public sector rate.
 - iii. Rates would have to raise across the board as costs are rising.
 - iv. This year there will be a \$220 GDOT rate and \$255 public sector rate.
 - v. Next year the GDOT and public sector rate will be the same.
 - vi. We have the ability to comp certain GDOT people. Will have more freedom to do this with the increased rates.
 - vii. Suggestion to have a larger difference between the public and private.
 - viii. It is better for public agencies to absorb higher registration costs and get hotel rooms comped.
 - 2. Summer Seminar scholarship
 - a. Information will go out with France's Eblast.
 - 3. Look to increase room block at SS
 - a. The room block will be discussed at the board meeting that is held at Summer Seminar.
 - b. Jody will talk to the hotel before this board meeting. Will have 2016 hotel data.
 - 4. Transitioned AICP costs to a yearly cost (Karnowski)
 - a. This will be spread out between WW and SS.

- b. Cost is not that much more as compared to previously.
- 5. Technical committee has suggested the idea of having a vendor session to let them discuss their technology.
 - a. Would we replace one of our current sessions or do we place it during the lunch period and ask them to provide lunch?
 - b. Winter is on the SS technical committee. She thinks the vendors will be fine with sponsoring lunch.
 - c. We can let the ABD organize this event.
 - d. Jody suggests discussing this now, but not implementing until next year. Most agree to table this and discuss again in the fall.
 - e. Alan suggests having a topic and a vendor round-table discussion.
 - f. Historically, vendors are more likely to have their feelings hurt than consultants.
 - g. SDITE does not allow vendors to present on their products.
- 6. Registration will open April 11th
 - a. France has the information for an E-blast
 - b. Luis has draft registration created on Constant Contact.
- 7. Jody will let Jim know when he spends money due to the account minimum balance.
- 8. The company that made last year's app is not responding. Do not know if they are out of business.
 - a. Jody to reach out to Brad Waldschmidt to see if they are doing an app for SDITE.
- x. Technical Committee
 - 1. Nithin announced a call for papers.
 - 2. Questions for traffic bowl
 - 3. Will have quarterly webinars.
 - a. Will be hosted at the GDOT TMC.
 - b. First webinar will be Friday 3/25.
 - c. GDOT is able to get free webinars through their involvement with TRB.
 - d. GDOT will not provide lunch, but consultants could sponsor and provide lunch.
 - 4. David Low has asked if we could start a Roundabout Users Group. David does not want to lead this effort.
- xi. Winter Workshop
 - 1. Huge Success! 138 attendees, budget surplus of \$3,475 (44% ITE attendees - \$1,529 ITE surplus)
 - a. Most of the surplus came from additional sponsorships.
 - b. David Low has done a great job with the sponsorship committee.

- c. Typically do not expect a surplus from WW. This surplus will help with the overall GAITE budget.
 2. Patel Purvil (AECOM) is next year's chair; Marco to start helping plan in the fall
 3. Will move venues, probably Columbus.
 - a. Was previously in Athens for 3 years. Moving venues likely helped the attendance.
3. Past President's Report (Antweiler)
 - a. 2015 Annual Report
 - i. Submitting this to SDITE and then will submit to International if we win SDITE.
 - b. Will discuss Andrew's email via email.
4. Vice-President's Report (Friend)
 - a. Next location is GT. They have a location and a rain location.
 - i. 4 PHDs will be presenting their research.
 - ii. Marco will let GT know that this is their meeting to run. Sean will help facilitate.
 - iii. GAITE will give GT their \$500 check.
 - iv. GAITE will give GT the proceeds. Jim will give them a check at the end with assistance from the host committee.
 - b. May meeting is at Park Tavern.
 - i. Eli Veith is the sponsor
 - ii. Chris Puglisi is doing the young member spotlight on MTOP and the intersection of 10th at Monroe.
 - iii. Presentation is on the BeltLine.
 - c. June meeting – location TBD. Eddie Curtis (FHWA) is presenting.
 - d. August – location TBD. Angie Laurie will talk about DTOP year 1.
 - e. September – KSU (Marietta campus)
 - f. October – location TBD. Faye DiMassimo will present on the Atlanta Bond program.
 - g. Monthly Meeting plans
 - i. Request to live stream our meetings
 1. Would people further away actual watch our meetings?
 2. We will discuss this later/off-line.
 - h. Committee Reports:
 - i. Host Committee
 1. Bing asked Jim about using multiple credit card readers at a time.
 - ii. Marketing Committee (Website and Newsletter)
 1. 1st Newsletter Edition (Slone)
 - a. Paul has a first draft.

- b. Suggestion to make the cover picture something Georgia specific.
 - c. Board will let Paul know if they have comments on the newsletter.
2. Paul will do quarterly newsletters.

