



**BOARD OF DIRECTORS**  
**May 12, 2009 – 1:30 PM**  
**Participants**

**L. A. Griffin**  
**Tahira Faquir**  
**Jesus Martinez**  
**Mary Hamill**  
**Elizabeth Birriel**  
**Anita Vandervalk**  
**Dr. Oloufa**  
Charles Wallace

Jay Calhoun  
Gregg Letts\*  
Mark Reichert  
Kevin York\*  
Andy Nunez\*  
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. Tahira Faquir made the motion to approve the April 14, 2009 meeting minutes. Elizabeth Birriel seconded the motion, which carried.
- III. Other Action
- IV. Old Business
- V. Standing Committee Reports
  - A. Member Services Committee

Tahira Faquir reported that John Easterling is finalizing the Survey and will distribute to the board for review and approval in the next week.

Patricio Alvarez received his Scholarship Award. The Scholarship Committee has received commitments from PBS&J, Metric, and TransCore (\$500) to sponsor 2009 Scholarships. Tahira will send an announcement to members requesting sponsorship for the 2009 Scholarship program. The position of Scholarship Subcommittee chair is open. Eric Hill has served in this capacity for a number of years. He is willing to serve again should no volunteer step forward. The Scholarship process will begin in September and be awarded in December.

An Outstanding Achievement Award was presented at the Grand Opening of the FIU ITS Lab. Jesus Martinez and Tahira Faquir made that presentation. Jesus will forward the photos to Sandy.

Outstanding Achievement Awards have been approved for the coming District 1 and District 4 (Palm Beach Co.) RTMCs. Tahira Faquir made the motion to add Outstanding Achievement Awards for Districts 2 5 TMCs based on long-term service. Elizabeth Birriel seconded the motion which carried. Charlie Wallace will have the plaque prepared and Elizabeth Birriel will present the District 2 Award at the June 3<sup>rd</sup> (internal) Open House. The dates for Districts 1, 4 and 5 will be determined at a later date.

Chester Chandler has been following up with members that have not renewed this year. It is recommended that correspondence be sent listing the benefits of membership and letting each know that the website will be updated without the organization's information.

**B. PCB Committee:**

Jesus Martinez was pleased with the plaque presented to the FIU ITS lab on May 11<sup>th</sup>. Jesus also discussed the following:

The third Lunch-and-Learn session of the year will be held on May 14 at the University of Central Florida and it is a joint meeting hosted by the Central Florida Transportation Planning Group. The topic will deal with highway capacity. Free pizza will be available to attendees. Notice to the members was sent and it is included in the May Newsletter.

A fourth Lunch-and-Learn session is tentatively planned for June or July in Jacksonville. Pete will be hosting it as part of his Technical Solutions Subcommittee. A topic is yet to be finalized.

Additional sessions are being discussed including one possible session hosted by the TERL in Tallahassee to discuss the functions of their office. Andy Lucyshyn (PBS&J) is assisting the committee with this possible session.

The committee decided to offer the first Webinar on May 21<sup>st</sup> at a cost of \$39. The intent of the low fee is to offset communication charges and provide some positive revenue. The title of the Webinar is "Methods and Tools to Evaluate Deployment Alternatives and TMC Operations". Dr. Mohammed Hadi, FIU Associate Professor, will be providing the 90-minute course. Sandy has prepared the course advertisement and it was included in the May Newsletter. Additional webinars are planned for later in the year depending on the success of the first Webinar and the results of the member survey.

There is at least one instructor-led training session planned to occur concurrently with the December Annual Meeting. A list of PCB survey questions that is part of the ITS Member Survey will be used to finalize the PCB course topics.

**ITS Technical Solutions Subcommittee**

Pete Vega held the first meeting of this subcommittee on April 10th. The meeting minutes have been distributed and will be made available on the ITS Florida Web site. Meeting topics included: 2011 ITS World Congress, TERL and vendor compliance issues, Technological and Equipment Evolution, Expansion of the ITS Program and FDOT Specification Challenges. This subcommittee has had early success in identifying ITS specifications that need revision. Pete has requested that this information be posted on the ITS Florida Web site. Sandy will be assisting with the posting of this information. The next meeting is planned for May 13<sup>th</sup>. Pete also plans to host two Lunch-and-Learn sessions to expose our members to the benefits of this subcommittee.

An article was written for the FDOT May SunGuide<sup>tm</sup> *Disseminator* describing the training plans of the PCB Committee.

### **C. Outreach Committee:**

Mary Hamill provided an overview of the Outreach Committee. She stated the Web site is updated on a regular basis. She requested that members send new content to Sandy Beck so that the information is up to date.

The monthly electronic newsletter is created and distributed to members. Copies of the newsletter are located on the Web site as well.

The ITS Florida articles planned for the SunGuide *Disseminator* are a Profile of Lap Hoang by K. K Saxena for the June issue, and July will be an article with photos on ITS Florida's participation at ITSA's Annual Meeting.

