



Intelligent Transport Systems Education Network

ITS-EduNet: Minutes of General Assembly Meeting 2017

Conference Call Meeting

Date: 13<sup>th</sup> December 2017, 0900-1100 GMT

General Assembly Meeting

Chairman: Nicholas Hounsell

Minute Taker: Melanie Hallford

Name	Abbr.	Present	Not Present
Costas Antoniou, TUM	CA	X	
Zuzana Belinova, CTU	ZB	X	
Fritz Busch, TUM	FB	X	
Trond Hovland, ITS Norway	TH		X
Bruno dalla Chiara, POLITO	BdC	X	
Martin Fellendorf, TU Graz	MR		X
Melanie Hallford, TRG	MH	X	
Nick Hounsell, TRG	NH	X	
Jan Lundgren, LIU	JL	X	
Albania Nissan, KTH	AN	X	
Robert Rijavec, TTI	RR	X	
Emil Simeonov, FHTW	ES		X
Jerome Harri, EURECOM	JH	X	
Pavel Hrubes, TTI			X
Tomas Maher, CTU			X

Appendix A: Annual Report 2017 (Finances)

## Agenda

1. Confirm presence of quorum
2. Approval of the agenda
3. Minutes of the 2016 GA
4. Annual report for 2017
  - Activity report
  - Financial report
5. Formal approval of the actions of the Steering Committee
6. Discussion on the future of ITS EduNet, including:
  - Dissolution of the ITS-EduNet Association (Prof Busch)
7. Elections for Chairman, Vice Chairman, Treasurer and Steering Committee
8. Actions for 2018
9. AOB
10. Close of Meeting

	Action Required	Resp. Person	Deadline
NBH apologised for the delay in the start of the meeting and welcomed everyone.			
<b>1. Confirm presence of quorum</b> <ul style="list-style-type: none"> <li>• The presence of quorum required was confirmed.</li> </ul>			
<b>2. Approval of the agenda</b> <ul style="list-style-type: none"> <li>• The Agenda was approved.</li> </ul>			
<b>3. Minutes of the 2016 GA</b> <ul style="list-style-type: none"> <li>• The minutes of the 2016 General Assembly were agreed.</li> <li>• Matters arising: NBH did not contact Khazan Federal University and no contact has been received, nor a 2017 invoice sent to them.</li> <li>• Contact has not been received from ES but it is understood he still supports activities.</li> <li>• FB advised that ES supports activities in other areas.</li> </ul>			
<b>4. Annual report for 2017</b> <ul style="list-style-type: none"> <li>• Activity Report: Most activities in 2017 have been concerned with Administrative and organisational issues related to the network. Following last year's vote to continue the network, we have been considering how this might be achieved, also thanking members from TUM for their continued support of the network until October 1<sup>st</sup> 2017. We have not had any newsletters or courses delivered in 2017 and the website remains hosted at TUM, largely untouched, while we decide on the way forward. BdC has undertaken various actions in 2017, including a number of circulations concerning ITS courses, books, scholarships and a survey to members on their courses and student dissertations, as we still have the option to nominate prizes for best dissertations. BdC also sought views from members on Organisations which we could join and on further thoughts on ways forward.</li> <li>• Financial Report: There is a current balance of 11,896.86€. It is noted that due to payment of invoices for 2017 membership outstanding, the balance is likely to be around 17k€ early next year. FB also recalls one outstanding payment for 2016 membership.</li> </ul>	Outstanding payment for 2016 to be checked.	RR/FB	

