



## MEETING MINUTES

### ITSH Board of Directors Meeting

**Date/Time:** 11/8/22, 12:00-1:00

**Location:** Remote (MS Teams)

**Topic:** ITSH BOD Coordination

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

## TOPICS

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### 1. Roll Call

### 2. Approval of Meeting Minutes (September)

Motion: Jamie R. 2<sup>nd</sup>: Henry B. None opposed

### Approval of Meeting Minutes (October)

Motion: Adam G. 2<sup>nd</sup>: Andy M. None opposed

### 3. ITS America Chapter Council Updates

- a. ITSA is putting together some trainings for members – more to come.

### 4. Treasurer's Report (October)

- a. See attached
- b. Projecting annual loss of ~\$8,000  
Motion: Lee B. 2<sup>nd</sup>: Austin Y. None opposed
- c. Working on 2023 budgeting challenges, meeting 11/10 at 3pm to discuss options.

### 5. Communication Report

- a. Adam is looking for fewer email bounce backs from member emails.
- b. Trying to get member access updates live – stay tuned.
- c. Winter news letter should be out soon.

### 6. Student Activities Report

- a. Nikhila is coming up with activities.
- b. Idea to reduce poster prize money at the annual meeting:

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.



\$800 to \$500  
 \$400 to \$300  
 \$250 to \$150

We will keep the prize amounts the same as usual for this year, prize money will be adjusted the following year.

### 8. Committee Updates

		Chair	Committee Members
a	Agenda / Other Items	Jamie	Austin Yates
b	Abstracts	Henry	Lee, Matt M, Austin, Meredith, Shari
c	Keynote	Jamie	Lonnie
d	Student Competition	Alex W	Nikhila Gunda
e	Technical Tours	Alex W	Andy Mackley, Mark Van Dyke
f	Monday Social Event	Alex W	Adam Gleason, Alan Stevenson, Matt Baker
g	Tuesday Vendor Reception	Collin	Andy Mackley, Alan Stevenson, Matt Baker
h	Best of ITS	Alex W	Meredith Emory
i	Contract Review	Shari	Adam Gleason

Schedule goals:

Annual Meeting Planning - Target: 5 months prior	NOVEMBER	
Convention Center 3rd deposit due	11/2/2022	Treasurer
Launch Sponsor/Exhibitor registration website	11/10/2022	
Post membership renewal site	11/10/2022	Communications Director
Coordinate facilities needs	11/18/2022	
Start planning F&B	11/18/2022	
Post/update info on website	11/30/2022	

### OTHER ITEMS



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

**Action Items:**

**Adjourn – 12:28 PM**



**ITS Heartland  
Budget January 2022 to December 2022  
Ending October 31, 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	\$30,330.00	\$2,830.00	
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	\$10,000.00	\$2,000.00	50
Individual Public	\$300.00	6 @ \$50	\$300.00	\$950.00	\$650.00	19
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	\$4.22	(\$45.78)	
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.
<b>Total</b>	<b>\$109,760.90</b>		<b>\$109,760.90</b>	<b>\$84,751.36</b>	<b>(\$25,009.54)</b>	

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	\$37,066.73	\$3,979.17	
ITS America Chapter Dues	\$500.00	ITS Chapter Dues - Due by Dec (typ)	\$500.00	\$500.00	\$0.00	
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	\$800.00	\$0.00	
President's Discretionary Funds	\$2,500.00	ITSA Travel, NRITS Travel, Other mtgs	\$2,500.00	\$2,499.68	\$0.32	
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	
<b>Total</b>	<b>\$109,760.90</b>		<b>\$109,760.90</b>	<b>\$127,572.92</b>	<b>(\$17,812.02)</b>	(\$17,812.02) OK if equal

Bank Account Activity FY 2022	Balance 1-1-22	Deposits/Transfers	Withdrawals/Transfers	Balance 10-31-22
Checking	\$8,828.15	\$88,400.55	\$91,128.61	\$6,100.09
Savings	\$55,103.55	\$82,100.81	\$122,194.31	\$15,010.05
<b>Bank Account Totals</b>	<b>\$63,931.70</b>	<b>\$170,501.36</b>	<b>\$213,322.92</b>	<b>\$21,110.14</b>
			<b>Total of All Accounts =</b>	<b>\$21,110.14</b>

October 2022 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
ITS World Congress	10/24/2022		\$180.81	Checking	y	Adam Travel
ITS America Dues	10/24/2022		\$500.00	Checking	y	Dues
Interest	10/31/2022	\$0.02		Checking	y	Interest
Sub-Total Checking Account		\$0.02	\$680.81	Checking		
SAVINGS:						
Meetings Northwest/Insurance	10/7/2022		\$1,984.61			MNW/Insurance
Memberships	10/13/2022	\$250.00				Memberships
Interest	10/31/2022	\$0.12		Savings	y	Interest
Sub-Total Savings Account		\$250.12	\$1,984.61	Savings		
<b>Totals</b>		<b>\$250.14</b>	<b>\$2,665.42</b>			

Matthew T. McLaughlin, Treasurer, ITS Heartland

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

<b>Revenue</b>					
<b>Code</b>	<b>Item</b>	<b>Source</b>	<b>Type</b>	<b>Actuals</b>	
A	Memberships	Treasurer's Report	Calendar Year	\$ 30,330.00	Stabilized
B	Annual Meeting	MNW Post Event Report	Annualized	\$ 67,050.00	Finished
C	Miscellaneous	Treasurer's Report	Calendar Year	\$496.36	Stabilized

**Subtotal Revenue \$ 97,876.36**

<b>Expenses</b>					
<b>Code</b>	<b>Item</b>	<b>Source</b>	<b>Type</b>	<b>Actuals</b>	
W	Meeting Northwest Contract	MNW Invoice/Projection	Calendar Year	\$ 34,451.48	Open
X	ITSA Chapter Dues	Treasurer's Report	Calendar Year	\$500.00	Finished
Y	Annual Meeting	MNW Post Event Report	Annualized	\$ 62,892.66	Finished
Z	Miscellaneous	Treasurer's Report	Calendar Year	\$ 5,371.00	Open

**Subtotal Expenses \$ 103,215.14**

**Annual Loss (Ant.) \$ (5,338.78)**