



BOARD OF DIRECTORS
July 14, 2009 – 1:30 PM
Participants

L. A. Griffin
Tahira Faquir
Jesus Martinez
Mary Hamill
Amr Oloufa
Dale Cody
Anita Vandervalk

Elizabeth Birriel
Charles Wallace
Jay Calhoun
Gregg Letts
Sandy Beck
*Guest

Minutes

- I. Call to Order – L. A. Griffin called the meeting to order at 1:35 p.m. He stated that the meetings were recorded to assist with the meeting minutes.
- II. Action Item
 1. Approve Minutes from Last Month’s Meeting. Jesus Martinez made the motion to approve the June 9, 2009 meeting minutes. Mary Hamill seconded the motion, which carried.
- III. Other Action
- IV. Old Business – There was no old business discussed.
- V. Members’ Concerns – There were no member concerns discussed.
- VI. Standing Committee Reports
 - A. Member Services Committee

Tahira Faquir reported that she would follow up with John Easterling regarding the Membership Survey.

Dr. Lily Elefteriadou is the Chair of the ITS Florida Awards Subcommittee. Tahira will ensure that Dr. Elefteriadou has the necessary information regarding this program. Sandy Beck will assist.

Dale Cody reported that he is working with Mary Hamill and Sandy Beck regarding the website.

B. PCB Committee:

Lunch and Learn Program

- A fourth session is tentatively planned for this summer or early fall in Jacksonville. Pete will be hosting it as part of his Technical Solutions Subcommittee. A topic is yet to be finalized.
- Trey Tillander (FDOT) has provided his approval for a session to be hosted by the TERL in October. The date will be October 7 with a backup date of October 21. This session will discuss the functions of the TERL and provide guidance to our members on getting on the APL, etc. Andy Lucyshyn (PBS&J) is assisting the committee with this session.

PCB Course(s)

Based on the success of this first webinar, additional webinars are planned for later in the year. The results of the member survey will be used to determine which topics are of most interest.

There is one instructor led training planned to occur concurrently with the December annual meeting. A list of PCB survey questions that is part of the ITS Member Survey will also be used to finalize the PCB course topic. Close coordination with the Events Subcommittee is needed.

ITS Technical Solutions Subcommittee

Pete Vega, FDOT plans to hold the third meeting of this subcommittee in July. The Technical Solutions Subcommittee has assisted with the following items in the past month:

- 1) District Four has a deployment that incorporates devices not currently on the APL. The information was forwarded to TERL personnel who are working with District Four to contact the vendors.
- 2) District Three recommended some new devices for ITS deployments. This information was forwarded to TERL who then asked District Three to have the vendor contact them.
- 3) Pinellas County found a problem with the ITS Specifications 17900 through 18108 for the grounding system of traffic signal cabinets. This information was forwarded to Central Office and the technical committee for review and comment.
- 4) Pinellas County found a problem with specification 18204 involving wire mesh in concrete aprons. This information was forwarded to Central Office and the technical committee for review and comment.
- 5) Pinellas County found an issue with specification 783-1.4.2.1 involving db losses. Central Office is looking into it and will revise the specification.

- 6) District Three provided information on a Zero Surge device. This information was provided to TERL who asked that District Three contact the vendor to initiate the application process.

C. Outreach Committee:

Mary Hamill reported that Charlie Wallace will provide the August SunGuide Disseminator article about ITS Florida's support of ITS America's efforts to encourage ITS funding in the new Surface Transportation Act. Mary also suggested that the September article report on the Technical Subcommittee's Progress. She stated that this article will be postponed until a later date per the request of Pete Vega who is chairing the Technical Solutions Subcommittee.

During the month:

- The eNewsletter was sent with a feature article by Gregg Letts on his ITSA Annual Meeting 2009 experience.
- The Web site was updated. Mary suggested that the monthly meeting agenda be placed on the website.
- Flyers were distributed at the IBTTA meeting in Tampa and the ITS Florida exhibit was displayed.

Chester Chandler will follow-up with organizations with TMCs to encourage additional participation in the photo contest.

Mary Hamill recommended mailing one page "Save the Date" flyer for Transpo2010 and World Congress 2011 to District Traffic Operations Engineers (DTOEs) and consultants to post and distribute.

Mary Hamill also recommended pursuing Public Service Announcement (PSA) opportunities in the SunGuide Disseminator, Florida Transportation Monthly, FES magazine and others publications supporting ITS World Congress preparations in Orlando. Charlie Wallace indicated that ITS America is coordinating those activities at this time. It was suggested that ITS Florida link to the ITSA 2011 World Congress website for more information on this conference.

Mary Hamill suggested a "Thank you" for Representative Rich Glorioso for his continuing support. Following discussion, it was determined that Jesus Martinez and Jay Calhoun would speak with him at the FBT/TEAMFL meeting at St. Pete Beach this week.

Mary Hamill complimented Pete Vega on his article in the SunGuide Disseminator.