A flyer hand-out has been prepared for the 18th ITS World Congress/ITS America Annual Meeting in Orlando 2011, to be used at this year's ITS America Annual Meeting and other events this summer. The flyer also includes "Save the Date" information on Transpo2010.

Other ITS America outreach for 18th Orlando World Congress includes volunteers in sunglasses and hats or with beach bag/towel standing at key entry/exit points and handing out the flyer.

New branding has been applied to other ITS Florida outreach materials.

The Photo Contest has begun. It will feature the TMCs of Florida. All entries are to be sent to Chester Chandler. Photos and design renderings may be submitted.

Mary Hamill noted Mark Reichert's message concerning the Road Rangers that the ITS Florida message was heard. ITS Florida did a great job in educating the decision makers on the value of the Road Rangers. The budget was written so that there would be a minimum of \$11 million of FDOT funds. Mark stressed that we should continue to speak the message.

#### **D. Events Committee**

The committee reported that after discussion on the August Board Retreat, it is recommended that the Board Meeting and Retreat be held in the Tampa Bay area on August 11-12. Ken Jacobs is making contacts for no-cost locations that can accommodate the events.

It was also recommended that the Annual Meeting be held in the Orlando area in December 2009. Once the location is agreed upon we will start looking for a hotel to host the meeting. 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.

A teleconference to discuss the current proposals for hosting Transpo2010 in Jacksonville was held with Ken Jacobs, Jay Calhoun, Sandy Beck and Karen Crawford. Jay Calhoun reported that of the three locations, the Marriott Sawgrass Golf Resort seems to have the best deal and the most attraction to possible attendees. Negotiations with the Marriott Sawgrass are underway to add language to give us flexibility to drop the commitment for the number of rooms at certain points over the next year and a half to provide some security if the economic downturn continues into 2010. Jay asked if it was still the pleasure of the Board to continue with Transpo2010. The Board direction is to continue to plan while making every effort to limit liability.

The Board provided direction to move forward with securing a booth for ITSA 2010.

Charlie Wallace reported that there is a bus to Capitol Hill on Wednesday afternoon, June 3rd at ITSA 2009. He reminded the Board of the Webcast of the Chapter Strengthening Workshop that will be held on Sunday, May 31<sup>st</sup>.

The update on ITS World Congress 2011 by Charlie Wallace indicated that Kevin Thibault will chair the Local Arrangements Subcommittee (LAS) and that Charlie would be the deputy chair. Additional Subcommittees will be formed and Dale Cody and Mary Hamill have already been asked to participate.

The desire to attend ITS World Congress 2010 was discussed. ITS Florida would like a presence at this event. The question of "How do you support the Korea effort" is under consideration.

#### **E. Management Committee**

Anita Vandervalk requested that Sandy send the Generic Calendar for the Committees for her review.

Anita reported that the Bylaws are undergoing modification and review by the Management Committee.

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 15-17<sup>th</sup>. 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 – No additional information.
- C. ITS America – Charlie Wallace reported that the focus of the Annual Meeting in June will be on the Stimulus Package and Reauthorization. The USDOT Secretary will be the Keynote Speaker. There will be a \$40 per person charge for the Sunday Chapter Strengthening workshop (on site), but each chapter gets one free registration.
- D. TEAMFL – No report.
- E. FSITE – No report.

VII. Chapter Administrator's Report

The report was distributed.

VIII. Members' Concerns

IX. Items Pending from This Meeting

1. **Committee Chairs** to submit written reports prior to each board meeting. The next date due is **June 2nd** for committee reports to be emailed to the president and administrator. Sandy will distribute to the board.
2. **Elizabeth Birriel** will be the FDOT contact for all FDOT information requests. Request 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** is developing a 2009 member survey. (Pending)
5. **Tahira Faquir** to prepare the citation and Charlie Wallace will have the plaques prepared for new TMCs in District 1, 2, 4 & 5. (Pending)
6. **Charlie Wallace** will have the plaque prepared and **Elizabeth Birriel** will present the District 2 Award at the June 3<sup>rd</sup> Open House.
7. **Anita Vandervalk** will prepare an Honor Roll certificate for Mike Akridge. (Pending)
8. **Elizabeth Birriel** to arrange presentation of the certificate to Mike Akridge. (Pending)
9. **Committee Chairs** are requested to submit Generic Calendar entries by end of May 2009. (Pending)
10. **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)

11. **John Easterling** to setup survey on Zoomerang and send out notice to members to take survey. (Pending)
12. **All:** review of the revised Bylaws and Web site policy completed by the Management Committee in June 2009. (Pending)
13. **Tahira Faquir** will send an announcement to members requesting sponsorship for the 2009 Scholarship program. (Pending)

X. New Business: None

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

The next Board meeting will be held **Tuesday, June 9th at 1:30 p.m. via teleconference.**