

Ohio Section ITE Board Meeting Agenda
10:00 AM, January 27, 2006
Buckeye Hall of Fame Cafe, Columbus

- 1) Call to Order The meeting began at approximately 10 am.
- 2) President - Julia Sprauer
 - a) Minutes approval
 - i) Outgoing Board Meeting – Dec. 20, 2005 Resolved question about mailbox keys. Steve Welk is still waiting on info from Todd for the draft letter to International regarding PTOE hosting. With these clarifications, the minutes were approved.
 - ii) Transitional Board Meeting – Dec. 20, 2005 Change “Wilkie” to “Sprauer” under Person Responsible for 2006 Theme. With this clarification, the minutes were approved.
 - b) Section Annual Report This has not yet been started. Is there a form to follow? Steve needs to still do this. One is needed for protocol and another for award. We believe this is due in April.
 - c) 2006 Theme - IgnITE Your Career The meeting announcements will say how many credits the event will be worth so that folks can just place it in their files once they attend. Julia will go to the website to see what meets the criteria. The credits will be based on the hours of the meeting. There was a concern about events with student presenters not qualifying. 500 fliers were printed, 300 for dues notices and 200 for agency meetings, etc. There is one correction to the flier: The date for OTEC needs to be corrected to read Wednesday October 25th. This will be corrected in the next revision. (Board members attending this meeting took a few each to hand out at other meetings.)
 - d) ITE pin quote \$2.60 each for 100. Original order was \$1.84 each for 350. There was a concern about the additional cost. Doug Bender noted that he had received a few back in the mail and the pins were damaged, so he is not sure they are mailing well. It was decided that it would be good to make the investment to have them for a while to pass out (new members, etc). Julia is to order more.
 - e) Name badge order to Doug Blegan
 - i) Julia Sprauer, 2006 President
 - ii) Doug Bender, Executive Board Doug will check, but doesn't think he needs one.
 - iii) ? Julia will check with Committee folks today. Larry needs a name badge.
 - f) Update Committee Chair contact info
 - g) OTHER: Steve & Julia to send 2005 Activity Report for Ohio to the Board.
- 3) Vice-President - Todd Stanhope
 - a) Meetings
 - i) Friday, Jan. 27, All Committee Meeting, Columbus
 - (1) Attendance 35 registered for the dinner; 1 student speaker (lunch subsidized)
 - (2) Response to sponsor-a-student No response from anyone. Once sponsors come forward the decision of which student(s) get sponsored will be left up to Mark McCord with OSU.
 - ii) Wednesday, Feb. 22, Traffic Signal Operations Report Card, Columbus
 - (1) FHWA, ODOT, APWA participating Met this morning; Angie & Todd met.

- (2) Update from 8:00 AM meeting Couldn't think of anyone to cover detectors for data collection. Steve will think about it.
 - iii) Tuesday, March 14, Joint Meeting with Lake Erie Chapter and U Akron, Akron This date has been set. Still deciding if ok to have dinner and then the presentation or hold the presentation in the afternoon and then have dinner. Maybe consider shorter speaker before and then also a dinner speaker. Julia will see where last years attendees came from.
 - iv) Apr. 27-28, ITE District 3 Meeting, E. Lansing, Michigan Still need to check with Angie.
 - v) June, Section Golf Outing, Columbus The golf course gentleman has called Doug B to see if he wants to set this up. Pete Sours wants to walk around but they have not heard back if he is ok with this or just needs to set a time. There was a concern about going overboard for the skill level attending. There was question about where this task should fall in terms of officer/committee responsible and the prep work placement on the schedule.
 - vi) Tuesday, July 11, Joint Meeting with Kentucky Section, Cincinnati Probably a lunch meeting. This date has been set. Todd may not be able to attend this one.
 - vii) Thursday, Sept. 21, Past Presidents Meeting Has not thought about this one yet.
 - viii) Thursday, Oct. 24, OTEC Gathering, Columbus This will be on Wednesday October 25 now. Still looking for a location.
 - ix) Wednesday, Nov. 8, Annual Meeting, Columbus
 - b) Add District 3 Board members to meeting notice distribution To make sure not conflicting with their events.
 - c) OTHER: Consider an ITS joint meeting in May. Maybe Onstar as a speaker.
 - d) OTHER: Todd needs to send electronic form (Excel) mailing label list to Shirley next week.
- 4) Secretary - Michael Meeks (Emily Willis attending for Michael Meeks)
- a) Meet with agencies (Columbus, ODOT) What is the status?
 - b) OTHER: Need to transfer books asap.
 - c) OTHER: Need to follow up with Mike Meeks on cashing \$699.00 from District 3. District 3 rebate check has been reissued less the stop check payment. (From us to International, typically wrote check into Scholarship Fund.)
- 5) Treasurer - Douglas Bender
- a) Treasurer's Report 2005, 2006 Budgets are not finalized. He has e-mailed but have not received a response.
 - b) Dues Notice Doug needs the software for the dues notices. The bylaw changes are to be mailed out with the notices. Need to include a voter card, envelope, instructions and a redline copy. Does anyone have any pre-dressed envelopes? Considered doing separate mailings, but decided to mail as one to save on postage; however, if dues notices will be another month or longer then separate into two mailings. December is the month that dues notices are to be sent out with the President's letter, per the calendar. Last year they were sent out late June. February 1st is still the deadline to send them out this year.
 - i) President's letter
 - ii) IgnITE Your Career Brochure
 - c) LeeWayne invoice for pins Mike Meeks said that he would take care of this, but another notice has arrived. Perhaps they crossed in the mail. Doug to follow up.

