

ITS Heartland Board of Directors Meeting
 April 20th, 2021 12:00 p.m. – 1:00 p.m.
 Minutes



Attendees listed in **bold** below

BOARD MEMBERS		
Slade Engstrom (Past Pres.)	Lonnie Burklund (President)	Jamie Rana (VP)
Lee Baer (Secretary)	Matt McLaughlin (Treasurer)	Lindsay Francis (Cons. Dir. #1)
Anthony Gallo (Cons. Dir. #2)	Henry Brown (Acad. Dir. #1)	Hemin Mohammad (Acad. Dir.# 2)
Austin Yates (Iowa Dir.)	Shari Hilliard (Kansas Dir.)	Alex Wassman (Missouri Dir.)
Matt Baker (Neb. Dir.)	Marty Farris (Okla. Dir.)	Jamie Gilbert (Vendor Dir.)
Chris Washburn (Comm. Dir.)	John Gibson (FHWA Rep.)	Gen Kulaski (Chapter Admin.)
GUESTS		
Amy Lucke (Admin.)	Kurt Roterung	Sara Peters

Agenda – **Minutes** – **ACTION ITEMS**

1. Roll Call
2. Meeting Minute Approval
 - **Alex Wassman Motion, Lindsay Francis Second, Passed**
3. 2021 Annual Meeting (Overland Park, Nov. 8-10)
 - Committee Rollout

Committee	Board Position(s)	2021
Agenda	President & VP	Slade & Lonnie
Abstracts	1 State Director + 1 volunteer	Henry, Lee, & Hemin
Keynote	President	Slade
Student Competition	1 Academic Director + 1 volunteer	Hemin + Lindsay
Technical Tours	State Director for conference location + 2 volunteers	Shari, Sara P., Kurt
Monday AM	TIM Training and varies	Kurt, Lindsay, & Chris
Monday PM	usually the President	Slade
Monday Social Event	State Director for conference location + 2 volunteers	Shari + Lindsay and Anthony
Tuesday Vendor Reception	Vendor Director + 2 volunteers	Jamie G, Slade, & Lonnie
Best of ITS	1 State Director + 1 volunteer (non-state director)	Alex and Anthony

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4. 2022 Annual Meeting (Lincoln, TBD)
 - Committee Rollout

Committee	Board Position(s)	2022
Agenda	President & VP	Lonnie & Jamie R
Abstracts	1 State Director + 1 volunteer	Henry, Lee, & Hemin
Keynote	President	Lonnie

Student Competition	1 Academic Director + 1 volunteer	Henry + Lindsay
Technical Tours	State Director for conference location + 2 volunteers	Matt B., Austin, Slade
Monday AM	TIM Training and varies	Slade, Chris, & Lindsay
Monday PM	usually the President	Lonnie
Monday Social Event	State Director for conference location + 2 volunteers	Matt Baker & Lindsay & Anthony
Tuesday Vendor Reception	Vendor Director + 2 volunteers	Jamie G, Slade, & Lonnie
Best of ITS	1 State Director + 1 volunteer (non-state director)	Alex and Anthony

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5. Action Items

- Old officers train new officers

	2021	2022
Past President	Kurt	Slade
President	Slade	Lonnie
Vice President	Lonnie	Jamie R
Secretary	Lee	Lee
Treasurer	Matt M.	Matt M.
Nebraska State Director	Matt B.	Matt B.
Iowa State Director	Austin	Austin
Kansas State Director	Shari	Shari
Missouri State Director	Alex	Alex
Oklahoma State Director	Marty	Marty
Consultant Director #1	Lindsay	Lindsay
Consultant Director #2	Anthony	Anthony
Vendor Director	Jamie G	Jamie G
Communications Director	Sara	Chris
Academic Sector Director #1	Henry	Henry
Academic Sector Director #2	Ron	Hemin

