



MEETING MINUTES

ITSH Board of Directors Meeting

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

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: Jamie Rana, Genevieve Kulaski

TOPICS

Roll Call

1. Approval of Meeting Minutes (November)

Motion: Alex W. 2nd: Henry B. None opposed

2. Treasurer's Report (November)

a. See attached

b. For 2023 we were way over on expenses.

- **Monthly Report Approval** - "11_ITSH November 2022 Treasurer Report.pdf" file. Only special note here is to pay attention to the projected Loss for the year as shown on Page 2.
 - Note that Meetings Northwest's projected costs "HeartlandProjection_Oct2022.pdf" is running slightly higher than planned. Traci noted that this is due to the 3-year renewal for the website dropping in October which did affect the projection.

Motion: *Matt B.*

2nd: *Alex W.*

None opposed

- **Proposed 2023 ITS Heartland Budget** - "ITS Heartland 2023 Draft Budget_r3.pdf" primary file. Also see "pricing sheet - working quantities.xlsx" for proposed increases in Dues, Vendor/Sponsorships AND Registration Fees to balance the budget.
 - To minimize Dues/Attendance cost increases to our Members, we are proposing \$30k reduction in 2023 Annual Meeting (St. Charles) expenses per the following:
 - Deleted \$6k – Monday evening welcome reception (use Embassy Suites Happy Hour)
 - Deleted \$11k – Tuesday morning breakfast (use Embassy Suites provided buffet)

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.



- Reduced \$4k – Tuesday morning break (drinks and light snacks only)
- Reduced \$3k – Tuesday afternoon break (drinks and light snacks only)
- Deleted \$6k – Wednesday morning breakfast (use Embassy Suites provided buffet)
- Sheri would like to use any extra money to order extra food for lunches.
- Lee, can embassy suites handle our size for breakfasts and community meals?
 - Gen will let the hotel know
- Oklahoma is ok jumping to \$5k per year.

Accept 2023 proposed budget with Oklahoma moving to \$5k per year

Motion: *Lee B.*

2nd: *Sheri H.*

None opposed

- Matt B. please make sure we don't need to change the by-laws.
 - After quick review, by-laws are fine.

3. Communication Report

- a. Adam is looking into a Microsoft Teams account for ITSH.
- b. Exploring free version.
 - Does not have enough file sharing.
 - More storage would cost \$4/month/user
- c. Will put together on boarding packet for new board members.
- d. More information at the next meeting.
- e. New newsletter in February.

4. ITS America Chapter Council Updates

- a. Gen will send out notes.

6. Committee Reports

- a. Adjusted per budget.
- b. Call for Abstracts
 - Only have 7, need 40 or more
 - Could extend 2 weeks max, otherwise it impacts registration.
 - Will look again at January Board Meeting
- c. Keynote
 - Tom Blaire – TSMO expert for MoDOT
- d. Student Competition
 - No students have applied.
 - Nikhila has been emailing schools.
 - Submissions usually com in later.
- e. Technical Tours
 - MoDOT TMC tour
 - Looking for a second option.



f. Best of ITS

- We have 4 submittals

OTHER ITEMS



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

Action Items:

Adjourn – 12:42 PM



**ITS Heartland
Budget January 2022 to December 2022
Ending November 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	\$30,330.00	\$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	\$4.36	(\$45.64)	
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	\$84,751.50	(\$25,009.40)	

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	\$40,499.67	\$546.23	
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	ITS Travel, NRITS Travel, Other mtgs	\$2,500.00	\$2,499.68	\$0.32	
Support for ITSA State Chapter Travel	\$750.00	ITS 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	\$131,005.86	(\$21,244.96)	(\$21,244.96) OK if equal

Bank Account Activity FY 2022	Balance 1-1-22	Deposits/Transfers	Withdrawals/Transfers	Balance 11-30-22
Checking	\$8,828.15	\$88,400.57	\$92,941.06	\$4,287.66
Savings	\$55,103.55	\$82,100.93	\$123,814.80	\$13,389.68
Bank Account Totals	\$63,931.70	\$170,501.50	\$216,755.86	\$17,677.34
			Total of All Accounts =	\$17,677.34