D. Events Committee

Sandy Beck reported for Ken Jacobs. She described the process for finalizing the location for the August Retreat. It will be held in Pinellas County on August 11-

12, 2009. The Residence Inn has been selected as the hotel at a rate of \$98 per night. This rate is lower than the advertised government rate and significantly lower than the Internet rate. Both the hotel and the county facility have ample parking. Lunch will be planned for Tuesday, August 11th to begin at 11:30 AM. It was suggested and the board agreed that the Board Meeting would start at 1:00 pm. The retreat would follow the board meeting. A detailed workshop agenda is planned and will be distributed following a meeting later this week. As part of the agenda, it is proposed to show the “Transportation Management Center of the Future”. This was a live demonstration at the ITSA / World Conference 2008 in New York City. There is also a video of the Award presentation to ITS Florida at the recent ITSA 2009 Annual Meeting in Washington DC that will be shown.

Sandy and Ken are actively searching for a hotel to host the annual meeting. The Annual Meeting will be held in the Orlando area in December 8-9, 2009. The proposed activities include a Board Meeting, Annual Meeting and Awards Banquet with a PCB training class. We are anticipating at least 50 for the banquet. The Events committee is working with PCB committee to develop the companion course for the annual meeting.

The update on ITS World Congress 2011 by Charlie Wallace was included in the committee report.

- Kevin Thibault has approved a draft organizational chart for the Local Arrangements Subcommittee (LAS).
- The 2011 World Congress (WC) Orlando Organizing Committee (OOC) met by teleconference on July 8, 2009. A business plan has been drafted, and will be made available when it is finalized by the OOC.
- Traditionally, the host state chapter has an invitation-only event during the WC. During an earlier site visit of the various venues in the Orlando area, Charlie and the committee visited Sea World and among others, the Lagoon venue at Discovery Cove. It is a very nice venue for a beach party. The OOC will not use this venue and has given the LAS/ITSFL a green light to proceed forward on the negotiations with Sea World to reserve this “beach” location for our state chapter function. Charlie recommended that ITS Florida consider this and pencil in a date to hold the venue. The events committee will work directly with Michelle Schulte at the convention and visitors bureau. Also, ITSA (Edgar Martinez) will be available to review/negotiate any contracts that ITS Florida will enter into with Sea World. It was suggested that ITS Florida also arrange day passes to the park for families. This is a suggestion at this point with a notice of intent. The tentative date for the event is October 17, 2011 from 6 – 9 pm.

Jesus Martinez suggested the Disney properties and shared his experience with FDOT and EPCOT. Charlie responded that there were other events planned for the other Disney properties such as EPCOT and recommended that Sea World or other venues should be considered.

- The OOC will be meeting in person in Orlando on August 18th. Charlie Wallace and Elizabeth Birriel will be meeting with the OOC.
- ITSA is considering opening the exhibit hall to VIPs and students. This would involve the LAS if they decide to do it.
- The SCC and World Congress chairs have named our own **Jay Calhoun** and ITSTN's Gupta Borra to co-chair a liaison subcommittee of the SCC to the OOC to coordinate SCC/state chapter activities at the WC.
- ITSA has launched an "ITS Congestion Challenge," which is a global challenge to identify innovative ideas for combating transportation congestion (see <http://www.itsa.org/challenge/>). Several chapters have actually joined the challenge. We might want to consider joining as well

Sandy reported on behalf of Jay Calhoun that the contract with the Marriott Sawgrass has been signed. Jay thanked Karen Crawford and Sandy Beck for their efforts to negotiate a good contract. Sandy responded that it was a team effort by Jay Calhoun and Ken Jacobs as well. L. A. Griffin thanked the board for the quick response in June in order to provide approval to the changes in the contract.

E. Management Committee

Anita Vandervalk discussed the recommended changes to the ITS Florida Bylaws. She stated that the committee had spent a great deal of time working on the changes. The area that required the most time related to the title of the Chapter Administrator. It was determined that the title would not be changed at this time due to the current contract. However, a title change for Sandy Beck may be addressed at contract renewal this year.

There was further discussion on why the Chapter Administrator title was added to the Bylaws. Anita responded that it was referenced to clarify that the Chapter Administrator had certain rights and duties. It was confirmed that the Chapter Administrator is an ex-officio, non-voting member of the Board of Directors.

L. A. Griffin urged the board to adopt the revised Bylaws. Charlie Wallace added that in the previous revisions, explanatory comments after each change were included within brackets for the membership to see an explanation of the change. These bracketed comments would be removed when the Bylaws were adopted. Anita agreed to add the explanatory comments. Charlie stated that the dates on the last page would need to be updated. The document would be sent to ITS America for approval and then to the membership for approval.

Anita Vandervalk made the motion to approve the changes to the Bylaws and Tahira Faquir seconded the motion. The Board approved the motion unanimously through a roll call vote, L. A. Griffin or Anita would review the changes for accuracy before submitting to Charlie Wallace. Charlie Wallace will submit the revised Bylaws to ITS America.

F. Advisory Committee

There was no information to report at this time.

