



## GA ITE Board of Directors Meeting

Friday, May 20, 2016

GDOT TMC

Atlanta, GA

11:00-1:30 PM

In Attendance	Board Position	Name	E-mail	Phone
<b>Board Members</b>				
<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 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
<b>Other Attendees</b>				
<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
<input checked="" type="checkbox"/>	Webmaster	Lance Ballard	Lance.ballard@kimley-horn.com	404.201.6144

### 1. Welcome and Introduction

- a. Approve Minutes from Last Meeting
  - i. Alan Davis made a motion to approve the March meeting minutes, Kelly seconded the motion, and approval was unanimous.
- b. Minutes to reflect e-mail votes by Board:
  - i. Approval of the GAITE Raffle Rules & Procedures budget on 4/11/2016; Sean Coleman made the motion and France seconded. Marco, Scott, Kelly, and Alan voted to approve.
  - ii. Kelly Patrick made a motion to approve new member, Md Shah Imran on 4/25/2016. Marco seconded the motion and Andrew, France, and Sean voted in approval.

### 2. President's Report (Coleman)

- a. Committee Reports
  - i. Solicitation of Committee Reports
    1. Great response by most chairs! Committee reports were sent to Richard Fangmann for Annual Report.
      - a. This will help the development of the Annual Report at the end of the year.
      - b. Would like to add committee numbers to the annual report.
  - ii. Committee Open Enrollment was huge success. We doubled our committee membership in the first few months in 2016! Approximately 80 members are now involved in some capacity on a committee!

- a. Scholarship, safety, and technical committees increased significantly in size.
- iii. Activities
  1. We have had four activities so far this year
    - a. Toothpick bridge service activity
    - b. Bowling at Painted Pin in Buckhead
    - c. Monday Night Brewery
    - d. Square Pub – Transit Oriented Drinks with YPT group
  2. Next event is at Tin Roof on 5/25 with live music.
    - a. Nate Prath is leading this effort.
  3. Wanting to do a service activity next to make sure we have 2-3 total service events for the year.
  4. Other ideas: whirly ball, Top Golf, Braves game, etc.
- iv. Engineering Outreach
  1. Volunteers are needed for the GT Exploring Engineering Academy (EEA) in early June.
    - a. All day or all evening time commitment.
  2. GAITE is a \$500 sponsor – the check has not been sent. Bing is the GAITE liaison and Jim will coordinate with her on payment.
- v. Legislative Affairs
  1. Working with Safety Committee to research legislation on teen driving.
  2. State legislation is out of session and therefore, things have been quiet.
  3. There will be a lot of subcommittee involvement until the next session starts in January.
  4. Legislative committee will stay involved with ACEC to keep membership informed.
- vi. Mentorship Program
  1. A great crop of 7 mentor/mentee pairs have been selected.
    - a. Pairs have been established and will be communicated soon.
      - i. Board to let Meredith know immediately if they have a comment or concern about any of the pairs.
    - b. 12 applications were received and there probably could have been a class of 10.
    - c. Sean communicated to the 5 people that were not selected.
    - d. Effort was made to pair mentors/mentees that do not already have existing relationships.
  2. First session will be held in June.
- vii. Safety
  1. Committee has grown in size significantly.
  2. Developed committee vision at a recently meeting. Each member is taking on various initiatives.
  3. Reaching out to schools to offer “Teens in the Driver Seat”

- a. Clay Smith's focus.
- b. Creating goals regarding how many schools to visit by the end of the year.
4. Governor's Office of Highway Safety Task Teams
5. Involvement with RSAs
  - a. GDOT engineers bring ideas to Road Safety Audit meetings but it would be nice to have extra opinions. It is hard to get involvement of people that are not being paid to be there.
  - b. Possibility of posting future RSAs to see if membership would like to attend if it is close to home.
  - c. GAITE could provide a pre-RSA training for members that have never had the opportunity to attend.
  - d. We could provide PDHs to encourage participation.
    - i. Would we have to make sure people attend the training ahead of time to receive PDHs for attending an RSA?
    - ii. FHWA does trainings that consists of classroom training and then participate in an actual RSA.
  - e. Committee can start by advertising and encouraging members to attend as citizens.
  - f. Scott will start developing RSA program with the safety committee.
- viii. Scholarship
  1. Helped secure Raffle permit through Gwinnett County (GAITE is incorporated in Gwinnett County). Gwinnett County waived the fee as a non-profit.
  2. 50/50 Scholarship drive was a success!
    - a. Held at the April Georgia Tech monthly meeting.
    - b. Will become a regular thing at monthly meetings to generate revenue for the scholarship fund.
    - c. Can only hold three raffles per year. May monthly meeting Bring a Friend raffle does not count towards the three raffles.
    - d. Raised over \$200.
  3. Chris Rome is sending out a survey to past scholarship winners and donors for feedback.
    - a. France will provide Chris Rome (for scholarship) and Lance (for website) with a membership list.
  4. Standing scholarship donation portal is active on the website.
- ix. Student Chapter Liaisons (GT, KSU, GSU)
  1. Guidance to GSU chapter – SDITE New Chapter guidelines
    - a. Scott is having trouble getting in contact with the student chapter president at GSU.
    - b. GSU VP is a Kimley-Horn intern. Scott can get in contact with him to help communication.

