ITS Heartland BOD Meeting - August 16, 2018, Minutes

- 1. Roll Call
  - Absentee Members:
    - i. Secretary: Lee Baer
    - ii. Nebraska State Director: Austin Yates
    - iii. Vendor Sector Director: Jamie Gilbert (filled in by Sara Peters)
    - iv. Communications Director: Zach Hanson
    - v. Ex-Officio FHWA Representatives: John Miller
- 2. Welcome Anthony to the Board as Consultant Director #2
- 3. Approval of July 19, 2018 Meeting Minutes
  - Motion: Kurt R. 2<sup>nd</sup>: Alexander W. None Opposed
- 4. ITSH Strategic Plan Review
  - Facebook/Twitter: Amy will check with Zach for update.
  - Website: Amy sent website link out prior to the meeting.
    - i. Design almost done
    - ii. Members only page will take longer to do.
      - 1. Requests ideas/feedback from members to add to this section by this week or next week.
        - a. There are no limitations, except no lists for this section, some examples include:
          - i. White Pages (Universities)
          - ii. Videos (Camera Cleaning)
          - iii. Project Examples
        - b. All video submittals should be provided through links only.
      - 2. Items due by Oct. 31, 2018.
        - a. Steering Committee provide categories for overall site
          - i. Provide categories with descriptions.
        - b. Phone conference to discuss
  - PULSE
    - i. Amy sent proposed template out prior to meeting.
      - 1. Template Section Layout
        - a. Members Only
          - b. Message from President
        - c. Meet the Members
          - i. Send to Zach before next meeting.
            - 1. Who we are
            - 2. What we do and involvement
        - d. Member Highlights
        - e. What is going on internally
        - f. Student Spotlight
      - 2. All board members contribute by Dec. 15, 2018.

- 3. States interested to be in the first issue should provide information by September 20, 2018.
  - a. Potentials:
    - i. Iowa (Tim)
    - ii. Kansas (Joe) and Missouri (Alex) with contributions from KC Scout
- 2019 Annual Conference Meeting Tasks
  - i. Next In-Person Meeting in Kansas City, MO
  - ii. Committees allocated
  - iii. Committees with earlier deadlines:
    - 1. Social
    - 2. Keynote Speaker (best contacts)
      - a. Letters to potential speakers
        - i. Description of what ITS does, presentations, etc.
    - 3. Agenda (have set before registration)
  - iv. Call for Abstracts
  - v. Each BOD will be in charge of something
    - 1. Leaders
    - 2. Co-Leaders
- Committee Leaders
  - i. See attachment.
- Treasurer's Report
  - i. Insurance Policy (Review & Pay)
    - 1. \$800 premium
    - 2. Gather coverage details
- SHRP 2 L36 ROF Update
  - i. First phase \$100,000, contractor bills 80-85% of this.
  - ii. Federal Highway in favor of Phase 2, provided another \$100,000.
    - 1. \$25,000 for HDR to create 'Train the Trainer' materials
    - 2. \$25,000 for travel of 'Train the Trainer'
      - a. In Kansas City, MO on Sept. 5 and Sept. 6 for presentations on how to train.
    - 3. \$50,000 for travel expenses to present TSMO.
      - a. Informative sessions covering ITE projects.
      - Email travel requests and brief justification to Randy, if you would like to attend a conference and want to be reimbursed with L36 funds.
      - c. Tim would like to attend Minneapolis on Tuesday for the TSMO conference.
      - d. Poster Sessions available.

- Action Items Spreadsheet Update
  - i. Task #74: This has been completed, will update and distribute.
  - ii. Task #75: Still working on this task. The new task due date is 9/5/2018.
- Action Items
  - i. No new items.
- Open Discussion
- Adjourn (1:02pm)