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6. Adjourn – 12:42 PM



**ITS Heartland
Treasurer's Report February 2021
Ending February 28, 2021**



Revenue	Budget (January 1 - December 31, 2021)		ACTUAL (January 1 - December 31, 2021)			Quantity
	Budget Amount	Comments	Budget Amount	Actual Income	Variance	
Membership Dues	\$26,340.00		\$26,340.00	\$10,750.00	(\$15,590.00)	
State	\$18,000.00	MO, KS, NE, IA - \$4000, OK - \$2000	\$18,000.00	\$8,000.00	(\$10,000.00)	KS, NE
Corporate/Public Agency Group (5 members)	\$7,200.00	36 @ \$200	\$7,200.00	\$2,400.00	(\$4,800.00)	12
Individual Public	\$300.00	6 @ \$50	\$300.00	\$50.00	(\$250.00)	1
Individual Private	\$840.00	14 @ \$60	\$840.00	\$300.00	(\$540.00)	5
Annual Meeting	\$70,415.00		\$70,415.00	\$0.00	(\$70,415.00)	
Gold Sponsors	\$3,000.00	6 @ \$500	\$3,000.00	\$0.00	(\$3,000.00)	0
Platinum Sponsors	\$3,000.00	3 @ \$1000	\$3,000.00	\$0.00	(\$3,000.00)	0
Diamond Sponsors	\$2,000.00	1 @ \$2000	\$2,000.00	\$0.00	(\$2,000.00)	0
Gold Sponsor-Vendor Combo	\$9,350.00	11 @ \$850 (\$150 discount)	\$9,350.00	\$0.00	(\$9,350.00)	0
Platinum Sponsor-Vendor Combo	\$2,500.00	2 @ \$1250 (\$250 discount)	\$2,500.00	\$0.00	(\$2,500.00)	0
Diamond Sponsor-Vendor Combo	\$2,250.00	1 @ \$2250 (\$250 discount)	\$2,250.00	\$0.00	(\$2,250.00)	0
Walk-up registration fee	\$2,200.00	22 @ \$100	\$2,200.00	\$0.00	(\$2,200.00)	0
Vendor Booth Accessories	\$490.00	5 @ \$98	\$490.00	\$0.00	(\$490.00)	0
Vendor Booth Accessories	\$0.00	0 @ \$115	\$0.00	\$0.00	\$0.00	0
Vendors	\$9,000.00	18 @ \$500	\$9,000.00	\$0.00	(\$9,000.00)	0
Vendor - Large	\$0.00	0 @ \$900	\$0.00	\$0.00	\$0.00	0
Registrant Member	\$9,000.00	45 @ \$200	\$9,000.00	\$0.00	(\$9,000.00)	0
Late Registrant Member	\$6,975.00	31 @ \$225	\$6,975.00	\$0.00	(\$6,975.00)	0
Registrant non-member	\$2,750.00	10 @ \$275	\$2,750.00	\$0.00	(\$2,750.00)	0
Late Registrant non-member	\$8,400.00	28 @ \$300 each	\$8,400.00	\$0.00	(\$8,400.00)	0
Vendor non member	\$3,750.00	5 @ \$750 each	\$3,750.00	\$0.00	(\$3,750.00)	0
Vendor Gold-Sponsor Non member	\$1,250.00	1 @ \$1250 each	\$1,250.00	\$0.00	(\$1,250.00)	0
Vendor Plat-Sponsor Non member	\$1,750.00	1 @ \$1750 each	\$1,750.00	\$0.00	(\$1,750.00)	0
Vendor Dia-Sponsor Non member	\$2,750.00	1 @ \$2750 each	\$2,750.00	\$0.00	(\$2,750.00)	0
Silent Auction at AM	\$0.00		\$0.00	\$0.00	\$0.00	
ITSA Rebate	\$300.00		\$300.00	\$0.00	(\$300.00)	
Interest Earned on Investment	\$50.00		\$50.00	\$0.96	(\$49.04)	
Supplement from ITSH Savings	\$0.00		\$0.00	\$0.00	\$0.00	
L36 Grant reimbursement	\$0.00		\$0.00	\$0.00	\$0.00	
AM Refunds for Previous Deposits Paid	\$0.00		\$0.00	\$0.00	\$0.00	
Virtual Sponsors 2020	\$0.00		\$0.00	\$0.00	\$0.00	
Total	\$97,105.00		\$97,105.00	\$10,750.96	(\$86,354.04)	

