



BOARD OF DIRECTORS
June 9, 2009 – 1:30 PM
Participants

L. A. Griffin
Ken Jacobs
Tahira Faquir
Jesus Martinez
Mary Hamill
Dr. Oloufa

Charles Wallace
Jay Calhoun
Chester Chandler
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. Ken Jacobs made the motion to approve the April 14, 2009 meeting minutes. Jesus Martinez seconded the motion, which carried.
 2. Jay Calhoun, Chair of Transpo2010, recommended that the Board approve the contract between ITS Florida and the Marriott Sawgrass. Sandy Beck provided an overview of the contract and the negotiation process that limits the liquidation liability of ITS Florida. Ken Jacobs made the motion to approve the contract with the Marriott Sawgrass. Jesus Martinez seconded the motion. There was no further discussion. The motion was amended by Ken Jacobs to provide full authority to Sandy Beck to execute the contract with the Marriott Sawgrass. Tahira Faquir seconded the motion which carried unanimously. L. A. Griffin thanked Jay Calhoun, Ken Jacobs, Sandy Beck and Karen Crawford for the negotiations on this contract.
- III. Other Action

L. A. Griffin stated that he changed the heading, Members’ Concerns, to Members’ Comments. He suggested that this item be moved up from number XIII on the agenda to number V. This will provide members the opportunity to comment early in the meeting.
- IV. Old Business

V. Standing Committee Reports

A. Member Services Committee

Tahira Faquir reported that John Easterling has finalized the Survey and has distributed it to the Board for review.

Chester Chandler reported that he has contacted the non-paying members. Tahira stated that Chester is doing a great job and has personally contacted non-paying members to encourage membership renewals.

B. **PCB Committee:**

Jesus reported that the third Lunch and Learn session of the year was held on May 14 at the University of Central Florida as a joint meeting hosted by the Central Florida Transportation Planning Group. Sandy Beck provided notice to members and it was included in the May newsletter. A fourth session is tentatively planned for this summer in Jacksonville. Pete Vega will host this session as part of the Technical Solutions Subcommittee.

Trey Tillander (FDOT) has provided his approval for a session to be hosted by the TERL in October. This session will discuss the functions of the TERL and provide guidance to our members on getting on the Approved Products List (APL).

The first Webinar was held on May 21st and was entitled “Methods and Tools to Evaluate Deployment Alternatives and TMC Operations”. Dr. Mohammed Hadi, FIU Associate Professor, provided the 60 minute course. The course was advertised via e-mail, the Web site calendar and in the May Newsletter. Sandy Beck prepared the notices, secured the Webinar site and trained the assistants and the presenter. The Webinar was well attended with a total 28 attending through ten connections. Attendees were allowed to have multiple participants per connection at one low cost. PDH certificates were issued to the registered participants.

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 to the members.

There will be one instructor led training session planned to occur concurrently with the December annual meeting. The ITS Member Survey will also be used to finalize the PCB course topic.

Pete Vega held the second meeting of the ITS Technical Solutions subcommittee on May 20th. The meeting minutes will be distributed and made available on the ITS Florida Web site when completed. The meeting topics included:

- TERL approval of equipment for the Approved Products List (APL)
- Interest in a Lighting Protection Course

- Use of Bluetooth Technology for traveler information
- A brief discussion on ITS World Congress preparations.

There has been early success in identifying ITS specifications that need revision.

Jesus Martinez represented ITS Florida at the ITS America State Chapters' Meeting on Sunday, May 31st. Charlie Wallace was present via the teleconference and has access to the presentations via an Internet based connection.. Jesus reported on the scholarship program and the three scholarships provided in April, the PCB activities, efforts to educate state legislators on the Road Ranger Program, Transpo2010 and ITS World Congress 2011. Topics of this informative meeting included ITS and the Environment, innovative practices by the ITS Rocky Mountain Chapter and Public-Private Partnerships in the City of Anaheim.

C. Outreach Committee:

Mary Hamill was delighted to report that at the ITS America Annual Meeting, ITS Florida received an Outstanding Chapter Award for its Outreach and Advocacy. Sandy Beck was pleased to represent ITS Florida in accepting this award.