2. Lack of upcoming KSU leaders
    - a. Luis is having trouble identifying students that are in the pipeline for student chapter leadership.
  3. Coordination of all 3 student chapter liaisons
    - a. It can be easy to lose momentum with smaller student chapters.
    - b. Idea to have Jim Tolson serve as a student chapter liaison coordinator to help share ideas.
  4. Discussion about reaching out to the professors for more involvement.
    - a. Idea about offering comped registration at Summer Seminar for select professors.
- x. Summer Seminar
1. Updates
    - a. Registration is occurring at about the same rate as last year. We are expecting it to continue based on rooms reserved.
    - b. Early registration ends on June 9.
  2. Summer Seminar budget discussion
    - a. GDOT/Public Sector rate compromise
      - i. GDOT rate was changed from \$220 to \$200 after discussion with Finance Committee. GDOT rate is only open during early registration
  3. Summer Seminar scholarship selection
    - a. Public sector – Justin Hatch - GDOT
    - b. Private sector – Bing Zhang - Kimley-Horn
  4. Rooms
    - a. Not all speakers have rooms booked. Our reserved rooms will be released back to the block on May 31.
    - b. Be on the lookout for an email vote about room blocks for next year.
  5. Sponsorships update
    - a. Sponsorships are starting off slow. Diamond is already set, but gold and silver are struggling.
    - b. David Low and Jackie Kawa are heading up sponsorships.
  6. Technical program
    - a. Anticipating 12.25 PDHs and 6 AICP CMs.
    - b. Shawn Leight will be the keynote speaker.
  7. Next board meeting will be at Summer Seminar
    - a. Jody will coordinate Monday lunch for the group.
  8. Discussion about future years.
    - a. Banquet and rooms will be the controlling factor at the King and Prince.
    - b. Banquet could move somewhere else on island.
    - c. Discussion of having a teenage activity on Tuesday night so they do not attend the banquet.

- xi. Technical Committee
  - 1. Call for papers – due TODAY
  - 2. Held 3 webinars; another scheduled for mid-June
    - a. All webinars are going to be held at GDOT TMC.
  - 3. A member suggested GAITE start tracking GDOT/Federal policy updates and keep updated on website – “Technical Standards”
    - a. Coordinate with GDOT to make sure they are posted the same updates.
    - b. Discussion about ITE being involved with GDOT as a technical advisory committee for future policy updates.
- xii. Winter Workshop
  - 1. ALSITE wants to partner in Columbus for Winter Workshop
    - a. They reached out a year ago but it was too late and other plans were already made.
- xiii. Updates from International ITE
  - 1. Leadership call with Districts and Sections
    - a. Everyone did not know about the call on Tuesday. Information may need to be forwarded because International does not have all the contacts.
  - 2. International ITE PDH certification
    - a. \$100 per event for ITE to certify and track PDHs.
    - b. International said this is not a requirement (for now) but is a service. Group did not seem interested in using this service.
    - c. International suggested that it is our responsibility to document our attendees.
  - 3. Receiving detailed membership breakdown from ITE soon - will include stats on retention, members who have lapsed their membership in past 3 years, etc.
    - a. International has not done much in the past for retention.
  - 4. International does not like the idea of Affiliate membership. Affiliates are not allowed to call themselves ITE members.
  - 5. New webinar portal, and podcasts are coming!
    - a. Link to our website for Learning Hub
      - i. A lot of on demand content is available.
  - 6. No news on the Young Member dues for the section.
  - 7. New ITE trip generation in 2017 – rethinking of methodology
    - a. Urban, Suburban, and Rural subsections
- 3. Past President’s Report (Antweiler)
  - a. International ITE Awards
    - i. Submitted for Best Section Award
    - ii. Submitted Meredith Emory for Young Member Award
  - b. Annual Meeting

- i. Discussion about GAITE annual meeting. Do we want to continue with Maggiano's lunch?
    - 1. Group seemed to want to keep the lunch meeting and pursue an additional social activity.
    - 2. Past annual meeting dinner events did not draw nearly the same attendance as the lunch meetings.
  - ii. Social aspect versus awards/speakers.
  - iii. Decision to move forward with Maggiano's.
  - iv. Alan will talk to ITS about hosting a joint social activity.
4. Vice-President's Report (Friend)
- a. Monthly Meeting update
    - i. Park Tavern was successful but expensive. Would need a different set up if we were to do it again.
    - ii. Need to pay attention to the bottom line so we need to have cheaper upcoming meetings.
      - 1. August meeting to be held at AECOM?
    - iii. Comment about making sure monthly meeting and Summer Seminar speakers are not double dipping too much.
    - iv. Request to purchase GAITE projector
      - 1. Current projector went out for repair and is no longer under warranty.
      - 2. Keep the request under consideration, but table for now.
  - b. Committee Reports
    - i. Host Committee
      - 1. Committee has grown and there is a waiting list of people to help with registration.
    - ii. Marketing Committee (Website and Newsletter)
      - 1. Website Update (Ballard)
        - a. Addition of membership directory
          - i. ALSITE has a membership directory.
            - 1. ALSITE uses Member Find Me, which costs them \$30 a month with much fewer members. This would cost us about \$50 a month. Decision was mad that this would not be worth \$600 a year.
          - ii. Would need to be protected so only members could see it.
          - iii. Lance has a membership directory on the website that is hidden and password protected.
            - 1. If people emailed the webmaster, they could get a password to view the membership directory.
            - 2. The membership list would need to be updated regularly.
        - b. Post minutes, financials, bylaws?

