



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 2/14/22, 12:30-1:00

Location: Remote (MS Teams)

Topic: ITSH BOD Special Meeting – MNW Contract

Facilitators: Lonnie Burklund, **Traci Ulberg (MNW)**

TOPICS

1. Roll Call

2. MNW Contract discussion

Traci U. – the contract is a time and materials contract, the new contract reflects time spent in the past and inflation. The new contract is roughly 20-25% increase over last year.

It was previously noted by the Board that the 2020-2021 MNW annual contract was \$27,000 (\$54,000 for 2 years). This was incorrect as Matt M found there was an old/invalid contract on the Treasurer flash drive with that information. Traci helped clarify and send the valid/signed contract which was for \$32,500 (\$65,000 for 2 years).

MNW proposed annual contract for 2022-2023 was at \$41,000 (\$82,000 for 2 years). This is about 26% increase. NOT a 50%+ increase as incorrectly assumed by the Board due to the invalid information on the Treasurer flash drive.

Shari H. - is there a way for us to reduce the costs?

Traci U. – yes, since it is time and material, ITSH can do more as a board and that will reduce the number of hours spent by MNW.

Non-hybrid is a cheaper option, Slade E. would like to pull out the hours slotted for hybrid. Board members agree.

MNW will update those hours and send back.

ITSH board would like to keep it as a 2 year contract.

Attendees: (**BOLD** = present)

- **Lonnie Burklund**, 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
- **Adam Gleason**, 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.
- Kurt Rotering, Guest (Past Pres.)



Traci U – MNW will send new contract and budgets over.

Adjourn – 12:51 PM

POST MEETING IN EMAIL

MNW proposed revised annual contract came in 2/14 in the afternoon after the Board meeting. It removed the hybrid costs as requested. The annual contract for 2022-2023 is now at \$37,250 (\$74,500 for 2 years). This is about a 14% increase from prior years which is more reasonable and more anticipated for the Board in terms of budgeting. Board approval and vote is still needed.