Expenses	Budget (January 1 - December 31, 2021)		ACTUAL (January 1 - December 31, 2021)			Comment
	Budget Amount	Comments	Budget Amount	Actual Expenses	Payable	
Administrative Contract	\$32,458.62	Based on contract submitted for approval	\$32,458.62	\$3,845.51		\$28,613.11
ITS America Chapter Dues	\$500.00	ITSA Chapter Dues - Due by Dec (typ)	\$500.00	\$0.00		\$500.00
Annual Meeting	\$38,000.00	Hotel food costs	\$38,000.00	\$0.00		\$38,000.00
Booth/vendor area, pipe/drape, A/V	\$10,500.00	All meeting A/V, booth pipe, drape, electricity	\$10,500.00	\$0.00		\$10,500.00
Icebreaker	\$6,200.00	Location rental, food, beverages, etc.	\$6,200.00	\$0.00		\$6,200.00
Vendor Prizes	\$400.00	Gift Cards, Prizes	\$400.00	\$0.00		\$400.00
Annual Meeting Supplies	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Annual Meeting Supplies	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Website	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Bank Fees - Savings & CD	\$15.00	Checks, fees, etc.	\$15.00	\$0.00		\$15.00
Insurance	\$800.00	Board Insurance - Due Sept (typ)	\$800.00	\$0.00		\$800.00
Operations Working Group	\$0.00	For Meeting expenses	\$0.00	\$0.00		\$0.00
President's Discretionary Funds	\$2,500.00	ITSA Travel, NRITS Travel, Other mtgs	\$2,500.00	\$0.00		\$2,500.00
Support for ITSA State Chapter Travel	\$750.00	ITSA travel support for State Chapter Vice Chair	\$750.00	\$0.00		\$750.00
Student Outreach	\$2,500.00	2021 Prize/Activity Fund/Contest Support	\$2,500.00	\$0.00		\$2,500.00
Miscellaneous Expense	\$300.00	Board meeting lunch + misc.	\$300.00	\$0.00		\$300.00
Education and Outreach	\$0.00	Travel, Class Catering, Meeting Rooms, Etc.	\$0.00	\$0.00		\$0.00
Revenue Excess	\$0.00	Revenue (Projected Only, for Savings Acct.)	\$0.00	\$0.00		\$0.00
MCOMP or TSMO Grant	\$0.00	Estimate only, TBD if needed	\$0.00	\$0.00		\$0.00
L36 Grant payments to participants	\$0.00	Payments made, to be reimbursed later by grant	\$0.00	\$0.00		\$0.00
Anticipated Operating Margin	\$2,181.38	For Future Unforeseen Activities	\$2,181.38	\$0.00		\$2,181.38
Total	\$97,105.00		\$97,105.00	\$3,845.51	\$0.00	\$93,259.49 OK if equal

Bank Account Activity FY 2021	Balance 1-1-21	Deposits/Transfers	Withdrawals/Transfers	Balance 2-28-21
Checking	\$6,373.98	\$200.06	\$2,622.74	\$3,951.30
Savings	\$52,461.05	\$10,550.90	\$1,222.77	\$61,789.18
Bank Account Totals	\$58,835.03	\$10,750.96	\$3,845.51	\$65,740.48
			Total of All Accounts =	\$65,740.48

February 2021 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Deposit Business Membership	2/24/2021	\$200.00		Checking	y	Memberships
Interest	2/26/2021	\$0.02		Checking	y	Interest
Sub-Total Checking Account		\$200.02	\$0.00	Checking		
SAVINGS:						
Memberships/Renewals	2/9/2021	\$8,980.00		Savings	y	Memberships
MNW Services	2/25/2021		\$1,222.77	Savings	y	MNW
Interest	2/26/2021	\$0.45		Savings	y	Interest
Sub-Total Savings Account		\$8,980.45	\$1,222.77	Savings		
Totals		\$9,180.47	\$1,222.77			

