



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 4/11/23, 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 (February and March)

Motion: *Alex W.*

2nd: Meredith E.

None opposed

2. Treasurer's Report (November)

a. See attached

b. Mostly deposits from sponsorships and registration for the annual meeting. Once we get to June, we will have a better understanding of how our financial situation is (trending normal).

c. Approval of March Treasurer's Report:

Motion: *Matt B.*

2nd: Alex W.

None opposed

3. Communication Report

a. Nothing much to update.

b. Adam is posting regular social media posts and would like the board to share when possible.

c. Consider uploading meeting minutes to TEAMS Share site.

d. Sheri H. – Is TEAMS available to everyone?

- She cannot see it.

- Adam sent an initial invite through email and will send Sheri H. a new invite

- Meredith E., you may need to open Office 365 through your web browser.

- Alex W. will forward the board his "tips and tricks" of TEAMS through email.

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.



4. New board elections

- a. Voting open through April 21
- b. Gen K. will send the ballot through the Heartland site.
 - We only have 45 member votes to date, but Gen K. is concerned that the ballot may be getting caught in spam folders.

5. 2023 Meeting Update

- a. Last year everyone registered early, this year has been a steady flow of registration.
- b. Gen K. has some social media graphics she plans to send to vendors and speakers.
- c. We still have some sponsorship opportunities open.

Best of ITS

Alex W. would like to meet Thursday and needs a 3rd scorer (Nikhila G. offered to fill the spot).

Speakers

Everyone has reached out to speakers.

Gen K. will be sending out a "How to Moderate", but get with her for questions.

Weekly Coordination Meetings

Gen K. will set up weekly meetings on Thursdays at 10:30am for an hour as needed from now until the meeting.

Monday

We have "Big Data Symposium at 1pm and then the Board Meeting at 4pm.

6. State Dues

- a. Iowa is concerned they did not budget enough for the new state dues amount.
 - They will pay the previous amount this year and pay the new amount starting next year.

6. 2025 Meeting

- a. Sheri H. – Are we open to moving it to the Fall?
 - If we avoid MoVITE, it seems doable.
 - Previously the ITSH meeting was held during spring break.
 - World Congress is in September of 2025 in Atlanta, Georgia (21st to 25th)
 - Gen collecting information on Wichita vs Overland Park for both Spring and Fall options.
 - MoVITE is also in discussions to transition to 1 meeting per year.



6. ITSA updates

- a. Not much to update.
- b. ITSA is bringing on a “Speaker Manager”.
 - We can request an in-person speaker every other year starting in 2024.
- c. General Question: Does chapter membership give you ITSA membership if registering for the annual conference?
 - Answer: No, they are two separate memberships.

OTHER ITEMS

1. None



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

Action Items:

