



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 09/13/22, 12:00-1:00

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: **Jamie Rana**, **Genevieve Kulaski**

TOPICS

1. Roll Call

2. Approval of Meeting Minutes (August)

Motion: **Jamie R.** 2nd: **Matt M.** None opposed

3. Treasurer's Report (August)

- a. Attached
- b. Matt added a "How are we doing" sheet

Motion to approve June Report: **Matt M.**

2nd: **Alex W.** None opposed

4. Communication Report

- a. Logo is almost done, not much to report.

5. ITS America Chapter Council Updates

- a. Not much to report

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.



6. Committee Members

<u>2022 - 23 Committee Positions</u>			
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

7. Deadlines for September

Annual Meeting Planning - Target: 7 months prior	SEPTEMBER	
Set tentative meeting budget, fees and sponsor rates/packages	8/9/2022	Treasurer (Matt)
Post preliminary Annual Meeting info on ITSH website	8/10/2022	Gen/Jamie/Austin
Finalize Registration Fees (if applicable)	9/13/2022	Treasurer (Matt)
Post Call for Abstracts	9/14/2022	Henry / Adam
Confirm Welcome Reception venue	9/30/2022	Alex W / Jamie
Solicit Keynote speakers - ITS America President, etc.	9/30/2022	Jamie/Austin

8. Other Items

a. Google drive

Jamie will set up and present layout at next meeting

b. Virtual Webinars – Nikhila

Idea of 6 per year

Must be and ITSH member to attend

Could be vendor focused, state updates, project showcases.

As a group it seemed quarterly would be a better rate of webinars, but discussion will continue.

c. The student section on the website should be more direct and have more information the students can use. – Nikhila



OTHER ITEMS



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

Action Items:

Adjourn – 12:45 PM



**ITS Heartland
Budget January 2022 to December 2022
Ending September 30, 2022**



Revenue	Budget (January 1 - December 31, 2022)		Actual (January 1 - December 31, 2022)			Quantity
	Budget Amount	Comments	Budget Amount	Actual Income	Variance	
Membership Dues	\$27,500.00		\$27,500.00	\$30,080.00	\$2,580.00	
State	\$18,000.00	MO, KS, NE, IA - \$4000, OK - \$2000	\$18,000.00	\$18,000.00	\$0.00	IA, KS, MO, NE, OK
Corp./Public Group (5 members)	\$8,000.00	40 @ \$200	\$8,000.00	\$9,800.00	\$1,800.00	49
Individual Public	\$300.00	6 @ \$50	\$300.00	\$900.00	\$600.00	18
Individual Private	\$1,200.00	20 @ \$60	\$1,200.00	\$1,380.00	\$180.00	23
Annual Meeting	\$74,150.00		\$74,150.00	\$53,925.00	(\$20,225.00)	
Gold Sponsors	\$1,500.00	3 @ \$500	\$1,500.00	\$0.00	(\$1,500.00)	
Platinum Sponsors	\$1,000.00	1 @ \$1000	\$1,000.00	\$1,000.00	\$0.00	1
Diamond Sponsors	\$4,000.00	2 @ \$2000	\$4,000.00	\$0.00	(\$4,000.00)	
Gold Sponsor-Vendor Combo	\$8,500.00	10 @ \$850 (\$150 discount)	\$8,500.00	\$7,650.00	(\$850.00)	9
Platinum Sponsor-Vendor Combo	\$6,250.00	5 @ \$1250 (\$250 discount)	\$6,250.00	\$5,000.00	(\$1,250.00)	4
Diamond Sponsor-Vendor Combo	\$4,500.00	2 @ \$2250 (\$250 discount)	\$4,500.00	\$2,250.00	(\$2,250.00)	1
Walk-up registration fee	\$3,000.00	30 @ \$100	\$3,000.00	\$0.00	(\$3,000.00)	
Vendor Booth Accessories	\$0.00	0 @ \$98	\$0.00	\$0.00	\$0.00	
Vendors	\$9,000.00	18 @ \$500	\$9,000.00	\$7,000.00	(\$2,000.00)	14
Vendor - Large	\$0.00	0 @ \$900	\$0.00	\$0.00	\$0.00	
Registrant Member	\$10,000.00	50 @ \$200	\$10,000.00	\$13,400.00	\$3,400.00	67
Late Registrant Member	\$7,875.00	35 @ \$225	\$7,875.00	\$2,025.00	(\$5,850.00)	9
Registrant non-member	\$4,125.00	15 @ \$275	\$4,125.00	\$7,975.00	\$3,850.00	29
Late Registrant non-member	\$9,900.00	33 @ \$300	\$9,900.00	\$1,875.00	(\$8,025.00)	6
Vendor non member	\$1,500.00	2 @ \$750	\$1,500.00	\$4,500.00	\$3,000.00	6
Vendor Gold-Sponsor Non member	\$1,250.00	1 @ \$1250	\$1,250.00	\$1,250.00	\$0.00	1
Vendor Plat-Sponsor Non member	\$1,750.00	1 @ \$1750	\$1,750.00	\$0.00	(\$1,750.00)	
Vendor Dia-Sponsor Non member	\$0.00	0 @ \$2750	\$0.00	\$0.00	\$0.00	
ITSA Rebate	\$300.00		\$300.00	\$100.00	(\$200.00)	
Interest Earned on Investment	\$50.00		\$50.00	\$4.08	(\$45.92)	
Funding from Reserves	\$7,760.90		\$7,760.90	\$0.00	(\$7,760.90)	
Miscellaneous	\$0.00		\$0.00	\$392.14	\$392.14	IRS Refund Pen.
Total	\$109,760.90		\$109,760.90	\$84,501.22	(\$25,259.68)	