Matthew T. McLaughlin
Matthew T. McLaughlin, Treasurer ITS Heartland



**ITS Heartland
Treasurer's Report March 2021
Ending March 31, 2021**



Revenue	Budget (January 1 - December 31, 2021)		ACTUAL (January 1 - December 31, 2021)			Quantity
	Budget Amount	Comments	Budget Amount	Actual Income	Variance	
Membership Dues	\$26,340.00		\$26,340.00	\$17,260.00	(\$9,080.00)	
State	\$18,000.00	MO, KS, NE, IA - \$4000, OK - \$2000	\$18,000.00	\$12,000.00	(\$6,000.00)	KS, MO, NE
Corporate/Public Agency Group (5 members)	\$7,200.00	36 @ \$200	\$7,200.00	\$4,800.00	(\$2,400.00)	24
Individual Public	\$300.00	6 @ \$50	\$300.00	\$100.00	(\$200.00)	2
Individual Private	\$840.00	14 @ \$60	\$840.00	\$360.00	(\$480.00)	6
Annual Meeting	\$70,415.00		\$70,415.00	\$0.00	(\$70,415.00)	
Gold Sponsors	\$3,000.00	6 @ \$500	\$3,000.00	\$0.00	(\$3,000.00)	0
Platinum Sponsors	\$3,000.00	3 @ \$1000	\$3,000.00	\$0.00	(\$3,000.00)	0
Diamond Sponsors	\$2,000.00	1 @ \$2000	\$2,000.00	\$0.00	(\$2,000.00)	0
Gold Sponsor-Vendor Combo	\$9,350.00	11 @ \$850 (\$150 discount)	\$9,350.00	\$0.00	(\$9,350.00)	0
Platinum Sponsor-Vendor Combo	\$2,500.00	2 @ \$1250 (\$250 discount)	\$2,500.00	\$0.00	(\$2,500.00)	0
Diamond Sponsor-Vendor Combo	\$2,250.00	1 @ \$2250 (\$250 discount)	\$2,250.00	\$0.00	(\$2,250.00)	0
Walk-up registration fee	\$2,200.00	22 @ \$100	\$2,200.00	\$0.00	(\$2,200.00)	0
Vendor Booth Accessories	\$490.00	5 @ \$98	\$490.00	\$0.00	(\$490.00)	0
Vendor Booth Accessories	\$0.00	0 @ \$115	\$0.00	\$0.00	\$0.00	0
Vendors	\$9,000.00	18 @ \$500	\$9,000.00	\$0.00	(\$9,000.00)	0
Vendor - Large	\$0.00	0 @ \$900	\$0.00	\$0.00	\$0.00	0
Registrant Member	\$9,000.00	45 @ \$200	\$9,000.00	\$0.00	(\$9,000.00)	0
Late Registrant Member	\$6,975.00	31 @ \$225	\$6,975.00	\$0.00	(\$6,975.00)	0
Registrant non-member	\$2,750.00	10 @ \$275	\$2,750.00	\$0.00	(\$2,750.00)	0
Late Registrant non-member	\$8,400.00	28 @ \$300 each	\$8,400.00	\$0.00	(\$8,400.00)	0
Vendor non member	\$3,750.00	5 @ \$750 each	\$3,750.00	\$0.00	(\$3,750.00)	0
Vendor Gold-Sponsor Non member	\$1,250.00	1 @ \$1250 each	\$1,250.00	\$0.00	(\$1,250.00)	0
Vendor Plat-Sponsor Non member	\$1,750.00	1 @ \$1750 each	\$1,750.00	\$0.00	(\$1,750.00)	0
Vendor Dia-Sponsor Non member	\$2,750.00	1 @ \$2750 each	\$2,750.00	\$0.00	(\$2,750.00)	0
Silent Auction at AM	\$0.00		\$0.00	\$0.00	\$0.00	
ITSA Rebate	\$300.00		\$300.00	\$0.00	(\$300.00)	
Interest Earned on Investment	\$50.00		\$50.00	\$1.54	(\$48.46)	
Supplement from ITSH Savings	\$0.00		\$0.00	\$0.00	\$0.00	
L36 Grant reimbursement	\$0.00		\$0.00	\$0.00	\$0.00	
AM Refunds for Previous Deposits Paid	\$0.00		\$0.00	\$0.00	\$0.00	
Virtual Sponsors 2020	\$0.00		\$0.00	\$0.00	\$0.00	
Total	\$97,105.00		\$97,105.00	\$17,261.54	(\$79,843.46)	

