

**ITS Heartland Board of Directors Meeting
September 18, 2018 10:00 a.m. – 11:00 a.m.
Minutes**



Attendees listed in **bold** below

BOARD MEMBERS		
Matthew McLaughlin (Past Pres.)	Randy Johnson (President)	Kurt Roterling (VP)
Lee Baer (Secretary)	Matt Baker (Treasurer)	Slade Engstrom (Cons. Dir. #1)
Anthony Gallo (Cons. Dir. #2)	Henry Brown (Acad. Dir. #1)	Ron Barnes (Acad. Dir.# 2)
Tim Simodynes (Iowa Dir.)	Joe Finley (Kansas Dir.)	Alex Wassman (Missouri Dir.)
Austin Yates (Neb. Dir.)	Alan Stevenson (Okla. Dir.)	Jamie Gilbert (Vendor Dir.)
Zach Hanson (Comm. Dir.)	John Miller (FHWA Rep.)	Amy Lucke (Chapter Admin.)
GUESTS		
	Mandy Anderson (fill in for Jamie Gilbert)	Marty Farris (Fill in for Alan Stevenson)

Agenda – Minutes – ACTION ITEMS

1. Roll Call

2. Approval of August 16 Meeting Minutes

Motion: Kurt R. 2nd: Anthony G. None Opposed

3. Review Strategic Plan due dates for Aug - Oct

- Facebook/Twitter – Aug 31
- Website – Sept 30 –
 - Shared Documents discussion
 - **On track, but “members only” section will likely have a separate “opening” date.**
- PULSE – Sept 30
 - President’s Message
 - Member Spotlight – Shari Hilliard (KDOT)
 - **Randy J. has Shari’s content and will forward to Zach.**
 - State Updates (3-7 sentences)
 - **Still need NE update, but Austin Y. sent Zach his content during the meeting.**

7. 2019 Annual Conference Meeting Tasks

- 1. Agenda – Kurt Roterling, Tim Simodynes and Randy Johnson
 - **Draft agenda is attached**
 - **Could have games (like newly wed game) during the breaks between presentations. Some are concerned that filling this time would take away from the available time we have with vendors.**
 - **We will put together a poll and get the vendors input on if they are ok with “games” in between presentations.**
- 2. Abstracts – Henry Brown, Joe Finley and Tim Simodynes

- **We will do a call for abstracts as well as target certain abstracts. The call for abstracts will go out near the end of September/early October.**
- 3. Keynote Speakers – Matt McLaughlin and Randy Johnson
- 4. Student Competition – Ron Barnes, Jessica Sherwood and Lee Baer
- 5. Technical Tours – Slade Engstrom and Kurt Rotering
 - **Possible tours:**
 - **SCOUT, OGL, Street Car (maint. facility), City TMC (Overland Park, KCMO, Olathe), Garmin, Union Station, Ford, GM**
 - **Olathe TMC is smaller and further, but could work well as a presentation because they have WAYS, MioVision, and Audi-vision.**
- 6. Monday AM Session (SHRP2 Training) – Marcus Slaughter (Non-BOD member)
- 7. Monday PM Sessions – Tom Hein and Randy Johnson
 - **Bob Bennett would work really well for this afternoon session. The social event will likely be along the street car line, so his information would be beneficial.**
- 8. Social Event (Monday night) (Need 2-3 venue choices by Sept 18th KC hotel meeting) – Anthony Gallo, Slade Engstrom and Mathew Baker