Adjourn – 12:52 PM



**ITS Heartland
Budget January 2023 to December 2023
Ending March 31, 2023**



| Revenue | Budget (January 1 - December 31, 2023) | | Actual (January 1 - December 31, 2023) | | | Quantity |
|-------------------------------------|--|-----------------------------|--|--------------------|----------------------|----------------|
| | Budget Amount | Comments | Budget Amount | Actual Income | Variance | |
| Membership Dues | \$38,650.00 | | \$38,650.00 | \$26,915.00 | (\$11,735.00) | |
| State | \$25,000.00 | MO, KS, NE, IA, OK - \$5000 | \$25,000.00 | \$20,000.00 | (\$5,000.00) | OK, MO, KS, NE |
| Corp./Public Group (5 members) | \$11,250.00 | 45 @ \$250 | \$11,250.00 | \$6,000.00 | (\$5,250.00) | 24 |
| Individual Public | \$900.00 | 15 @ \$60 | \$900.00 | \$240.00 | (\$660.00) | 4 |
| Individual Private | \$1,500.00 | 20 @ \$75 | \$1,500.00 | \$675.00 | (\$825.00) | 9 |
| Annual Meeting | \$86,650.00 | | \$86,650.00 | \$31,550.00 | (\$55,100.00) | |
| Bronze Sponsors | \$1,650.00 | 3 @ \$550 | \$1,650.00 | \$3,300.00 | \$1,650.00 | 6 |
| Silver Sponsors | \$1,100.00 | 1 @ \$1100 | \$1,100.00 | \$2,200.00 | \$1,100.00 | 2 |
| Gold Sponsors | \$4,400.00 | 2 @ \$2200 | \$4,400.00 | \$4,400.00 | \$0.00 | 2 |
| Bronze Sponsor-Vendor Combo | \$10,450.00 | 11 @ \$950 | \$10,450.00 | \$2,850.00 | (\$7,600.00) | 3 |
| Silver Sponsor-Vendor Combo | \$8,100.00 | 6 @ \$1350 | \$8,100.00 | \$4,050.00 | (\$4,050.00) | 3 |
| Gold Sponsor-Vendor Combo | \$7,200.00 | 3 @ \$2400 | \$7,200.00 | \$3,050.00 | (\$4,150.00) | 1 |
| Vendors | \$7,150.00 | 13 @ \$550 | \$7,150.00 | \$4,950.00 | (\$2,200.00) | 9 |
| Vendor - End Cap Member | \$4,000.00 | 4 @ \$1000 | \$4,000.00 | \$0.00 | (\$4,000.00) | |
| Vendor - End Cap Non-Member | \$1,500.00 | 1 @ \$1500 | \$1,500.00 | \$0.00 | (\$1,500.00) | |
| Vendor - Vehicle Member | \$2,000.00 | 2 @ \$1000 | \$2,000.00 | \$0.00 | (\$2,000.00) | |
| Vendor - Vehicle Non-Member | \$0.00 | 0 @ \$1500 | \$0.00 | \$0.00 | \$0.00 | |
| Vendor Non-Member | \$4,125.00 | 5 @ \$825 | \$4,125.00 | \$1,650.00 | (\$2,475.00) | 2 |
| Vendor Bronze-Sponsor Non-Member | \$1,350.00 | 1 @ \$1350 | \$1,350.00 | \$0.00 | (\$1,350.00) | |
| Vendor Silver-Sponsor Non-Member | \$0.00 | 0 @ \$1900 | \$0.00 | \$0.00 | \$0.00 | |
| Vendor Gold-Sponsor Non-Member | \$0.00 | 0 @ \$3000 | \$0.00 | \$0.00 | \$0.00 | |
| Registrant Member | \$12,500.00 | 50 @ \$250 | \$12,500.00 | \$4,750.00 | (\$7,750.00) | 19 |
| Late Registrant Member | \$5,500.00 | 20 @ \$275 | \$5,500.00 | \$0.00 | (\$5,500.00) | |
| Registrant Non-Member | \$5,250.00 | 15 @ \$350 | \$5,250.00 | \$350.00 | (\$4,900.00) | 1 |
| Late Registrant Non-Member | \$5,625.00 | 15 @ \$375 | \$5,625.00 | \$0.00 | (\$5,625.00) | |
| On-Site Member | \$2,250.00 | 5 @ \$450 | \$2,250.00 | \$0.00 | (\$2,250.00) | |
| On-Site Non-Member | \$2,500.00 | 5 @ \$500 | \$2,500.00 | \$0.00 | (\$2,500.00) | |
| State Employees, Students, Speakers | \$0.00 | 60, 5, 30 @ \$0 | \$0.00 | \$0.00 | \$0.00 | |
| ITSA Rebate | \$100.00 | | \$100.00 | \$0.00 | (\$100.00) | |
| Interest Earned on Checking/Savings | \$20.00 | | \$20.00 | \$12.83 | (\$7.17) | |
| Funding from Reserves | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| Miscellaneous | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| Total | \$125,420.00 | | \$125,420.00 | \$58,477.83 | (\$66,942.17) | |

