



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 08/25/21, 12:00-12:30

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: Lonnie Burkland, Genevieve Kulaski

TOPICS

1. Roll Call

2. Approval of Meeting Minutes

- a. Kurt R. Motion, Slade E. Second, Passed, None Opposed

3. Treasurer's Reports (July)

- a. IRS has accepted our penalty payment and should not be sending any additional letters.

4. ITSA Updates

- a. Shaelen Batt departure – end of August
 - i. **Reach out to Laura Chase to speak, she is replacing Shaelen**
- b. Still planning on ITSA leadership speaking at ITSH Mtg in Nov.
- c. Update on 2021 State Chapter Awards (due Sept. 10th) - <https://itsa.org/annu>
- d. Diversity, equity, and inclusion in the workplace – state chapter workshop, 9/1/21, 1:00-2:30
 - i. (sample language from ITSA at end of agenda)
- e. ITSA events (webinars and next conferences) <https://itsa.org/events/>

5. 2021 ITSH Annual Meeting - Overland Park, KS (Nov 8-10)

Attendees: (**BOLD** = present)

- **Lonnie Burkland**, President
- **Slade Engstrom**, Past President
- **Jamie Rana**, Vice President
- **Lee Baer**, Secretary
- **Matt McLaughlin**, Treasurer
- **Lindsay Francis**, Consultant Dir.1
- **Anthony Gallo**, Consultant Dir.2
- **Henry Brown**, Academic Dir.1
- Hemin Mohammed, Academic Dir.2
- **Chris Washburn**, Comm. Dir.
- Jamie Gilbert, Vendor Dir.
- Austin Yates, IA State Dir.
- Shari Hilliard, KS State Dir.
- **Alexander Wassman**, MO State Dir.
- **Matt Baker**, NE State Dir.
- **Marty Farris**, OK State Dir.
- Abe Anshasi, FHWA Rep.



- a. Abstract status – 54 Received, Dropbox summary and review (scoring)
 - i. Lots to choose from, avoid sales pitch discussions and products etc.
 - ii. Final scoring/ranking status (16 to 18 presentations needed depending on length)

Committee has selected all abstracts and they should be set.

- b. Registration Status?

9/1/21 is the opening of registration for conference and hotel.

- c. Conference Agenda Updates

- i. ITSA Panel Discussion Nov – 8, (held phone conf. w/ITSA 8/3 to discuss format)
- ii. Technical Tour Info., Demos throughout day? (email from Shari H.)

Monday morning TIM discussion – Developing a TSMO discussion with an emphasis on TIM. Looking to capture a broader audience.

- d. COVID Impacts?

We need to stay flexible, and COVID disclaimers are not able to hold up in court. We will follow any restrictions set forth by Overland Park when the meeting is held.

6. Upcoming ITSH Annual Meetings

- a. Lincoln, NE (April 25-27)
- b. Missouri Locations – St. Louis, MO

2023 Meeting Locations - St. Louis MO							
	Meeting Space	F&B Min	Rooms	Other	Fees	Location	Notes
Saint Charles Convention Center	\$8,788 Exhibit Hall North & South 27,600 sq ft	\$25,000	Embassy Suites \$155 Run of House \$141 Per Diem	\$15,000 AV Min \$2,500 Decorating Min (\$50 per booth) \$1,000 Cleaning Fee \$35 per Stage Section	23%	22 miles to downtown	Embassy Suites is connected to the Convention Center Room rates include hot breakfast buffet and evening reception
Ameristar Casino Resort Spa	waived - Discovery Ballroom 11,817 sq ft	\$35,000	\$149 Run of House	Comp WiFi in conference center Comp staging	22%	Saint Charles 22 miles to downtown	might be too small to have general session & exhibits on same room All-suite hotel with living area in each suite Comp valet and self parking 7 Restaurants 130,000 sq ft casino - Smoking is permitted on the casino floor
Hilton St. Louis at the Ballpark	pending proposal request					St. Louis	
St. Louis Union Station Hotel	pending proposal request					Downtown close to Downtown	
America's Center Convention Center + Hotel Block?							
Marriott St. Louis Grand	only available April 3rd						
Hyatt Regency St. Louis at the Arch	need 250 rooms on peak night						
Hotel Lumiere at Lumiere Place	ballroom is only 8,000 sq ft - too small						
The Westin St. Louis	ballroom is too small						
Drury Hotel	only has smaller meeting rooms						
Four Seasons Hotel St. Louis	too small						



OTHER ITEMS

Next Meeting: Second Tuesday of each month (MS Teams)

ITSA – DEI Language:

- Language Discussion on DEI Statement: While ITS America State Chapters can create DEI statements that reflect their own membership and personal values, ITS America is providing example text as a starting point for your chapters' consideration. A DEI statement is something that can be included on your website, in board governance documents, membership and marketing materials, scholarship applications, and other collateral. Potential DEI text (example only):

XXX CHAPTER's mission is xxx. Acknowledging/Recognizing the inequities and barriers that exist in our transportation system today, [CHAPTER] is committed to exploring how intelligent transportation technology supports safer, more affordable, equitable, and accessible transportation. [OUR CHAPTER] cultivates a culture of diversity, equity, and inclusion by:

- Prioritizing an inclusive space by broadening our outreach to ensure a diverse membership, including board and committee leadership and event speakers
- Promoting scholarship opportunities; inclusive of all
- Committing to including DEI in our programming
- Engaging with our local communities
- Continually measuring and recalibrating our viewpoints and our work

Action Items:

- [N/A](#)

7. Adjourn – 12:30 PM