- d) Transfer of checkbook, signature authority Perhaps after lunch today Mike Meeks and Doug can stop into Huntington to sign over the account.
 - e) Purchase second copy of Quick Books? (Stanhope) Maybe have someone do double duty invoices and report. Discussion about obtaining an update to the software and a second copy of the program. It was decided that Doug will look into getting an update of the software only. Doug needs the paperwork, License Number, etc from Mike Meeks in order to complete the update.
 - f) Doug has checks for the PTOE books, but needs the stuff from Mike Meeks with the stamp for the checks.
 - g) Some names have returned from the last mailing. Need to decide if we are going to drop them. It was decided to drop the Wagner Smith retirees and possibly the MS woman who has left.
- 6) Director - Lawrence Creed
- a) Web site management Still in the problem identification stage. Doug is to e-mail the calendar to Larry. Jeremy is the Committee gentleman and Brad is doing the postings to the website. Larry is to work on the following list and Jeremy is to work on the content.
 - i) Progress on removing UC site or pointing it to www.ohioite.org This keeps getting removed but then it comes back.
 - ii) Progress on pointing ITE and ODOT to www.ohioite.org
 - iii) Lake Erie meeting dates posted on Ohio ITE site
 - iv) Add PE/PS Board link
 - v) Add links to IN, MI, KY ITE per District 3 board meeting
 - vi) Meeting summary (board review) Attached to the agenda is Larry's form of the District meeting minutes. It was decided to do with summaries, as he has done, instead of waiting for detailed meeting minutes. He will consistently have Word or PDF files posted to the web. He will then also post the detailed minutes later, when they are distributed.
 - vii) Add newsletter and award recipients Todd will send Larry the award recipient list and roster.
- 7) Past President - Stephen Welk
- a) Membership survey Dick M sent a draft. It is ok to send out but doesn't want to tabulate. Steve will check on the status.
 - b) Bylaws revision
- 8) District 3 Director - Michael Cline
- a) District 3 Board meeting updates
 - b) District 3 Annual Meeting
- 9) COMMITTEES:
- a) Goals for 2006?
 - b) Member needs?
 - c) Activity?
- 10) MEMBERSHIP - Shahzad Ahmed
- a) Membership report No new members.
 - b) Tina Wawszkiewicz, R.D. Zande & Associates Wants to take care of memberships.
- 11) TECHNICAL - Angela Christo

- a) 2006 topic ideas
- 12) PROGRAM - Todd Stanhope Demo the ITE Training Modules with sample slides and do presentations at meetings to advertise for them. Maybe put more money in the Technical Budget; the Training Modules are \$75 each and would count for PDH. Maybe add a Training Module to another tech session – afternoon/evening.
- 13) PUBLIC RELATIONS - Todd Stanhope
- 14) OTEC Liaison - Todd Stanhope
- 15) HOSPITALITY - Valerie Croasmun
 - a) Chair replacement? Valerie is willing to be replaced.
- 16) LEGISLATIVE - Dave Samuelson
 - a) Co chair?
- 17) ROSTER - Katie Ott
 - a) Roster printing schedule for 2006
- 18) UNIFORMITY - Kraig Shrewsberry
- 19) SCHOLARSHIP & STUDENT CHAPTER - Elizabeth Sliemers
 - a) Golf outing in June. Need help? Beth wanted help so thought maybe Pete Sours (suggested by Cline). Need to talk with Beth to see if separate committee is needed or to keep it with Scholarship. There was discussion about adding a task to the Jan/Feb calendar to lock in the location for the golf outing.
 - b) Scholarship application deadline?
- 20) E-Communication - Jeremy Ghent
 - a) Chair?
 - b) Web site content development
 - i) Message board
 - ii) Links
 - iii) Survey
 - c) Review site metrics and report to executive board
 - i) Contact Tech One for instruction on how to access site statistics
 - d) Web site domain renewal \$29.98 for two years. Domain ownership will expire January 2008. Todd is to review the Tech One contract. The domain was already registered but Tech One was saying that they would have it registered. The info needs to be sent to Doug; the registration is to expire in 2008.
- 21) ITS Mid-America Liaison - George Saylor
 - a) ITS America Annual Meeting in Philadelphia, PA May 7-9
 - b) Mid-America updates? Annual meeting?
- 22) LTAP LIASON – Mike Fitch
 - a) Julia needs contact info
- 23) LAKE ERIE CHAPTER President - Kerry Ferrier
 - a) Chapter meetings/activities/membership

- b) Joint meeting profits to go to Chapter
 - c) Chapter financial condition
- 24) POLICY - Stephen Welk
- 25) PUBLICATIONS - Kim Elam
- a) Sorry about missing December newsletter
 - b) Will get newsletter out in February. Anything additional should get to Kim ASAP.
 - c) Is Mike willing to continue printing newsletter? Is Mike Meeks still willing to print the newsletter?
 - d) Ad renewals will go out after February issue.
- 26) NOMINATIONS & AWARDS - John C. Niehaus, P.E.
- a) Committee limited to Past Presidents
 - b) Current members are Jim Bixby, Tom Young, Ray Norris, and John Niehaus
 - c) New members are welcome
 - d) Discuss new award that would go to someone prominent, who has made a significant contribution to transportation in Ohio. This would be an annual award. Support by this Board was already expressed, but they have asked again. The Nomination Committee is to vote between the nominees. There was discussion about having the Executive Committee vote to make sure the award is given in uniformity with the goals and objectives of ITE since it may be given to a non-member of ITE.
- 27) Old Business
- 28) New Business New student chapters. Did we invite any OSU members to the event today? Todd talked with Mark McCord and Ben C. Consider implementing a phone chain.
- 29) Adjourn Voted to adjourn and transfer the treasurer books outside of the Board Meeting. The meeting concluded at approximately 11:50 am.