



MEETING MINUTES

ITSH Board of Directors Meeting

Date/Time: 1/13/23, 12:00-1:00

Location: Remote (MS Teams)

Topic: ITSH BOD Coordination

Facilitators: Austin Yates, Kelsey Farago, Traci Ulberg

TOPICS

Roll Call

1. November and December Meeting Minutes

- a. Motion to Approve: Mark V. 2nd: Lee B. None Opposed

2. Treasurer Report

- a. Attached
b. Roughly \$13,000 loss for 2023

3. Meetings NW Contract

- a. Shari H. – Are we signed yet?
No, we usually do it at this meeting.
Austin Y. will set up an executive meeting to discuss the contract.

4. Abstracts

- a. We are up to 17 submissions.
b. Kelsey F. posted on TEAMS.
c. Kelsey F. will send timeline to Committee.
d. Lonnie B. and Henry B. will help.

5. Keynote

- a. Iowa DOT Director
- Austin Y. will reach out.
- Kelsey F. will look at the agenda time from last year for time (lunch, welcoming).
- Tyler W. – Can we tie technology into safety for a Keynote?

Attendees: (**BOLD** = present)

- **Austin Yates, President**
- **Lonnie Burkland, 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.**



- Opening/Keynote spot is still currently open.

6. Student Comp.

- a. Alan S. and Tyler W. volunteer to judge, will likely need a third.
- b. Kelsey F. has not solicited yet.

7. Technical Tours

- a. Jim Dickenson's facility is an option.
- b. TMC in Ankeny is an option (13 minutes away).
- c. Tyler W., Mark V., and Austin Y. will help coordinate.
- d. Austin would like one destination with two time slots (morning/afternoon).

8. Trainings

- a. Monday Morning/Afternoon, would like to do afternoon only.
- b. Centered around Fiber/Communication, but Kelsey F. will forward ideas.

9. Monday Social

- a. Typically not sponsored, we could add this as part of a gold sponsorship.
- b. No option at the hotel.
- c. Mark V. and Meredith E. will help coordinate.

10. Vendor Reception

- a. Collin D., Adam G., and Tyler W. to coordinate.
- b. Will we do a Cornhole Tournament again?
 - General discussion about "should we do it again?"
 - Cornhole boards are hard to find enough of them.
 - We could do Family Feud/Jeopardy/Mobile games
 - Jeopardy was agreed on.

11. MOVITE Update

- a. They are getting pressure to change to one meeting per year.
- b. ITSH board will continue to discuss any partnering.
- c. ITS Minnesota is also interested in a joint meeting.

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

Action Items:

Kelsey F. will send out timelines for committees.

Adjourn – 12:58 PM



**ITS Heartland
Budget January 2023 to December 2023
Ending December 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	\$38,600.00	(\$50.00)	
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	\$900.00	\$0.00	15
Individual Private	\$1,500.00	20 @ \$75	\$1,500.00	\$1,425.00	(\$75.00)	19
Annual Meeting	\$86,650.00		\$86,650.00	\$77,175.00	(\$9,475.00)	
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	\$6,800.00	\$2,400.00	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	\$31.27	\$11.27	
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	\$118,892.61	(\$6,527.39)	

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	\$44,230.17	(\$6,684.77)	
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	\$23,434.27	\$16,920.03	2 STL Daps (\$22k)/\$5k OP
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	\$880.00	(\$80.00)	
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	\$112,000.09	\$13,419.91	OK if equal

Bank Account Activity FY 2023	Balance 1-1-23	Deposits/Transfers	Withdrawals/Transfers	Balance 12-31-23
Checking	\$4,287.67	\$77,550.67	\$62,963.25	\$18,875.09
Savings	\$13,589.79	\$116,341.94	\$124,036.84	\$5,894.89
Bank Account Totals	\$17,877.46	\$193,892.61	\$187,000.09	\$24,769.98
			Total of All Accounts =	\$24,769.98

December 2023 Bank Activity:						
Detail:	Date:	Deposits:	Withdrawals:	Acct. Type	Acctd for Above?	Reason
CHECKING:						
Interest	12/29/2023	\$0.08		Checking	y	Interest
Sub-Total Checking Account		\$0.08	\$0.00	Checking		
SAVINGS:						
Interest	12/29/2023	\$0.25		Savings	y	Interest
Sub-Total Savings Account		\$0.25	\$0.00	Savings		
Totals		\$0.33	\$0.00			

Matthew T. McLaughlin, Treasurer ITS Heartland



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Sub-Total Savings Account		\$0.25	\$0.00	Savings		
Totals		\$0.33	\$0.00			

Matthew T. McLaughlin, Treasurer ITS Heartland