November 2022 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
MNW Sept Invoice	11/15/2022		\$1,812.45	Checking	y	MNW Costs
Interest	11/30/2022	\$0.02		Checking	y	Interest
Sub-Total Checking Account		\$0.02	\$1,812.45	Checking		
SAVINGS:						
MNW Oct Invoice	11/29/2022		\$1,620.49	Savings	y	MNW Costs
Interest	11/30/2022	\$0.12		Savings	y	Interest
Sub-Total Savings Account		\$0.12	\$1,620.49	Savings		
Totals		\$0.14	\$3,432.94			

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	\$ 30,330.00	Stabilized
B	Annual Meeting	MNW Post Event Report	Annualized	\$ 67,050.00	Finished
C	Miscellaneous	Treasurer's Report	Calendar Year	\$496.50	Stabilized

Subtotal Revenue \$ 97,876.50

Expenses					
Code	Item	Source	Type	Actuals	
W	Meeting Northwest Contract	MNW Invoice/Projection	Calendar Year	\$ 36,016.97	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 \$ 104,780.63

Annual Loss (Ant.) \$ (6,904.13)



ITS Heartland Draft 2023 Budget

Version Date: December 13, 2022



Revenue	Budget (January 1 - December 31, 2023)	
	Budget Amount	Comments
Membership Dues	\$36,150.00	
State	\$22,500.00	MO, KS, NE, IA - \$5000, OK - \$2500
Corp./Public Group (5 members)	\$11,250.00	45 @ \$250
Individual Public	\$900.00	15 @ \$60
Individual Private	\$1,500.00	20 @ \$75
Annual Meeting	\$86,650.00	
Bronze Sponsors	\$1,650.00	3 @ \$550
Silver Sponsors	\$1,100.00	1 @ \$1100
Gold Sponsors	\$4,400.00	2 @ \$2200
Bronze Sponsor-Vendor Combo	\$10,450.00	11 @ \$950
Silver Sponsor-Vendor Combo	\$8,100.00	6 @ \$1350
Gold Sponsor-Vendor Combo	\$7,200.00	3 @ \$2400
Vendors	\$7,150.00	13 @ \$550
Vendor - End Cap Member	\$4,000.00	4 @ \$1000
Vendor - End Cap Non-Member	\$1,500.00	1 @ \$1500
Vendor - Vehicle Member	\$2,000.00	2 @ \$1000
Vendor - Vehicle Non-Member	\$0.00	0 @ \$1500
Vendor Non-Member	\$4,125.00	5 @ \$825
Vendor Bronze-Sponsor Non-Member	\$1,350.00	1 @ \$1350
Vendor Silver-Sponsor Non-Member	\$0.00	0 @ \$1900
Vendor Gold-Sponsor Non-Member	\$0.00	0 @ \$3000
Registrant Member	\$12,500.00	50 @ \$250
Late Registrant Member	\$5,500.00	20 @ \$275
Registrant Non-Member	\$5,250.00	15 @ \$350
Late Registrant Non-Member	\$5,625.00	15 @ \$375
On-Site Member	\$2,250.00	5 @ \$450
On-Site Non-Member	\$2,500.00	5 @ \$500
State Employees, Students, Speakers	\$0.00	60, 5, 30 @ \$0
ITSA Rebate	\$100.00	
Interest Earned on Investment	\$20.00	
Miscellaneous	\$0.00	
Total	\$122,920.00	
Expenses	Budget (January 1 - December 31, 2023)	
	Budget Amount	Comments
Administrative Contract	\$37,545.40	MNW, Website, Direct Costs for Meeting
ITS America Chapter Dues	\$500.00	ITSA Chapter Dues - Due by Dec (typ)
Annual Meeting Center Rental Fee	\$12,337.15	Fee for Conference (separate from hotel)
Annual Meeting Food & Beverage	\$40,354.30	Convention Center food costs
Annual Meeting Audio Visual	\$11,429.98	AV technology/management fees (no hybrid)
Annual Meeting Operations/Set-up	\$4,442.40	Guest Services, Cleaning, Comm/Electrical
Annual Meeting Pipe/Drape	\$2,646.00	Booths and hall preparation
Annual Meeting Lanyards/Cups	\$962.50	Lanyards for Attendees and Coffee Cups
Tour Transportation & Photographer	\$800.00	Annual Meeting supplementals
Welcome Reception (food, bev, rent)	\$0.00	Use free Embassy Suites Happy Hour
Vendor Prizes/Speaker Handouts	\$650.00	Reception Gift Cards, Prizes, Speaker
Bank Fees - Savings & CD	\$15.00	Checks, fees, etc.
Insurance	\$800.00	Board Insurance - Due Sept (typ)
President's Discretionary Funds	\$2,500.00	ITSA Travel, NRITS Travel, Other mtgs
Support for ITSA State Chapter Travel	\$750.00	ITSA Support for Chapter Vice Chair
Student Outreach	\$2,500.00	2022 Prize/Activity Fund/Contest Support
Miscellaneous Expense	\$300.00	Board meeting lunch + misc.
Anticipated Operating Margin	\$4,387.27	For Future Unforeseen Expenses
Total	\$122,920.00	