<p><b>5. Formal approval of the actions of the Steering Committee</b></p> <ul style="list-style-type: none"> <li>The actions of the Steering Committee were approved.</li> </ul>			
<p><b>6. Discussion on the future of ITS EduNet, including:</b> Proposal for the formal dissolution of the ITS-EduNet as registered Association, while keeping it active as an Academic Network (Prof Busch)</p> <ul style="list-style-type: none"> <li>ITS-EduNet Membership of ECTRI and ETRA was discussed. <ul style="list-style-type: none"> <li>ECTRI – membership is by individual organisations and, depending on size, fees cost €2k-€22k. POLITO (Turin) (paying fee of €10k) and Ljubljana are members.</li> <li>ETRA – currently this has five members which are all organisations, e.g. ECTRI, HUMANIST, etc. No fee is required to be paid. Although this seems very low key it was agreed that membership should be pursued.</li> <li>Possible membership of ERTRAC requires further investigation.</li> </ul> </li> <li>Dissolution of ITS-EduNet as a registered association was discussed. It was agreed by all participants of the General Assembly to dissolve the registered ITS-EduNet association transforming it simply into an academic network.</li> <li>It was proposed that ITS-EduNet finances should be transferred to an appropriate European non-profit making organisation if ITS-EduNet is able to join such an organisation. It is noted that dissolution of the registered association will involve financial costs.</li> <li>It was agreed that the ITS-EduNet network should maintain current memberships, webpage and activities. Each organisation would then manage the finances of any activity they are involved in related to ITS-EduNet (usually self-funded).</li> </ul>	<p>ETRA to be contacted regarding members of ITS-EduNet to ETRA.</p> <p>Formal dissolution of ITS-EduNet to be processed. Members to find out within own organisations status regarding transfer of ITS-EduNet finances.</p>	<p>BdC</p> <p>FB</p> <p>All members</p>	<p>January 2018</p> <p>2018</p> <p>End of 2017</p>
<p><b>7. Elections for Chairman, Vice Chairman, Treasurer and Steering Committee</b></p> <ul style="list-style-type: none"> <li>Although nominations for Chairman were requested, none were received. NH therefore nominated BdC (current Vice Chair) to become Chair. He accepted the nomination and this was supported and agreed by all members participating to the conf-call.</li> <li>NH proposed that CA may become Vice Chair. It is noted that, although CA has no first-hand experience of ITS-EduNet, he was happy with this proposal. This was supported and agreed by all members participating to the conf-call.</li> <li>It was agreed that, due to dissolution of the registered Association, JH should remain as Treasurer in order to be able to sign off formal paperwork which will be required.</li> <li>Steering Committee: <ul style="list-style-type: none"> <li>It was agreed that, due to inactivity of ITS Norway, they should be left out from members of the Steering Committee.</li> <li>FHTW to be contacted to check its involvement in SG and ITS-EduNet.</li> <li>It was agreed that the following should remain as members of the Steering Committee: AN, RR, JL, MF, JH, ZB and FB.</li> </ul> </li> <li>NBH advised that TRG involvement in ITS-EduNet would now be run by Dr Ioannis Kaparias.</li> </ul>	<p>Information regarding changes to appointments to be advised to all.</p> <p>FB to contact ES regarding membership status.</p>	<p>NH</p> <p>FB</p>	<p>End of 2017</p> <p>January 2018</p>

<b>8. Actions for 2018</b> <ul style="list-style-type: none"> <li>As previously discussed and noted.</li> </ul>			
<b>9. AOB</b> <ul style="list-style-type: none"> <li>BdC gave NH thanks for his Chairmanship of ITS-EduNet over the past year.</li> <li>All were reminded of the <a href="#">Mobil-TUM</a> event which is scheduled for 13-14 June 2018.</li> <li>FB advised that he is expecting to retire in September 2018 and will be inviting ITS-EduNet members to his “celebration” event.</li> </ul>			
<b>10. Close of Meeting</b> <ul style="list-style-type: none"> <li>All gave wishes for a Merry Christmas and Happy New Year.</li> </ul>			

## ITS-EduNet Financial Report 2017 (01/2017 – 11/2017)

### Account Balance (giro account and deposit account)

Date	Balance
December 31st, 2016	12,563.06 €
November 30th, 2017	11,896.86 €

### Income 2017

Item	Amount
Full Member Ship Fees (Southhamton 2016)	500.00 €
Associate Member Ship Fees	0.00 €
Interest Rate	0.00 €
<b>Total Income</b>	<b>500.00 €</b>

### Expenditures 2017

Item	Amount
Rent for office 2016	22.18 €
Organization ITS EduNet 2016 by Heather Twaddle	1,050.00 €
Banking Charges	94.02 €
<b>Total Expenditures</b>	<b>1,166.20 €</b>

### Membership Fees not paid

Item	Amount
Membership Fees (2016) not paid yet	500.00 €
Membership Fees (2017) not paid yet	5,500.00 €

### Expenditures not paid

Item	Amount
Registration Internet Domain	15.00 €
Rent for office 2017	22.18 €