5. Secretary/Treasurer's Report (Campbell)

- a. E-blasts
 - i. France was not planning to send an Eblast Monday, but several people have requested.
 - ii. France will send Eblast Tuesday.
- b. Membership
 - i. Membership initiatives from International
 - ii. France has been working on the email lists to make sure they are current.
 - iii. Can we track members that drop on and off the list (i.e. people that do not pay every year? Yes, we are working with ITE on this retention issue.
 - iv. Our net gain is positive, but we are losing some people.
 - v. Nobody checks member/non-member rates for summer seminar or monthly meetings.
 - vi. GAITE Membership initiatives (Nottage)
 1. Whitney will be helping to track membership and is putting together an action plan.
 2. Planning to send welcome emails to new members.
 3. Send emails to members who are 1 to 2 years lapsed on their membership.
 4. "Bring a Friend" Day – May meeting
 - a. Pending raffle permit recommendation.
- c. Comptroller's Report
 - i. Jim sent an email with the financial report.
 - ii. ACEC magazine costs were reduced to approximately \$350.
 - iii. We have collected a net \$1,684.54 for the John Edwards scholarship, after the PayPal fees.
 1. Jim will look into friend-to-friend setting on PayPal so we don't have to pay PayPal fees for scholarships.
 2. We could pay the approximate \$43 from general budget
 - a. Sean Coleman made a motion to take funds from the general fund to give back to the scholarship fund to cover the PayPal fees. Marco seconded and approval was unanimous.
 3. France will include another mention of the John Edwards Scholarship donations in the Eblast.

6. Affiliate Director's Report (Patrick)

- a. New membership applications
 - i. Megan Wilson – Sandy Springs/AECOM – recommended by Chris Maddox and France
 - ii. Farrah Glasgow – Utilicom – recommended by Kelly Mears
 - iii. Kelly Patrick made a motion to approve new members, Sean seconded and approval was unanimous.
7. District Representative’s Report (Fangmann, Davis, Zehngraft)
- a. Martin Bretherton is the SDITE awards chair. David Low also has a SDITE position.
 - b. Education/Student Chapter Committee – Robert Baker is the chair. Kate was previously on this committee.
 - c. Clay Smith received accolades at the winter meeting for his Teens in the Driver’s Seat efforts
 - d. SDITE section performance measures will be announced soon.
 - e. SDITE Annual Meeting – April 10-13th Nashville
 - i. Entry march ideas??
 1. Tying the fact that we are in Music City but Georgia has a good pedigree for music as well.
 - f. Richard is not using any of the District Travel Rep budget and will let Alan and Scott use the money.
 - i. Scott will coordinate with Jim on travel reimbursement for SDITE.
 - g. SDITE Young Member Scholarship – Chris Maddox
 - i. We took \$300 from the District Rep travel budget to give to Chris since his employer was unable to cover travel costs.
8. Other Business
- a. Engineering Georgia Magazine – how to cut costs associated with magazine
 - i. Proposed Action
 1. Remove Students from list - DONE
 2. Reduce our purchase down to 75 every 2 months to be distributed at Monthly Meetings, and allow folks to continue to receive mailed copies if requested.
 - a. Proposed to initiate change with next magazine request
 - b. Are considering an “opt-in” position.
 - c. People that actually want this will seek it out.
 - d. Sean and France will look into the “opt-in” and prepare a future Eblast.
 - b. Request for a Public Agency/GDOT Liaison
 - i. New Board position vs. duty of existing Board member
 1. This was a David Low initiative from several years ago.

- 2. This could be a partnership between a board member and the membership chair.
- 3. Summer Seminar is a lure for people outside of Atlanta because it is a way to get a lot of PDHs.
 - a. Idea to have local folks come for a day at Summer Seminar for free cost if they don't have any meals.
- 4. Alan and Scott could serve as a liaison to other districts to get them to Monthly Meetings.
- 5. Kelly suggests having a public sector person fill this position.
- 6. Should consider having presentations about topics that are not Atlanta – specific.
- c. Request to update Policies and Procedures manual – tabling.
- d. Traffic Bowl-
 - i. We will not pay for the alternate to attend. The attendees can be subbed if something happens.

9. Review Today's Action Items (Johnson)

10. Adjourn- Sean Coleman made a motion to adjourn the meeting, France seconded and approval was unanimous.

11. Next Board Meeting –TBA- May 2016

3/18/2016 Action Items

| | | | |
|-------------------------------------------------------------------------------------------|-----------------|--------------------|--|
| Let Paul know if they have comments on the newsletter. | Board | 3/22 | |
| Think of ideas to help GSU. | Board | ongoing | |
| Send email to the board about the 50/50 drive. | Sean | 3/21 | |
| Ask committees to formalize reporting and send Richard an update. | Sean | 3/25 | |
| Reach out to SDITE committee to see if they have any sort of guidelines for new chapters. | Sean | 3/25 | |
| Talk to Jim Tolson about helping guide the student chapter liaisons. | Sean | 3/25 | |
| Look into the “opt-in” feature for the | Sean and France | Next board meeting | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|--|
| ACEC magazine and prepare a future Eblast. | | | |
| Let GT know that this is their meeting to run. Sean will help facilitate. | Marco | 3/25 | |
| Send Eblast. | France | 3/22 | |
| Include another mention of the John Edwards Scholarship donations in the Eblast. | France | 3/22 | |
| Look into a targeted E-blast for south Georgia. | France | 3/25 | |
| Coordinate with Jim on travel reimbursement for SDITE. | Scott | Within next month | |
| Safety committee visioning meeting. | Scott | Next board meeting | |
| Coordinate with Chris Rome to do independent research on what we are allowed to do for raffles within the law and come up with a recommendation. | Jim | Within one month | |