

**ITS Heartland Board of Directors Meeting  
February 16, 2017 12:00 p.m. – 1:00 p.m.  
Minutes**



Attendees listed in **bold** below

<b>BOARD MEMBERS</b>		
<b>Tom Hein (President)</b>	<b>Mandy Anderson (Past Pres.)</b>	<b>Matt McLaughlin (VP)</b>
<b>Kurt Rotering (Secretary)</b>	<b>Matthew Volz (Treasurer)</b>	<b>Rusty James (Cons. Dir. #1)</b>
Therese Polum (Cons. Dir. #2)	Henry Brown (Acad. Dir. #1)	<b>Ron Barnes (Acad. Dir.# 2)</b>
<b>Tim Simodynes (Iowa Dir.)</b>	Ron Hall (Kansas Dir.)	<b>Randy Johnson (Missouri Dir.)</b>
<b>Jessica Sherwood (Neb. Dir.)</b>	<b>Jared Schwennesen (Okla. Dir.)</b>	Jamie Gilbert (Vendor Dir.)
Austin Yates (Comm. Dir.)	<b>David LaRoche (FHWA Rep.)</b>	<b>Amy Lucke (Chapter Admin.)</b>
<b>Alan Stevenson (Okla. Dir.)</b>		
<b>GUESTS</b>		

**Agenda – Minutes – ACTION ITEMS**

1. Roll Call
2. January 19, 2017 Meeting Minutes Approval
  - **Motion: Matt Volz**
  - **Second: Jared Schwennesen**
  - **Passed**
3. Treasurer’s Report
  - **Deposits: \$21,726.92**
  - **Withdrawals: \$1,905.29**
  - **Total: \$101,897.40**
4. President’s Travel Budget
  - **\$1,235 is currently budgeted**
  - **2017-2018 President, Matt McLaughlin, would like to go to ITS World Congress in Montreal**
    - i. **October 29 – November 2**
    - ii. **Total Cost is about \$4,500 Cost**
    - iii. **Early registration, before April 28<sup>th</sup>, is \$1,299 (Member), \$1399 (Non-Member).**
    - iv. **Requesting to increase budget to \$2000 to help with total cost.**
    - v. **Matt will present his experience**
  - **Motion: Kurt Rotering**
    - i. **“Increase the President’s Discretionary Funds to cover Matt McLaughlin early registration for ITS World Congress in Montreal.”**
  - **Second: Jared Schwennesen**
  - **Passed.**
  - **The board will revisit the remaining cost in the 2017-2018 budget.**

**Call 1-866-620-7326**  
**Code: 962-011-7481**

5. Membership Update
  - **146 Memberships - Ahead by \$2000 from last year**
  
6. 2017 Annual Meeting – May 1 – 3 in Wichita
  - Registration/Sponsor/Vendor Update
    - **Sponsor Vendors**
      - **3 booths away from being full - Ahead of last year**
    - **Registrations**
      - **35 - Ahead of last year**
  - Monday – OWG & ROF Training Program
    - **RUSTY WILL TALK TO SLADE ENGSTROM ABOUT WICHITA FIRE PROVIDING HANDS ON TRAINING IN THE PARKING LOT**
    - **OWG –**
      - **First 1.5 hours: Roundtable discussion coving current practices**
        - **Each state will provide reps involved with day-to-day operations**
      - **Second 1.5 hours: ROF Presentation**
  - Tuesday Vendor Reception & Silent Auction
    - **MNW has developed a poster for the reception**
    - **Amy will ask vendors if they have items to donate for the auction**
  - Schedule/Speakers
    - **NEED TO DETERMINE IF JOHN CORBIN SHOULD SPEAK**
    - **Schedule is pretty much set**
  - Demos
    - **DEMO COMMITTEE: MATT V., MATT M., AND KURT**
    - **Tours of WichWay TMC are also available**
  
7. 2019 Meeting Site – Missouri
  - **2018 - Lincoln**
  - **2019**
    - i. **Kansas City – First Priority**
    - ii. **St. Louis – Never hosted but far away**
    - iii. **Branson – Hosted 3 years ago**
  
8. BOD Elections
  - **Call for nominations will be sent out next week via email**
  
9. Training Committee
  - **No Update**
  
10. Operations Working Group
  - **Planning for Annual Meeting**
  
11. Social Media/The Pulse
  - **16 Facebook posts**

- **Pulse will be out by end of the month**

12. MCOMP Update

- **Tim forwarded an update on Monday (Below)**

13. SHRP2 L36 ROF Update

- **No Comment**

14. Open Discussion

- **JESSICA AND JARED - SEND AMY OWG PROGRAM AT THE SCHEDULE**

15. Open Action Items

- **Nothing to discuss**

16. Adjourn – **12:33 PM**

**From:** Blake G. Hansen [<mailto:bghansen@olssonassociates.com>]

**Sent:** Monday, February 13, 2017 10:15 AM

**Subject:** MCOMP Project Update and POSSIBLE meeting cancellation

All,

We have made progress on several fronts and have various updates this month, but all the items appear to be updates not likely to need discussion. To be considerate of your valuable time, we're providing the updates via email, and unless anyone objects, this may take place of the meeting today. Please let us know by 12:00 if you would like to still hold the meeting, otherwise we'll send a cancellation.

1. **System Verification Plan / System Requirements Specification.** Kyle has sent Olsson a draft system verification plan for review. We'll work through any comments and send a draft to you this week. We have also worked through the comments received on the SRS by the Heartland Board and will send that final version for your approval this week.
2. **MoDOT Purchasing / RFP Development Progress.** As with most DOT's, Missouri has several offices for purchasing, each with a specific function. Alex has been working with them to identify the correct purchasing office for our project. We had one call earlier in the month with one office that raised a few questions, but last week Alex sorted this out to identify the correct one. So we now have the correct RFP template and individuals identified. In the meantime, we have been drafting up portions of the RFP that would have been the same regardless of the procurement template and should have a draft completed before the next meeting.
3. **FHWA approval.** We also had a call with Missouri's FHWA division to review the proposed project structure (2 years + 3 1-year extensions). The challenge is that the original agreement only runs through Dec 31, 2019, and the proposed timeline would take it through 2022. After hearing the proposed plan, Mark Thornsberry agreed that it all sounded very reasonable, but said he would need to run it through the FHWA MCOMP program administrator for approval. He requested that we write up a 1-page description of the project and the reasons that we would like to pursue this approach. We'll get this drafted up early this week and will send it to you all for your review before it's submitted.
4. **Project Status on ITSH website.** We will work with Amy Lucke to post the final versions of the Concept of Operations and System Functional Specifications on the ITSH website.

Please let us know if you have any questions. Thank you!

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