Expenses	Budget (January 1 - December 31, 2021)		ACTUAL (January 1 - December 31, 2021)			Comment
	Budget Amount	Comments	Budget Amount	Actual Expenses	Payable	
Administrative Contract	\$32,458.62	Based on contract submitted for approval	\$32,458.62	\$5,126.76		\$27,331.86
ITS America Chapter Dues	\$500.00	ITS America Chapter Dues - Due by Dec (typ)	\$500.00	\$0.00		\$500.00
Annual Meeting	\$38,000.00	Hotel food costs	\$38,000.00	\$0.00		\$38,000.00
Booth/vendor area, pipe/drape, A/V	\$10,500.00	All meeting A/V, booth pipe, drape, electricity	\$10,500.00	\$0.00		\$10,500.00
Icebreaker	\$6,200.00	Location rental, food, beverages, etc.	\$6,200.00	\$0.00		\$6,200.00
Vendor Prizes	\$400.00	Gift Cards, Prizes	\$400.00	\$0.00		\$400.00
Annual Meeting Supplies	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Annual Meeting Supplies	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Website	\$0.00	Included in MNW budget	\$0.00	\$0.00		\$0.00
Bank Fees - Savings & CD	\$15.00	Checks, fees, etc.	\$15.00	\$0.00		\$15.00
Insurance	\$800.00	Board Insurance - Due Sept (typ)	\$800.00	\$0.00		\$800.00
Operations Working Group	\$0.00	For Meeting expenses	\$0.00	\$0.00		\$0.00
President's Discretionary Funds	\$2,500.00	ITS Travel, NRITS Travel, Other mtgs	\$2,500.00	\$0.00		\$2,500.00
Support for ITSA State Chapter Travel	\$750.00	ITS travel support for State Chapter Vice Chair	\$750.00	\$0.00		\$750.00
Student Outreach	\$2,500.00	2021 Prize/Activity Fund/Contest Support	\$2,500.00	\$0.00		\$2,500.00
Miscellaneous Expense	\$300.00	Board meeting lunch + misc.	\$300.00	\$0.00		\$300.00
Education and Outreach	\$0.00	Travel, Class Catering, Meeting Rooms, Etc.	\$0.00	\$0.00		\$0.00
Revenue Excess	\$0.00	Revenue (Projected Only, for Savings Acct.)	\$0.00	\$0.00		\$0.00
MCOMP or TSMO Grant	\$0.00	Estimate only, TBD if needed	\$0.00	\$0.00		\$0.00
L36 Grant payments to participants	\$0.00	Payments made, to be reimbursed later by grant	\$0.00	\$0.00		\$0.00
Anticipated Operating Margin	\$2,181.38	For Future Unforeseen Activities	\$2,181.38	\$0.00		\$2,181.38
Total	\$97,105.00		\$97,105.00	\$5,126.76	\$0.00	\$91,978.24 OK if equal

Bank Account Activity FY 2021	Balance 1-1-21	Deposits/Transfers	Withdrawals/Transfers	Balance 3-31-21
Checking	\$6,373.98	\$200.09	\$2,622.74	\$3,951.33
Savings	\$52,461.05	\$17,061.45	\$2,504.02	\$67,018.48
Bank Account Totals	\$58,835.03	\$17,261.54	\$5,126.76	\$70,969.81
			Total of All Accounts =	\$70,969.81

March 2021 Bank Activity:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Interest	3/31/2021	\$0.03		Checking	y	Interest
Sub-Total Checking Account		\$0.03	\$0.00	Checking		
SAVINGS:						
Memberships/Renewals	3/11/2021	\$6,510.00		Savings	y	Memberships
MNW Services	3/25/2021		\$1,281.25	Savings	y	MNW
Interest	3/31/2021	\$0.55		Savings	y	Interest
Sub-Total Savings Account		\$6,510.55	\$1,281.25	Savings		
Totals		\$6,510.58	\$1,281.25			

Matthew T. McLaughlin
Matthew T. McLaughlin, Treasurer ITS Heartland