Venue	Globe Event Space		Midland Theatre		The Reserve (Rockhill Grille)	
Address	1729 Main St (~15 min walk or 1 stop on Streetcar)		1228 Main St (~25-30 min walk or 3 stops on Streetcar)		2000 Grand Blvd (6 min walk)	
Contact	Joe Dugdale - (816) 935-7904; joe@heritageeventspaces.com		Katie Schillare - (816)-283-9951; kschillare@aegpresents.com		Abby Church - (816)-585-7757; achurch@backnapkin.com	
Cost Estimate Breakdown	Estimate	Notes	Estimate	Notes	Estimate	Notes
Rental	4000	6 hours, includes tables/chairs/linens, set-up/cleanup, heavy apps for 120 + tax/grat on food	2000	can rent lobby for \$2000, chandelier bar for \$1500, VIP room for \$2000; if we did upstairs would likely need to combine chandelier bar + VIP room	2000	
Drinks	960	\$4/drink tickets	1680	Bar service in house - can do drink tickets. Premium beer/call cocktails/wine @ \$7 apiece	1680	\$5 for beers, \$8 for wine/mixed drinks; assume 2/3 do wine/mixed drinks and 2 drinks/person
Food		Included in rental (including tax/grat), heavy apps from Trezo Mare (outside caterer); estimate was for heavy apps package so could increase if we wanted fancier apps	2500	Estimate based on Jack Stack reception package (\$21.95/person - had this at TRB Tools of Trade conference). Could do a cheaper buffet (\$16.95/person) which would save ~\$800 when incorporating tip	1800	\$12-15/person estimate for heavy apps from venue; outside caterer (chosen by them?)
Tax		Taxes incorporated into rental cost which includes food	11.60%	Assume applies to drinks/food/rental	11.60%	Assume applies to drinks/food/rental
Gratuity	250	Can leave out a tip jar or \$125/bartender	20%	Assume applies to drinks/food	22%	Assume applies to drinks/food
Total (Estimated)	5210		7730		6880	
Pros/Cons	<ul style="list-style-type: none"> • Least "Kansas City"/unique of the options - essentially a WeWork space • Probably our cheapest option • On Streetcar line / near Power and Light • Closed alley way w/ garage door that opens - could set up cornhole/games outside 		<ul style="list-style-type: none"> • Beautiful, iconic KC venue - perhaps too fancy? • Chandelier bar + VIP room definitely preferred over lobby but would probably need to rent both chandelier bar and VIP room; would give us view of downtown + amazing view of theater and cool bar space • Right on Streetcar and across the street from P&L • Would get marquee out front noting "ITS Heartland" • Could get very expensive - is this too fancy for this crowd? 		<ul style="list-style-type: none"> • Very short walk from hotel (just over 5 min), more bars/breweries in neighborhood although ~20 min walk if folks want to go out in Power and Light • Could probably get Sheraton to run a shuttle here • Awesome 3rd floor view of all of downtown • Tight elevator to get up although you can take the stairs from the restaurant below • 2nd floor lounge/bar of restaurant "for a nightcap on the way out" 	
Other venues contacted:						
The Havana Room	https://www.havanaroomkc.com/					
MOD Gallery	https://www.boommod.com/					
Corrigan Station	http://www.corriganstation.com/event-space Indoor capacity is only 50; outdoor space will be out of budget					

- 9. Tuesday Reception (i.e. Vendor Reception) – Jamie Gilbert
- 10. Best of ITS – Alex Wassman, Alan Stevenson and Lee Baer
- *The names listed above are leaders. Please feel free to invite additional board members and Non-board members to the committee.
- **The following BODs still need to choose a committee they are interested in to help co-lead (please reach out to current committee contact above and let him/her know)
Austin Yates

8. 2020 Conference Location Update

- **The 2020 location is Iowa, but a specific city has not been selected.**

Possible cities:

- **Des Moines – the convention center only books out 18 months.**

Ames

- **Debuque – location may be the issue.**

Council Bluffs

Sioux City

9. Treasurer's Report

- **End of August (total of all accounts) - \$85,171.15**

10. Action Items

- **None discussed**

11. Open Discussion

- **In person group continued to tour possible social event locations.**

12. Adjourn

- **11:05 am**

MONDAY, APRIL 29, 2019	
7:30 am	Registration Opens
8:30 am - 12:30 pm	TIM Training
12:30 - 1:30 pm	Lunch
1:30 - 3:00 pm	10th Annual ITS Heartland Operations Symposium - Part I
3:15 - 4:00 pm	10th Annual ITS Heartland Operations Symposium - Part II
4:30 - 5:00 PM	Technical Tour 1
4:30 - 5:30	Board Meeting
6:00 - 9:00	Welcome Reception

Registration

TUESDAY, APRIL 30, 2019			
7:00 am	Registration Opens		
7:30 - 8:30 am	Vendor Breakfast		
8:30 - 9:00 am	Keynote Speaker —		
9:00 - 9:30 am	Opening Session Presentation —		
9:30 - 10:00 am	Vender Showcase		
10:00 - 10:30 am	Student Poster Session		
10:30 am - 12:00 pm	State ITS Updates		
12:00 - 1:00 pm	Lunch and Awards		
	BREAKOUT A	BREAKOUT B	MAIN BALLROOM
1:00 - 2:30 pm	Session 1A	Session 1B	Technical Tour 2A
2:30 - 3:00 pm	-	-	WHO HAS A QUESTION?!
3:00 - 4:30 pm	Session 2A	Session 2B	Technical Tour 2B
4:30 - 6:30 pm	Vendor Reception and Silent Auction		

Registration

WEDNESDAY, MAY 1, 2019			
7:30 am	Registration Opens		
7:30 - 8:30 am	Breakfast and Business Meeting		
	BREAKOUT A	BREAKOUT B	MAIN BALLROOM
8:30 - 10:00 am	Session 3A	Session 3B	-
10:00 - 10:30 am	-	-	NEWLYWED GAME!!
10:30 am - 12:00 pm	Closing Session		
12:30 - 1:30 pm	Technical Tour 3		

Registration