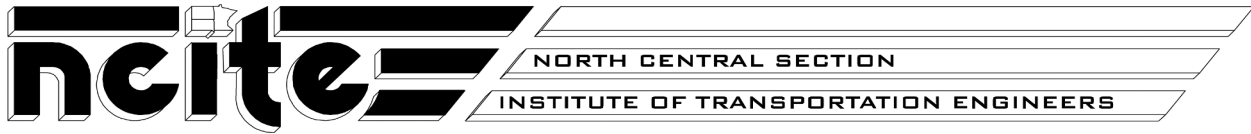


MEETING MINUTES  
 NCITE Executive Board Meeting  
 Thursday, April 12, 2015; 8:30 – 10:30 AM



Location: SRF  
 Host: Scott Poska

<b>Executive Board:</b>	<b>Present</b>	<b>Absent</b>
Katie Schmidt, President	X	
Joe Gustafson, Vice President	X	
Mike Martinez, Secretary	X	
Scott Poska, Treasurer	X	
Derek Nieveen, Director	X	
Kevin Peterson, Director	X	
Kate Miner, Director		X
Mike Anderson, Past President	X	
<b>Guests:</b>		
Nick Ollrich, Membership Chair		

**1. Call Meeting to Order**

Katie called the meeting to order at 8:34 am.

**2. Review Agenda**

The agenda items were reviewed.

**3. Secretary's Report**

Mike M presented the March board meeting minutes. Scott moved to approve, Joe seconded. Motion carried.

**4. Treasurer's Report**

Mike M presented an amended 2014 Year-end Treasurer's report that incorporated the recently received membership dues from 2014. Joe moved to approve, Scott seconded. Motion carried.

Scott presented the February Treasurer's report, which had been tabled at the last meeting in order to identify the amount of recently received membership dues that applied to 2015. Mike M motioned to approve, Joe seconded. Motion carried.

Scott presented the March Treasurer's report. Derek motioned to approve, Kevin seconded. Motion carried.

**5. Committee Updates**

- a. Membership chair Nick Ollrich attended and provided an overview of the initiatives for 2015. The membership directory is being updated, as is the affiliate list. A master list will be provided on the Google cloud. Nick will call those listed on the affiliate list that have not paid to see if they still want to be a member.
- b. Intersection Traffic Control Committee: this months meeting was on FYA controllers, and was a very informative meeting with good discussion that drew in additional attendees.
- c. Pedestrian and Traffic Safety committee: This committee met on April 11, and has added a new co-chair (Natalie Lindsoe, HDR). Additional meetings are planned.

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- d. Geometrics: This committee met two weeks ago and discussed super streets. There were about 10 attendees and additional meetings are planned.

**6. Section Meetings**

- a. March/April: Still hoping to get the TH 610 topic scheduled for April.
- b. May 21: Derek will utilize WSB's conference room to host tom from Ford Motors via video conference.
- c. Joint WTS/NCITE/ITS MN fundraiser is set for June 8 at Tin Wiskers.
- d. Summer social is set to be at Brits Pub July 8.
- e. Annual Meeting brainstorming (continued from last month): Whirly ball in Maple Grove, Curling.

**7. Website Update Discussion**

Mike A will contact Sarah Disney, who had previously mentioned that the IL section had recently or will soon upgrade their website.

The NCITE board stated a goal of the August Board meeting to be able to make a decision on which way to go with the website transition.

**8. Historical Data Archival**

The board reviewed three boxes and a bag of historical documents provided by Tom Campbell. It was decided that meeting minutes, newsletters and chapter position statements will be scanned and archived on multiple media devices, including a DVD and flash drive in the safety deposit box and also on Google cloud.

**9. MWITE Updates**

The Section Activity, Newsletter and Website awards are being judged now. Winners will be presented at the annual meeting.

Our section had one of four nominations, Mike Bittner, for the new Rising Stars award.

Mike Spack and Mike Bittner have been nominated for the MWITE board. They will be on a ballot in May. The winner will serve as the secretary/treasurer in year 1, and rotate through board positions for a total of three years. Mike M moved to make these nominations official, Joe seconded. Motion carried.

**10. Additional Discussion**

Additional discussion centered around the board's quorum. There was consensus that five board members seemed reasonable to conduct an official meeting. However, additional discussion centered over how many total votes would be needed to pass motions. Suggestions included a majority of those attending and 5 total affirmative votes.

**11. Review Monthly Action Items**

The updated list of action items is as follows:

- Board** – Consider section insurance. This will be discussed at future Board meetings pending resolution of the Tax ID # and nonprofit status.
- Board** – Research 1 or 2 other hosting sites.
- Katie** - Ask Jonah to add board members to the technical group Gmail list.

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- Board** – Research/add quorum information to bylaws.
- Katie** – Follow up with contact at Blane curling club
- Mike A** – Contact Sarah Disney regarding the IL section’s experience with a new website host.
- Derek** – Follow up with photo conversion place to get a sense for cost to archive photos.
- Mike A** – Look at MWITE bylaws to see if there is information regarding quorum
- Mike M** – Research if changes to NCITE’s bylaws have to go to a membership vote.

**12. Adjourn**

Kevin motioned to adjourn at 10:06 and Scott seconded the motion. Motion carried unanimously.

**13. Next Meeting**

Thursday, May 7, 2015, 8:30 a.m. to 10:30 a.m. at Carver County.

Respectfully submitted,



Mike Martinez  
2015 NCITE Secretary

May 7, 2015

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Date: