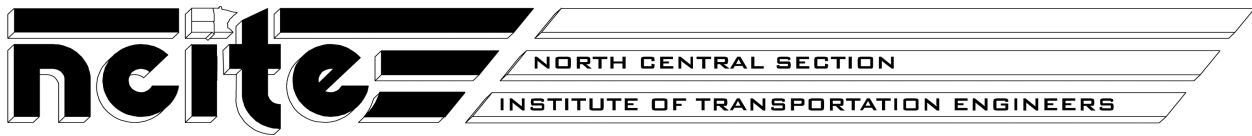


MEETING MINUTES  
 NCITE Executive Board Meeting  
 Thursday, June 11, 2015; 8:30 – 10:30 AM



Location: Iteris  
 Host: Derek Nieveen

| <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>                |                |               |
| None                          |                |               |

**1. Call Meeting to Order**

Katie called the meeting to order at 8:40 am.

**2. Review Agenda**

The agenda items were reviewed.

**3. Secretary's Report**

Mike M presented the May board meeting minutes. Mike A moved to approve as amended, Derek seconded. Motion carried.

Mike M presented the May Section meeting minutes. Derek moved to approve, Joe seconded. Motion carried.

**4. Treasurer's Report**

Katie presented the May Treasurer's report in Scott's absence. Mike M motioned to approve, Mike A seconded. Motion carried.

**5. Committee Updates**

- a. The ITS Committee has a new chair in Durga Panda. They have a meeting on June 2<sup>nd</sup> to discuss technical details of connected vehicles.

**6. Section Meetings**

- a. May Section Meeting: This was a good location. We received good assistance from WSB. No student attendance.
- b. Joint WTS/NCITE/ITS MN fundraiser was on June 8 at Tin Wiskers. This was a fun time. The event made \$1400 in profit. We sold more raffle tickets than last year's and had 50 attendees. The space was appropriate for this event.
- c. Summer social was at Brits Pub on July 8. We have lawn bowling reserved from 5-9. The weather was nice and the food was good. This event attracted individuals who are not regular attendees.

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- d. September Section Meeting will be held at Jax Café. Topic ideas include
    - a. Traffic Management and Logistics of Hazeltine for the 2016 Ryder Cup
    - b. St. Paul bike initiatives
    - c. Cayuga/MnPASS
    - d. Lafayette Bridge
  - e. October Section Meeting. Kevin should reach out to ITSO. If that doesn't work. Mike A should reach out to Josh at Alliant in an attempt to get in touch with the ITSO president.
  - f. Annual Meeting: Site is the Blaine Curling Club. Friday and Saturday nights are open. We are looking at November 13<sup>th</sup>. Could have a buffet in a meeting room.
- 7. Professional Development – Ethics**  
Hennepin County is doing two internal classes in advance of the MN PE requirement. We should check with other groups to see if this is something we want to support.
- 8. MWITE updates**  
We are looking for candidates for 2016-2017 student activities chairs. We suggest that our student activities chairs take on this role.
- The local arrangements committee is still looking for a chair. Derek has said that he is interested in a co-chair role if there is a more experienced chair involved. Mike will contact Bob Green, Tom Campbell and Kristi Sebastian to gauge interest.
- 9. Website Update Discussion**  
Mike will send out an update after talking to WI ITE about their StarChapter experience.
- 10. Historical Data Archive**  
Kate's daughter to help sort. Mike M will then do the scanning.
- 11. Quorum language for bylaws**  
Joe volunteered to put language together for the proposed change.
- 8a. 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.
  - Kevin** – Reach out to ITSO regarding October Section Meeting.
  - Katie** – Send contact info on Blaine Curling Club to Kevin.
  - Joe** – Contact the professional development committee to discuss ethics training
  - Kevin** – Contact WTS to see if they are planning ethics training
  - Derek** – Contact ITS to see if they are planning ethics training
  - Kevin** – Contact Abby about the MWITE student activities role
  - Joe** – Put language together for the proposed change
  - Mike M** – Send out an update after talking to WI ITE about their StarChapter experience

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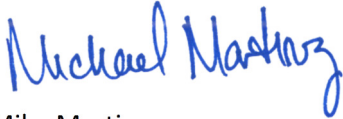
**12. Adjourn**

Mike M motioned to adjourn at 10:40 and Kevin seconded the motion. Motion carried unanimously.

**13. Next Meeting**

Thursday, August 13, 2015, 8:30 a.m. to 10:30 a.m. at SEH.

Respectfully submitted,



Mike Martinez  
2015 NCITE Secretary

August 13, 2015

Date: \_\_\_\_\_