ITS Heartland Chapter

MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 08/09/22, 12:00-1:00
Location: Remote (MS Teams)
Topic: ITSH BOD Coordination
Facilitators: **Jamie Rana**, **Genevieve Kulaski**

Attendees: (**BOLD** = present)

- **Jamie Rana**, President
- Lonnie Burklund, Past President
- **Austin Yates**, Vice President
- **Lee Baer**, Secretary
- **Matt McLaughlin**, Treasurer
- **Meredith Emory**, Consultant Dir.1
- Andrew Mackley, Consultant Dir.2
- **Henry Brown**, Academic Dir.1
- **Nikhila Gunda**, Academic Dir.2
- Adam Gleason, Comm. Dir.
- **Collin Dyer** , Vendor Dir.
- **Mark Van Dyke**, IA State Dir.
- **Shari Hilliard**, KS State Dir.
- **Alexander Wassman**, MO State Dir.
- **Matt Baker**, NE State Dir.
- **Alan Stevenson**, OK State Dir.
- Abe Anshasi, FHWA Rep.

TOPICS

1. Roll Call

2. Approval of Meeting Minutes (March/April/June)
    Motion: Jamie R.   2nd: Matt M.   None opposed

3. Treasurer's Report (July)
    a. June – Interest added from savings account
    b. See attached

Motion to approve June Report: Matt M.   2nd: Jamie R.   None opposed

Discussion to look "forward" budget-wise.
    The rate at which the contract is spent isn't currently tracked very well, currently it's shown as:

Coverage Dates: April 1 - April 30, 2022
Contract amount spent to date: $28,214.23 (38%)   Contract time elapsed: 17%
Non-contract expense reimbursement: $45.00

    For Meetings NW, Tracy estimated ~$600 for the life of the contract to add this reporting.
        Shari – Believes it's a good addition
        Austin – Adding the additional reporting is what we are used to seeing
        Matt M. – this should make it easier on Jamie R. and himself in the approval process

Motion to approve the extra $600 to add this modification to the invoicing
Motion: Jamie R.   2nd: Meredith E.   None opposed

4. Committee Members

2022 - 23 Committee Positions			
Committee	**Committee Members**	**Chair**	**2023 Volunteers**
Agenda	President & VP	Jamie	Austin
Abstracts	1 State Director + 1 volunteer	Henry	Lee, Matt, Austin, Meredith
Keynote	President	Jamie	Lonnie
Student Competition	1 Academic Director + 1 volunteer	Alex	Nikhila
Technical Tours	State Director for conference location + 2 volunteers	Alex	Andy Mackley, Mark Van Dyke
Monday AM Agenda	varies	Jamie	Austin, Lonnie
Monday PM Agenda	President	Jamie	Austin, Lonnie
Monday Social Event	State Director for conference location + 2 volunteers	Alex	Adam Gleason, Alan Stevenson, Matt Baker
Tuesday Vendor Reception	Vendor Director + 2 volunteers	Collin	Andy Mackley, Alan Stevenson, Matt Baker
Best of ITS	1 State Director + 1 volunteer (non-state director)	Alex	Meredith

a. Jamie R. still hunting down a keynote speaker.
b. Gen K. would also like to be included in any organization of speakers and meetings.

c. Schedule goals:

Task	Target Deadline
BOD Planning Meeting - Target: 8 months prior	**AUGUST**
Review prior Conference Evaluation metrics/comments	8/1/2022
Discuss possible speakers	8/9/2022
Discuss exhibit layout	8/9/2022
Discuss Exhibitor Reception	8/9/2022
Discuss Exhibitor Showcase	8/9/2022
Discuss Schedule for Call for Abstracts	8/9/2022
Discuss Student Contest	8/9/2022
Discuss Best of ITS	8/9/2022
Discuss Welcome Reception ideas	8/9/2022
Discuss Monday Workshops	8/9/2022
Discuss technical tours	8/9/2022
Discuss Publicity	8/9/2022
Set tentative meeting budget, fees and sponsor rates/packages	8/9/2022
Post preliminary Annual Meeting info on ITSH website	8/10/2022
Annual Meeting Planning - Target: 7 months prior	**SEPTEMBER**
Finalize Registration Fees (if applicable)	9/13/2022
Post Call for Abstracts	9/14/2022
Confirm Welcome Reception venue	9/30/2022
Solicit Keynote speakers - ITS America President, etc.	9/30/2022

5. Social Media Update
   a. Adam G. has been working with Gen K. on a new newsletter.
   b. Member login portion of the website and member contact information is being updated.
   c. If you have content that Adam can use for future newsletters, send links or articles to
          communications@itsheartland.org

OTHER ITEMS

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

Action Items:

Adjourn – 12:22 PM