Type	Quantity	Old Price	Extended	NEW Price	Extended	
State (NE, IA, KS, MO)	4	\$ 4,000.00	\$ 16,000.00	\$ 5,000.00	\$ 20,000.00	125%
State (OK)	1	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	125%
Business	45	\$ 200.00	\$ 9,000.00	\$ 250.00	\$ 11,250.00	125%
Individual Public	15	\$ 50.00	\$ 750.00	\$ 60.00	\$ 900.00	120%
Individual Private	20	\$ 60.00	\$ 1,200.00	\$ 75.00	\$ 1,500.00	125%
Bronze Sponsors	3	\$ 500.00	\$ 1,500.00	\$ 550.00	\$ 1,650.00	110%
Silver Sponsors	1	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	110%
Gold Sponsors	2	\$ 2,000.00	\$ 4,000.00	\$ 2,200.00	\$ 4,400.00	110%
Bronze Sponsor-Vendor Combo	11	\$ 850.00	\$ 9,350.00	\$ 950.00	\$ 10,450.00	112%
Silver Sponsor-Vendor Combo	6	\$ 1,250.00	\$ 7,500.00	\$ 1,350.00	\$ 8,100.00	108%
Gold Sponsor-Vendor Combo	3	\$ 2,250.00	\$ 6,750.00	\$ 2,400.00	\$ 7,200.00	107%
Vendors	13	\$ 500.00	\$ 6,500.00	\$ 550.00	\$ 7,150.00	110%
Vendor - End Cap Member	4	\$ 900.00	\$ 3,600.00	\$ 1,000.00	\$ 4,000.00	111%
Vendor - End Cap Non-Member	1	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00	107%
Vendor - Vehicle Member	2	\$ 900.00	\$ 1,800.00	\$ 1,000.00	\$ 2,000.00	111%
Vendor - Vehicle Non-Member	0	\$ 1,400.00	\$ -	\$ 1,500.00	\$ -	107%
Vendor Non-Member	5	\$ 750.00	\$ 3,750.00	\$ 825.00	\$ 4,125.00	110%
Vendor Bronze-Sponsor Non-Member	1	\$ 1,250.00	\$ 1,250.00	\$ 1,350.00	\$ 1,350.00	108%
Vendor Silver-Sponsor Non-Member	0	\$ 1,750.00	\$ -	\$ 1,900.00	\$ -	109%
Vendor Gold-Sponsor Non-Member	0	\$ 2,750.00	\$ -	\$ 3,000.00	\$ -	109%
Registrant Member	50	\$ 200.00	\$ 10,000.00	\$ 250.00	\$ 12,500.00	125%
Late Registrant Member	20	\$ 225.00	\$ 4,500.00	\$ 275.00	\$ 5,500.00	122%
Registrant Non-Member	15	\$ 275.00	\$ 4,125.00	\$ 350.00	\$ 5,250.00	127%
Late Registrant Non-Member	15	\$ 300.00	\$ 4,500.00	\$ 375.00	\$ 5,625.00	125%
On-Site Member	5	\$ 375.00	\$ 1,875.00	\$ 450.00	\$ 2,250.00	120%
On-Site Non-Member	5	\$ 400.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00	125%
State Employees, Students, Speakers	95	\$ -	\$ -	\$ -	\$ -	
			\$ 104,350.00		\$ 122,800.00	118%

Add \$ 18,450.00