

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



Location: HDR  
 Host: Mike Martinez

<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>		
Dean Chamberlain, Intersection Traffic Control Committee Chair		

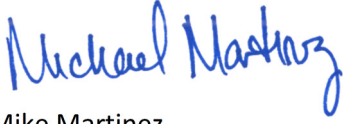
1. **Call Meeting to Order**  
 Katie called the meeting to order at 8:33 am.
2. **Review Agenda**  
 The agenda items were reviewed.
3. **Secretary's Report**  
 Mike M presented the February board meeting minutes. Kevin moved to approve as amended, Scott seconded. Motion carried. Mike M presented the February section meeting minutes. Scott moved to approve as amended, Kevin seconded.
4. **Treasurer's Report**  
 Scott presented the February report. There was discussion on how to account for income recently received from ITE International that includes 2014 and 2015 membership income. Mike M moved to table discussion until Scott can contact Tom Brahms to figure out how much should be applied to 2014 income. Joe seconded.
5. **Committee Updates**
  - a. Intersection Traffic Control Committee Chair, Dean Chamberlain attended and provided an overview of recent and upcoming meeting topics. There have been three meetings so far, and meetings typically occur on the first Wednesday of the month from 8-10 AM. Locations typically vary between Waters Edge and consultants. The committee has a good core number of attendees and remains one of the sections most active committees.
  - b. Katie spoke with Pete Lemke regarding the chair of the Pedestrian and Traffic Safety committee. Pete is willing to stay on this year, but we need to find a co-chair. The committee has not met yet this year, but has plans to meet in April and May.
6. **Section Meetings**
  - a. February: There was consensus that this was a good meeting.

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- b. March/April: Kate reached out to Mark Dierling regarding a TH 610 topic. Details still yet to be confirmed. Venue looks to be Masa Mia at 50<sup>th</sup> & France.
  - c. May: Derek will utilize WSB's conference room to host Tom from Ford Motors via video conference.
  - d. Joint WTS/NCITE/ITS MN fundraiser is set for June 8 at Tin Wiskers.
  - e. Summer social is set to be at Brits Pub July 8.
  - f. Annual Meeting brainstorming: Bryant Lake Bowl, Swedish Institute, Curling, Wild game, another brewery.
7. **Website Update Discussion**  
Derek and Mike attended a Cvent seminar/webinar. Cvent focuses on large standalone conferences, and are not geared towards supporting an organization like ours. Mike M reached out to the Wisconsin section for their experience with StarChapter. They were willing to discuss, but wanted to get more experience with StarChapter before providing feedback.
8. **2014 Annual Report/MWITE Section Activities Award**  
Joe presented the draft annual report. The board reviewed the document and the offered suggestions to fill in gaps and for formatting. Joe will submit by March 20th.
9. **MWITE Updates**  
NCITE will host the 2018 MWITE annual meeting without partnering with the Canadian section. We also need 2 nominations for the upcoming MWITE board.
10. **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.
  - Joe** – Request passwords for the new board and committee members from Windmill so they may edit website content.
  - Board** – Research 1 or 2 other hosting sites.
  - Katie** - Ask Jonah to add board members to the technical group Gmail list.
  - Scott** – Contact ITE Int'l to determine the amount of dues to recently received that apply to 2014.
  - Mike M** – Send Scott Tom Brahms contact information.
  - Board** – Research/add quorum information to bylaws.
11. **Adjourn**  
Joe motioned to adjourn at 10:46 and Scott seconded the motion. Motion carried unanimously.
12. **Next Meeting**  
Thursday, April 9, 2015, 8:30 a.m. to 10:30 a.m. at SRF.

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Respectfully submitted,



Mike Martinez  
2015 NCITE Secretary

**April 9, 2015**

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