



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 9/12/23, 12:00-1:00

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: Austin Yates, Kelsey Farago

TOPICS

Roll Call

1. General Discussion

- a. We need to make a decision on 2025 in Overland Park and our approach moving forward.
 - We discussed the paradox of convention centers. Our group has grown so popular that we've become a victim of our own success because we've outgrown hotel venues with typical meeting rooms.
 - The required square footage, specifically for vendors, means we need to seek convention center venues, which are considerably more expensive. At the risk of reducing the problem to a false dichotomy, we seem to have two solutions: cap attendance to allow us to seek hotel venues or raise the cost of attendance in order to cover the cost of convention center venues.
 - The group discussed the pros and cons of each approach and the general feeling was against capping attendance. Since our 2024 and 2025 meetings already have venues, this problem does not require immediate solutions but the board should keep this topic at the front of our minds.
- b. We also discussed harmonizing with MOVITE. MOVITE has two meetings per year and shares a large portion of ITSH's base. The board was supportive of continuing discussions with the MOVITE

Attendees: (**BOLD** = present)

- **Austin Yates, President**
- **Lonnie Burklund, Past President**
- **Shari Hilliard, Vice President**
- Lee Baer, Secretary
- Matt McLaughlin, Treasurer
- **Meredith Emory, Consultant Dir.1**
- **Tyler Wiles, Consultant Dir.2**
- **Henry Brown, Academic Dir.1**
- **Anuj Sharma, Academic Dir.2**
- Adam Gleason, Comm. Dir.
- **Collin Dyer, Vendor Dir.**
- **Mark Van Dyke, IA State Dir.**
- **Shivraj Patil, KS State Dir.**
- **Jamie Rana, MO State Dir.**
- **Jessica Sherwood, NE State Dir.**
- **Alan Stevenson, OK State Dir.**
- **Brian Nevins, FHWA Rep.**



board for opportunities to share. Meredith Emory is also on the MOVITE board and is in a unique position to facilitate these discussions.

OTHER ITEMS

1. None



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

Action Items:

Adjourn



ITS Heartland Budget January 2023 to December 2023 Ending August 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	\$38,465.00	(\$185.00)	
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	\$11,275.00	\$25.00	44
Individual Public	\$900.00	15 @ \$60	\$900.00	\$840.00	(\$60.00)	14
Individual Private	\$1,500.00	20 @ \$75	\$1,500.00	\$1,350.00	(\$150.00)	18
Annual Meeting	\$86,650.00		\$86,650.00	\$74,775.00	(\$11,875.00)	
Bronze Sponsors	\$1,650.00	3 @ \$550	\$1,650.00	\$3,850.00	\$2,200.00	7
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	\$8,800.00	\$1,650.00	16
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	\$6,600.00	\$2,475.00	8
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	\$16,250.00	\$3,750.00	65
Late Registrant Member	\$5,500.00	20 @ \$275	\$5,500.00	\$4,125.00	(\$1,375.00)	15
Registrant Non-Member	\$5,250.00	15 @ \$350	\$5,250.00	\$10,150.00	\$4,900.00	29
Late Registrant Non-Member	\$5,625.00	15 @ \$375	\$5,625.00	\$3,750.00	(\$1,875.00)	10
On-Site Member	\$2,250.00	5 @ \$450	\$2,250.00	\$450.00	(\$1,800.00)	1
On-Site Non-Member	\$2,500.00	5 @ \$500	\$2,500.00	\$1,000.00	(\$1,500.00)	2
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	\$29.21	\$9.21	
Funding from Reserves	\$0.00		\$0.00	\$0.00	\$0.00	
Miscellaneous	\$0.00		\$0.00	\$3,086.34	\$3,086.34	
Total	\$125,420.00		\$125,420.00	\$116,355.55	(\$9,064.45)	

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	\$40,400.37	(\$2,854.97)	
ITS America Chapter Dues	\$500.00	ITS America Chapter Dues - Due by Dec (typ)	\$500.00	\$500.00	\$0.00	
Annual Meeting Center Rental Fee	\$12,337.15	Fee for Conference (separate from hotel)	\$12,337.15	\$12,485.00	(\$127.85)	
Annual Meeting Food & Beverage	\$40,354.30	Convention Center food costs	\$40,354.30	\$18,434.27	\$21,920.03	2 STL Deposits 2022 (\$22k)
Annual Meeting Audio Visual	\$11,429.98	AV technology/management fees (no hybrid)	\$11,429.98	\$14,947.79	(\$3,517.81)	\$3.5k over in AV
Annual Meeting Operations/Set-up	\$4,442.40	Guest Services, Cleaning, Comm/Electrical	\$4,442.40	\$9,909.66	(\$5,467.26)	\$2k sec /\$3.5k power (over)
Annual Meeting Pipe/Drape	\$2,646.00	Booths and hall preparation	\$2,646.00	\$2,500.00	\$146.00	
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	\$102,290.29	\$23,129.71	OK if equal

Bank Account Activity FY 2023	Balance 1-1-23	Deposits/Transfers	Withdrawals/Transfers	Balance 8-31-23
Checking	\$4,287.67	\$75,150.39	\$62,963.25	\$16,474.81
Savings	\$13,589.79	\$116,205.24	\$114,327.04	\$15,467.99
Bank Account Totals	\$17,877.46	\$191,355.63	\$177,290.29	\$31,942.80
			Total of All Accounts =	\$31,942.80

August 2023 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
ITS America	8/14/2023		\$500.00	Checking	y	ITS America
Interest	8/31/2023	\$0.07		Checking	y	Interest
Sub-Total Checking Account		\$0.07	\$500.00	Checking		
SAVINGS:						
MNW May and June	8/4/2023		\$13,508.45	Savings	y	MNW
Interest	8/31/2023	\$0.71		Savings	y	Interest
Sub-Total Savings Account		\$0.71	\$13,508.45	Savings		
Totals		\$0.78	\$14,008.45			

Matthew T. McLaughlin, Treasurer ITS Heartland