- i. Send minutes and financials to Lance once they are finalized and they can be posted on the website.

5. Secretary/Treasurer's Report (Campbell)

- a. E-blasts
  - i. France will send an e-blast to affiliate members who have not paid.
  - ii. E-blasts will be occurring approximately every Monday.
- b. Engineering Georgia Magazine –cut costs associated with magazine
  - i. 214 magazines were ordered for March/April; only getting 100 for the May/June
    1. Did not have any pushback from the magazine for the reduced copies.
    2. France will receive the 100 magazines and bring to the monthly meetings.
  - ii. Cut list down by removing students in March.
  - iii. Preparing “opt-in” for magazine subscriptions.
- c. Membership
  - i. GAITE Membership initiatives (Nottage)
    1. “Bring a Friend” Day – May meeting – big success!
      - a. 16 total “friends” attended!
    2. Development of membership brochure
      - a. Given to the friends/new attendees.
      - b. Will be sent to International.
    3. 240 International Members and 70 Affiliates are paid.
- d. Comptroller's Report
  - i. Jim sent out financial reports.

6. Affiliate Director's Report (Patrick)

- a. New membership applications – four received in the last couple weeks
  - i. Wayne Kasal – K&K Systems - vendor from Mississippi applied but did not provide specific references.
  - ii. Jay Simone – Neel Schaffer
  - iii. Andrew Park – HNTB
  - iv. Mark Dana – City of Roswell
  - v. France Campbell made a motion to approve these members, Alan seconded the motion, and the approval was unanimous.

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

- a. SDITE Annual Meeting recap
  - i. GAITE is leading the charge within SDITE.
  - ii. Opportunity to see best practices from all the states.
    1. ALSITE – school outreach
    2. NCSITE – head to head with them for best section.
  - iii. 20-30 Georgia members attended SDITE.
- b. Fundraiser ideas
  - i. GDOT District 7 used to have a golf tournament but has lost steam lately. It was an event for the GDOT Engineers Society.

1. GAITE could pair with GDOT to keep this event going.
2. GAITE does not have very many golfers, but GDOT used to be able to get 36 foursomes.
3. GDOT could handle hole sponsorships.
4. Scott will talk to Kathy/Rob about golf tournament.

8. Other Business

- a. Request for a Public Agency/GDOT Liaison
  - i. New Board position vs. duty of existing Board member
  - ii. Scott and Alan will move forward with this position and it can evolve over time.
- b. Request to update Policies and Procedures manual
  - i. We will see if Charles Bopp can do this.
- c. Raising dues – this discussion will be tabled.
  - i. Would only require a board vote.
- d. Consideration of formal support for Leadership ITE
  - i. International wants GAITE to formally support Leadership ITE.
  - ii. Sean will draft Leadership ITE support and send out to the board for review.

9. Review Today's Action Items (Johnson)

- a. Scott – to coordinate with Jim Tolson and other student chapter liaisons (next board meeting)

10. Adjourn- Alan Davis made a motion to adjourn the meeting, France seconded and Marco, Sean, and Andrew approved.

11. Next Board Meeting –Summer Seminar – Monday Lunch July 2016



**5/20/2016 Action Items**

Draft Leadership ITE support and send out to board.	Sean	June 15	
Summer Seminar room resolution,	Sean	June 15	
Coordinate with International ITE	Sean	June 1	
Reach out to Nithin about the new Technical Committee initiative.	Sean	June 1	
Coordinate with Maggiano's for Annual Meeting.	Andrew	June 1	
Provide Chris Rome and Lance with a membership list.	France	May 27	
Send an e-blast to affiliate members who have not paid.	France	May 24	
Start developing RSA program with the safety committee.	Scott	Next Board Meeting	
Talk to Kathy/Rob about golf tournament.	Scott	Next Board Meeting	
Coordinate with Jim Tolson and the other student chapter liaisons.	Scott	Next Board Meeting	
Ask ITS about partnering on a social event.	Alan	May 25	
Let Meredith know if you have a comment or concern about any of the mentor/mentee pairs.	Board	ASAP	
Coordinate with Bing on payment for Engineering Outreach.	Jim	May 27	