VII. Liaison Reports

- A. FBT – The FBT/TEAMFL Transportation Summit has been scheduled for July 15-17th. It will be held at the Tradewinds Resort on St. Pete Beach. Sandy Beck reserved an area for the ITS Florida exhibit and will setup on Wednesday, July 15th.
- B. FTBA – Charlie Wallace reported that there was routine business.
- C. ITS America – Charlie Wallace provided the following via email:
- ITSA has launched an updated website with a new look and feel. One substantive change is that they want it to be the clearinghouse for ITS information. One of the activities they want to do is grab info from the individual state chapters' sites to give broader exposure. ITS Florida along with all other ITS chapters supported this.
 - In a related matter, the SCC has three new committees: Advocacy, Environmental, and Best Practices. They will be planning Webinars in these areas, starting with environmental - specifics will be provided as they are developed.
 - Senator Oberstar is pushing to get a Bill before the current one expires. This is not likely to happen; major obstacles are the HTF going bust, where and how to raise the \$500M that he wants, and getting the attention of the appropriators.
 - There is talk about a 2nd stimulus package, but Speaker Pelosi says they should instead get a new transportation bill.
 - ITSA has launched an "ITS Congestion Challenge," which is a global challenge to identify innovative ideas for combating transportation congestion (see <http://www.itsa.org/challenge/>). Several chapters have actually joined the challenge.
 - The ITSA 2009 Annual Meeting near DC in June had an attendance issue, but it was anticipated and precautions were taken. No specific report has been released at this time.
 - The ITS America Legislative Steering Committee held its kickoff meeting/conference call of on Friday, July 10, from 4:00 – 5:00 p.m. Eastern time. The Legislative Steering Committee will oversee the Congressional and public affairs outreach and priorities conducted as part of ITS America's Campaign for Intelligent Transportation Solutions. Charlie Wallace has previously distributed the various documents that ITSA prepared in support of ITS in the Reauthorization, as well as the early drafts of the legislation.
 - As part of this effort, the Steering Committee will also provide guidance to the Washington Representatives Committee as it works to advance ITS priorities on Capitol Hill and in the Administration. The steering committee currently has eight members, plus ITSA staff, but they expect it to grow. Charlie suggested that the Board of Directors and members encourage their organizations to join. Here are some of the hot buttons (among others) that the administration is pushing: Performance-based planning and livable

communities. ITSA is working with the USDOT to get ITS explicitly mentioned in all applicable areas of the reauthorization.

- The proposed 18-month extension being discussed would simply extend SAFETEA-LU by that amount at the current funding levels. A second bill being pushed would not be an extension per se, but would provide \$7 billion to cover the Highway Trust Fund short-fall that will occur next month.
- D. TEAMFL – No report.
E. FSITE – No report.

VIII. Chapter Administrator's Report

The report was distributed.

IX. Items Pending from This Meeting

1. **Committee Chairs** to submit written reports prior to each board meeting. The next date due is **August 4th** for committee reports to be emailed to the president and administrator. Sandy Beck will distribute to the board.
2. **Elizabeth Birriel** will be the FDOT contact for all FDOT information requests. Requests will be made via telephone and not via email. (Ongoing)
3. **Sandy Beck** will send the draft website policy and procedure to the ITS Florida Board for review. (Pending)
4. **John Easterling** distributed the 2009 member survey to the Board members for review and approval. (Pending)
5. **Tahira Faquir** to prepare the citations and Charlie Wallace will have the plaques prepared for new TMCs in District 1, 4 & 5. (Pending)
6. **Elizabeth Birriel** will find the opportunity to present plaques at stand-alone events. (Pending)
7. **L. A. Griffin** will get a group together for an Orlando presentation of the plaque for District 5. (Pending)
8. **Chester Chandler** will follow-up with correspondence to unpaid members to encourage dues payment and notify each that the company information will be removed from the website August 2009. (Pending)
9. **John Easterling** to setup survey on Zoomerang and send out notice to members to take survey. (Pending)
10. **All:** The revised Bylaws with bracketed explanation of changes will be submitted for ITS America approval by Charlie Wallace. Following approval, the bylaws will be sent to the members for approval through the voting process. (Pending)
11. **Tahira Faquir** will send an announcement to members requesting sponsorship for the 2009 Scholarship program. (Pending)
12. **Tahira Faquir and Mary Hamill** will discuss a Certificate of Appreciation for submission of articles and photos and make recommendation to the Board. (Pending)
13. **Tahira Faquir and Dr. Lily Elefteriadou** will start the process for the ITS Florida Awards. (Pending)
14. **Sandy Beck** will mail a one page "save the date" flyer for Transpo2010 and World Congress 2011 to DTOEs to post and distribute. (Pending)

X. New Business: None

Tahira Faquir made a motion to adjourn the meeting. Dr. Oloufa seconded the motion which carried. The meeting was adjourned at 2:50 p.m.

The next Board meeting will be held **Tuesday, August 11-12 at 1:00 p.m. following the lunch at 11:30 am. The ITS Florida Workshop will follow the board meeting.**