During the month:

- The eNewsletter was sent with a feature article on the recent award
- The Web site was updated
- Flyers were developed and distributed during ITS America promoting Transpo2010 in Jacksonville and the ITS World Congress 2011 in Orlando.

The SunGuide Disseminator article by K. K. Saxena on Lap Hoang was well received and generated a number of positive comments. Sandy Beck will provide an article with photos announcing the ITS Florida award received from ITS America. Gregg Letts will provide an article on the ITS America Annual Meeting experience.

Mary Hamill relayed that K. K. Saxena suggested a byline and photo credit and that Certificates of Appreciation be mailed out. L. A. Griffin suggested that Mary and Tahira discuss this suggestion and come back with a recommendation to the board.

Chester Chandler reported that he had not received any photos from the districts for the Photo Contest. There was discussion on encouraging the TMCs to send in photographs for the contest.

The plaque was presented to the District 2 TMC on June 3rd and was well received.

D. Events Committee

Ken Jacobs described the process of finalizing the location for the August retreat. It will be held in Pinellas County August 11-12, 2009. There are two facilities booked and visits are scheduled to finalize the location. Both have ample parking. Lunch will be planned for Tuesday, August 11th.

The Annual Meeting will be held in the Orlando area in December 2009. The Events Committee is working with PCB Committee to develop a companion course to have with the annual meeting. Sandy and Ken will begin looking for a hotel to host the annual meeting.

The update on ITS World Congress 2011 by Charlie Wallace indicated that Pat McGowan is requesting representation from the State Chapter. Charlie Wallace and Kevin Thibault (FDOT Assistant Secretary) will be the deputy chair and chair respectively of the Local Arrangements Subcommittee (LAS). Charlie requested a volunteer to participate in the Council meetings monthly and the Organizing Committee Meetings.

Jay Calhoun announced that Penny Kamish agreed to be the local arrangement chair for Transpo2010. ITS Georgia has confirmed that it will assist on the program committee.

E. Management Committee

L. A. Griffin stated that the Bylaws modifications were being reviewed by the Management Committee and may be brought to the board in July.

Sandy Beck reported that the Committee Calendar has been completed. Updates may be submitted for the 2009 and 2010 Committee Calendars.

F. Advisory Committee

There was no information to report at this time.

VI. Liaison Reports

- A. FBT – A Transportation Summit has been scheduled for July 15-17th. It will be held at the Tradewinds Resort on St. Pete Beach. Sandy Beck has reserved an area for the ITS Florida exhibit.
- B. FTBA – Charlie Wallace commented on the legislature raid of \$120 million from the trust. There is concern that this may cause Florida to fall out of compliance for the Stimulus Package.
- C. ITS America – No additional report.
- D. TEAMFL – No report.
- E. FSITE – No report.

VII. Chapter Administrator's Report

The report was distributed.

VIII. Members' Concerns

None

IX. Items Pending from This Meeting

1. **Committee Chairs** to submit written reports prior to each board meeting. The next date due is **July 7th** 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. Jesus Martinez will work with Mary Hamill and Sandy Beck to review the draft policy and procedure on Website changes. (Pending)
4. **John Easterling** distributed the 2009 member survey to the Board members for review and approval. (Pending)
5. **Tahira Faquir** to prepare the citation and Charlie Wallace will have the plaques prepared for new TMCs in District 1, 4 & 5. (Pending)
6. **Anita Vandervalk** will prepare an Honor Roll certificate for Mike Akridge. (Pending)
7. **Elizabeth Birriel** to arrange presentation of the certificate to Mike Akridge. (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 July 2009. (Pending)
9. **John Easterling** to setup survey on Zoomerang and send out notice to members to take survey. (Pending)
10. **All:** review of the revised Bylaws and Web site policy completed by the Management Committee in July 2009. (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)

X. New Business: None

The meeting was adjourned at 2:35 p.m.

The next Board meeting will be held **Tuesday, July 14th at 1:30 p.m. via teleconference.**