| Expenses | Budget (January 1 - December 31, 2023) | | Actual (January 1 - December 31, 2023) | | | Comment |
|---------------------------------------|--|---|--|-------------------|---------------------|-------------|
| | Budget Amount | Comments | Budget Amount | Actual Expenses | Variance | |
| Administrative Contract | \$37,545.40 | MNW, Website, Direct Costs for Meeting | \$37,545.40 | \$5,400.09 | \$32,145.31 | |
| ITS America Chapter Dues | \$500.00 | ITS Chapter Dues - Due by Dec (typ) | \$500.00 | \$0.00 | \$500.00 | |
| Annual Meeting Center Rental Fee | \$12,337.15 | Fee for Conference (separate from hotel) | \$12,337.15 | \$0.00 | \$12,337.15 | |
| Annual Meeting Food & Beverage | \$40,354.30 | Convention Center food costs | \$40,354.30 | \$0.00 | \$40,354.30 | |
| Annual Meeting Audio Visual | \$11,429.98 | AV technology/management fees (no hybrid) | \$11,429.98 | \$0.00 | \$11,429.98 | |
| Annual Meeting Operations/Set-up | \$4,442.40 | Guest Services, Cleaning, Comm/Electrical | \$4,442.40 | \$0.00 | \$4,442.40 | |
| Annual Meeting Pipe/Drape | \$2,646.00 | Booths and hall preparation | \$2,646.00 | \$0.00 | \$2,646.00 | |
| Annual Meeting Lanyards/Cups | \$962.50 | Lanyards for Attendees and Coffee Cups | \$962.50 | \$0.00 | \$962.50 | |
| Tour Transportation & Photographer | \$800.00 | Annual Meeting supplementals | \$800.00 | \$0.00 | \$800.00 | |
| Welcome Reception (food, bev, rent) | \$0.00 | Use free Embassy Suites Happy Hour | \$0.00 | \$0.00 | \$0.00 | |
| Vendor Prizes/Speaker Handouts | \$650.00 | Reception Gift Cards, Prizes, Speaker | \$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 | \$0.00 | \$2,500.00 | |
| Support for ITSA State Chapter Travel | \$750.00 | ITSA Support for Chapter Vice Chair | \$750.00 | \$0.00 | \$750.00 | |
| Student Outreach | \$2,500.00 | 2022 Prize/Activity Fund/Contest Support | \$2,500.00 | \$0.00 | \$2,500.00 | |
| Miscellaneous Expense | \$300.00 | Board meeting lunch + misc. | \$300.00 | \$28.00 | \$272.00 | |
| Anticipated Operating Margin | \$6,887.27 | For Future Unforeseen Expenses | \$6,887.27 | \$0.00 | \$6,887.27 | |
| Total | \$125,420.00 | | \$125,420.00 | \$5,428.09 | \$119,991.91 | OK if equal |

| Bank Account Activity FY 2023 | Balance 1-1-23 | Deposits/Transfers | Withdrawals/Transfers | Balance 3-31-23 |
|-------------------------------|--------------------|--------------------|--------------------------------|--------------------|
| Checking | \$4,287.67 | \$150.03 | \$1,101.33 | \$3,336.37 |
| Savings | \$13,589.79 | \$58,327.80 | \$4,326.76 | \$67,590.83 |
| Bank Account Totals | \$17,877.46 | \$58,477.83 | \$5,428.09 | \$70,927.20 |
| | | | Total of All Accounts = | \$70,927.20 |

| March 2023 Bank Activity: | | | | | | |
|----------------------------|-----------|--------------------|-------------------|------------|------------------|----------------|
| Detail: | Date: | Deposits: | Withdrawals: | Acct. Type | Acctd for Above? | Reason |
| CHECKING: | | | | | | |
| Sponsorship | 3/8/2023 | \$150.00 | | Checking | y | Sponsor for AM |
| Interest | 3/31/2023 | \$0.01 | | Checking | y | Interest |
| Sub-Total Checking Account | | \$150.01 | \$0.00 | Checking | | |
| SAVINGS: | | | | | | |
| MNW | 3/14/2023 | | \$2,111.23 | Savings | y | MNW |
| Deposit | 3/15/2023 | \$17,795.00 | | Savings | y | AM Deposit |
| Interest | 3/31/2023 | \$12.39 | | Savings | y | Interest |
| Sub-Total Savings Account | | \$17,807.39 | \$2,111.23 | Savings | | |
| Totals | | \$17,957.40 | \$2,111.23 | | | |

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