



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 5/1/23, 4:00-5:00

Location: In Person and MS Teams

Topic: ITSH BOD Coordination

Facilitators: **Jamie Rana, Genevieve Kulaski**

TOPICS

Roll Call

1. Approval of Meeting Minutes (April)

Motion: *Alex W.* 2nd: Meredith E. None opposed

2. Treasurer's Report (April)

- See attached
- General expenses for scholarships, speaker gifts, and deposits for sponsorship.
- Approval of March Treasurer's Report:

Motion: *Matt M.* 2nd: Meredith E. None opposed

3. Communication Report

- Nothing much to update.
- Will work with Gen K. to clean up email database.

4. New board elections

a.

Consultant Sector Director #2

Tyler: 39
Andy: 33
Other: 3

Academic Sector Director #2

Anuj: 42
Nikhila: 31
Other: 1

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.
- **Damian S.**
- **Tim F.**
- **Brian D.**
- **Jessica S.**
- **Anuj S.**



5. 2025 Meeting Update

- a. For fall,
 - Wichita has the most available.
 - Overland Park will increase rates in the near future.
- b. Overall, spaces are comparable.
- c. Wichita does not have in house food, we would need to cater.
- d. As a board, we need to decide on a location soon.
- e. MoVITE looking at spring meeting, fall makes sense for ITSH.
- f. General Board Vote on Location:

Wichita	6
Overland Park	8
- g. We will add a poll for Spring/Fall and Wichita/Overland Park to the Opening session at the annual meeting.

6. 2023 Meeting – Des Moines – Fall 2023

- a. This will be an in person meeting (with a MS Teams option) to review the hotel.

OTHER ITEMS

- 1. Cornhole Tournament – sign up with someone new, meet someone.
- 2. Vendor showcase – Collin D. will pass the mic around, about 30 seconds per person.

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

Action Items:

Adjourn – 4:52 PM



**ITS Heartland
Budget January 2023 to December 2023
Ending April 30, 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	\$34,175.00	(\$4,475.00)	
State	\$25,000.00	MO, KS, NE, IA, OK - \$5000	\$25,000.00	\$25,000.00	\$0.00	IA, OK, MO, KS, NE
Corp./Public Group (5 members)	\$11,250.00	45 @ \$250	\$11,250.00	\$7,750.00	(\$3,500.00)	31
Individual Public	\$900.00	15 @ \$60	\$900.00	\$600.00	(\$300.00)	10
Individual Private	\$1,500.00	20 @ \$75	\$1,500.00	\$825.00	(\$675.00)	11
Annual Meeting	\$86,650.00		\$86,650.00	\$53,450.00	(\$33,200.00)	
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	\$4,750.00	(\$5,700.00)	5
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	\$7,150.00	\$0.00	13
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	\$4,950.00	\$825.00	6
Vendor Bronze-Sponsor Non-Member	\$1,350.00	1 @ \$1350	\$1,350.00	\$1,350.00	\$0.00	1
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	\$11,250.00	(\$1,250.00)	45
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	\$7,000.00	\$1,750.00	20
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	\$25.04	\$5.04	
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	\$87,650.04	(\$37,769.96)	

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	\$13,750.79	\$23,794.61	
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	\$25,444.42	\$14,909.88	2 STL Deposits
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	\$605.20	\$44.80	
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	2023 Prize/Activity Fund/Contest Support	\$2,500.00	\$2,500.00	\$0.00	
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	\$42,328.41	\$83,091.59	OK if equal

Bank Account Activity FY 2023	Balance 1-1-23	Deposits/Transfers	Withdrawals/Transfers	Balance 4-30-23
Checking	\$4,287.67	\$30,150.09	\$29,650.95	\$4,786.81
Savings	\$13,589.79	\$87,499.95	\$42,677.46	\$58,412.28
Bank Account Totals	\$17,877.46	\$117,650.04	\$72,328.41	\$63,199.09
			Total of All Accounts =	\$63,199.09

April 2023 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Transfer	4/12/2023	\$30,000.00		Checking	y	Transfer
Convention Center Deposit STL/STC	4/24/2023		\$25,444.42	Checking	y	Deposit for AM
Speaker Gifts	4/25/2023		\$605.20	Checking	y	AM
Scholarships for AM	4/25/2023		\$2,500.00	Checking	y	Sponsor for AM
Interest	4/28/2023	\$0.06		Checking	y	Interest
Sub-Total Checking Account		\$30,000.06	\$28,549.62	Checking		
SAVINGS:						
Transfer	4/12/2023		\$30,000.00	Savings	y	Transfer
Deposit	4/13/2023	\$29,160.00		Savings	y	AM Reg/Sponsors
MNW February	4/17/2023		\$3,384.68	Savings	y	MNW
MNW March	4/19/2023		\$4,966.02	Savings	y	MNW
Interest	4/28/2023	\$12.15		Savings	y	Interest
Sub-Total Savings Account		\$29,172.15	\$38,350.70	Savings		
Totals		\$59,172.21	\$66,900.32			

Matthew T. McLaughlin, Treasurer ITS Heartland