



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 10/17/23, 12:00-1:00

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: Austin Yates, Kelsey Farago

TOPICS

Roll Call

1. General Discussion

- a. September meeting minutes deferred to November.

2. Treasurer Report

- a. Draft budget at November meeting.
- b. September report attached.

3. Abstracts/Speakers

- a. We need board members to request submit and push submittals from peers.
- b. Austin Y. is still looking for a keynote speaker,
 - Looking local and at ITS America, possibly also FHWA.
 - ITS America may submit a virtual speech, but it should be short.

4. MOVITE / ITS Heartland Combined Meeting

- a. Austin Y. met with the MOVITE board members to discuss what a combined meeting would look like.
- b. MOVITE works on a smaller time frame and they are getting pressure to move to one meeting a year, not two.
- c. The earliest combined meeting would be in 2026.
- d. Shari H., we have had combined meetings in the past.

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.



OTHER ITEMS

- a. Shari H. wanted to know if we have asked for abstracts yet?
 1. Kelsey F. – We are only requesting on the website at the time of the meeting, but anticipate an email blast the following week requesting abstracts from members.
- b. Shari H. would like to schedule and executive board meeting to discuss our future Meetings NW contract.
 2. Austin Y. – Will coordinate.

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

Action Items:

- Austin Y. – Look into past meetings and how the profit/cost were broken down due to the difference in conference size and typical locations.
- Austin Y. – Austin to send Shari H. the signed sexual harassment paperwork.

Adjourn – 12:30 PM



**ITS Heartland
Budget January 2023 to December 2023
Ending September 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	\$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	\$29.89	\$9.89	
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	\$116,356.23	(\$9,063.77)	

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	\$41,998.37	(\$3,852.97)	
ITS America Chapter Dues	\$500.00	ITS 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	\$103,288.29	\$22,131.71	OK if equal

Bank Account Activity FY 2023	Balance 1-1-23	Deposits/Transfers	Withdrawals/Transfers	Balance 9-30-23
Checking	\$4,287.67	\$75,150.45	\$62,963.25	\$16,474.87
Savings	\$13,589.79	\$116,205.86	\$115,325.04	\$14,470.61
Bank Account Totals	\$17,877.46	\$191,356.31	\$178,288.29	\$30,945.48
			Total of All Accounts =	\$30,945.48

September 2023 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Interest	9/29/2023	\$0.06		Checking	y	Interest
Sub-Total Checking Account		\$0.06	\$0.00	Checking		
SAVINGS:						
MNW July	9/22/2023		\$998.00	Savings	y	MNW
Interest	9/29/2023	\$0.62		Savings	y	Interest
Sub-Total Savings Account		\$0.62	\$998.00	Savings		
Totals		\$0.68	\$998.00			

Matthew T. McLaughlin, Treasurer ITS Heartland