Expenses	Budget (January 1 - December 31, 2022)		Actual (January 1 - December 31, 2022)			Comment
	Budget Amount	Comments	Budget Amount	Actual Expenses	Variance	
Administrative Contract	\$41,045.90	MNW, Website, Direct Costs for Meeting	\$41,045.90	\$35,882.12	\$5,163.78	
ITS America Chapter Dues	\$500.00	ITSA Chapter Dues - Due by Dec (typ)	\$500.00	\$0.00	\$500.00	
Annual Meeting Food & Beverage	\$37,000.00	Convention Center food costs (includes rent)	\$37,000.00	\$63,299.04	(\$26,299.04)	\$13k+\$10k...STL+IA Dep.
Annual Meeting Audio Visual	\$10,000.00	AV technology/management fees (no hybrid)	\$10,000.00	\$11,400.95	(\$1,400.95)	
Annual Meeting Operations/Set-up	\$3,200.00	Guest Services, Cleaning, Comm/Electrical	\$3,200.00	\$0.00	\$3,200.00	
Annual Meeting Pipe/Drape	\$3,200.00	Booths and hall preparation	\$3,200.00	\$1,930.50	\$1,269.50	
Tour Transportation & Photographer	\$800.00	Annual Meeting supplementals	\$800.00	\$778.68	\$21.32	
Welcome Reception	\$6,500.00	Location rental, food, beverages, etc.	\$6,500.00	\$4,976.02	\$1,523.98	
Vendor Prizes	\$650.00	Gift Cards, Prizes	\$650.00	\$0.00	\$650.00	
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	
President's Discretionary Funds	\$2,500.00	ITSA Travel, NRITS Travel, Other mtgs	\$2,500.00	\$2,318.87	\$181.13	
Support for ITSA State Chapter Travel	\$750.00	ITSA travel support for Chapter Vice Chair	\$750.00	\$750.00	\$0.00	
Student Outreach	\$2,500.00	2022 Prize/Activity Fund/Contest Support	\$2,500.00	\$2,250.00	\$250.00	
Miscellaneous Expense	\$300.00	Board meeting lunch + misc.	\$300.00	\$1,321.32	(\$1,021.32)	
Anticipated Operating Margin	\$0.00	For Future Unforeseen Activities	\$0.00	\$0.00	\$0.00	
Total	\$109,760.90		\$109,760.90	\$124,907.50	(\$15,146.60)	(\$15,146.60) OK if equal

Bank Account Activity FY 2022	Balance 1-1-22	Deposits/Transfers	Withdrawals/Transfers	Balance 9-30-22
Checking	\$8,828.15	\$88,400.53	\$90,447.80	\$6,780.88
Savings	\$55,103.55	\$81,850.69	\$120,209.70	\$16,744.54
Bank Account Totals	\$63,931.70	\$170,251.22	\$210,657.50	\$23,525.42
			Total of All Accounts =	\$23,525.42

September 2022 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Diamond Sponsorship	9/14/2022	\$2,250.00		Checking	y	AM Sponsor '23
Cash Leftover from Lincoln	9/15/2022	\$750.00		Checking	y	Student Prizes
ITS World Congress	9/15/2022		\$3,068.87	Checking	y	ITSWC Travel
Interest	9/30/2022	\$0.02		Checking	y	Interest
Sub-Total Checking Account		\$3,000.02	\$3,068.87	Checking		
SAVINGS:						
Interest	9/30/2022	\$0.13		Savings	y	Interest
Sub-Total Savings Account		\$0.13	\$0.00	Savings		
Totals		\$3,000.15	\$3,068.87			

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

"How Are We Doing" Formula (Loss or Gain)

Revenue					
Code	Item	Source	Type	Actuals	
A	Memberships	Treasurer's Report	Calendar Year	\$ 30,080.00	Stabilized
B	Annual Meeting	MNW Post Event Report	Annualized	\$ 67,050.00	Finished
C	Miscellaneous	Treasurer's Report	Calendar Year	\$ 496.22	Stabilized

Subtotal Revenue \$ 97,626.22

Expenses					
Code	Item	Source	Type	Actuals	
W	Meeting Northwest Contract	MNW Invoice/Projection	Calendar Year	\$ 32,639.04	Open
X	ITSA Chapter Dues	Treasurer's Report	Calendar Year	\$ -	Open
Y	Annual Meeting	MNW Post Event Report	Annualized	\$ 62,892.66	Finished
Z	Miscellaneous	Treasurer's Report	Calendar Year	\$ 4,390.19	Open

Subtotal Expenses \$ 99,921.89

Annual Loss (Ant.) \$ (2,295.67)