



Membership Meeting Minutes

December 2, 2008 10:30 – 11:30am

Attendees:

Buchhorn, Lee – ADOT&PF, Highway Data
Christensen, Pete – ADOT&PF, Program Development
Howard, Debbi – ADOT&PF, Transit
Laurie, Robert – ADOT&PF, Program Development
Lilly, Michael – GW Scientific (Boar Member –Vice President)
Marrero, Paul – Wostmann & Associates
Matta, Matthew – ADTO&PF, MS&CVE
Minton, Pam – ADOT&PF, MS&CVE
Moose, Daniel – Alaska ITS
Ottesen, Jeff– ADOT&PF (Board Member–President)
Schijvens, Sander – Wostmann & Associates
Stickel, Jack _ ADOT&PF, Highway Data
Dierckman, Maryann – ADOT&PF, Highway Data
Sullivan, Jill– ADOT&PF (Board Member– Secretary/Treasurer)
Taylor, Eric – ADOT&PF, Transit
Underwood, Vivian – Municipality of Anchorage – Traffic Dept.
Wilber, Lance – Municipality of Anchorage–Traffic Dept. (Board Member)

Total: 17 Members

1) General

This is the third meeting of the membership. The prior meeting was the annual membership meeting held during NRITS 2008 conference in Anchorage, AK.

2) Call to order

In the Presidents temporary absence, the Secretary called to order the 3rd membership meeting of ITS Alaska at 10:30 am on December 2, 2008 originating from Juneau, AK.

3) Introductions/Roll Call

Attendees were asked to introduce themselves.

4) Adoption of Agenda

The agenda was approved with no objection.

5) Adoption of Minutes

The September 5, 2008 meeting minutes were approved with no objections. The Secretary mentioned that minutes are provided on the ITS Alaska website, <http://www.itsalaska.org>.

6) Business-

- a) **Membership Status** - The Secretary reported the status of membership and list of members. Total members include 17 (6 Organizations, 8 Corporate, 3 Individuals).

- b) **Donations** - The Secretary thanked two Corporate members that donated toward the Chapter, GW Scientific (\$300 for IRS Application & \$250 for annual meeting) Campbell Scientific (\$250 for educational purposes)
- c) **ITS Alaska Bulletin** - The Secretary asked for comments or suggestions on the new ITS Alaska Bulletin. The Secretary asked for members to send announcements or information they would like to have posted on the next ITS Alaska bulletin. The next one will be posted in February. Comments or information should be received by January 31.
 - **ACTION:** All Members asked to send Jill Sullivan ideas or information for February issue of the ITS Alaska Bulletin.
- d) **ITS Alaska website** - The Secretary asked for feedback on the website and mentioned the type of information that is available. Debbi Howard mentioned that she would add ITS Alaska link to her website. Paul Marrero offered to allow ITS Alaska to use Kullyworks webinar tool to host future events.
 - **ACTION:** Lance Wilber will provide a high quality MOA logo for the ITS Alaska website.
- e) **Ideas to increase membership** - The Secretary mentioned the Presidents idea of "Brown Bag" meetings (discussion from earlier BOD meeting) where other agencies could present at other agencies' office regarding ITS topics. It was suggested to have representatives from each Alaska Region to help support the "Brown Bag" meetings and line up speakers. The Secretary also mentioned the idea of hosting a training event. It was suggested by the President and the Vice President that this be coincided with upcoming conferences, such as the Alaska Forum on Environment (Mr. Lilly) and the Tribal Technical Assistance Center (TTAC) conference in Kodiak, April 2009 (Mr. Ottesen). The Secretary also mentioned a tri-fold brochure that needs to be developed and asked Pam Minton for support. There was discussion about mass emailing the ITS Bulletin.
 - **ACTION:** Jill Sullivan will look into upcoming conferences and the potential to provide ITS Alaska hosted training.
 - **ACTION:** Jill Sullivan will ask membership on representatives for each Region to help support the "Brown Bag" idea.
 - **ACTION:** Pam Minton will check with Dan Breeden about creating a tri-fold that advertises ITS Alaska.
 - **ACTION:** Lance Wilber will send out the ITS Bulletin to ITE group.

7) News/Announcements

- a) Campbell Scientific - No report. No members from Campbell Scientific were able to attend this meeting.
- b) Open- Daniel Moose, Alaska ITS, announced a project he is working on with the Alaska University Transportation Center-Over Height Detection System. The President, Jeff Ottesen, announced his role and Lance Wilber's role as members on the Transportation & Landuse Subcommittee for the Governor. The next conference may be a potential to host an ITS Alaska training event.

8) Next Meeting

February 25, 2009 10:30 am.

9) Adjourned

Meeting adjourned at 11:00 am.

Minutes submitted by: Jill Sullivan, Secretary/Treasurer