

MINUTES

NCITE Executive Board Meeting
 Thursday, August 10, 2017 – 8:30-10:30 a.m.
 Location: Alliant
 Host: Abby Rieckman

| Executive Board: | Present | Absent |
|-------------------------------|---------|--------|
| Mike Martinez, President | X | |
| Scott Poska, Vice President | X | |
| Jeff Preston, Secretary | X | |
| Jacob Folkeringa, Treasurer | X | |
| Mark Wagner, Director | X | |
| Abby Rieckman, Director | X | |
| Nick Ollrich, Director | X | |
| Joe Gustafson, Past President | X | |
| Guests: Jackie Nowack, ITSO | | |

1. Call Meeting to Order
Mike M. called the meeting to order at 8:31 am.
2. Review Agenda
The agenda items were reviewed. Documentation Retention Policy added as item 6a.
3. Secretary's Report
Jeff P. presented the June 2017 Board Meeting minutes. A few minor revisions were identified. Abby R. motioned to approve as amended, Jake F. seconded. Motion carried.

Jeff P. presented the July 2017 Board Meeting minutes. No comments. Jake F. motioned to approve, Nick O. seconded. Motion carried.
4. Treasurer's Report
Jake F. presented the final March Section Meeting Summary. No Comments. Joe G. motioned to approve, Nick O. seconded. Motion carried.

Jake F. presented the June 2017 Treasurer's report. No Comments. Joe G. motioned to approve, Scott P. seconded. Motion carried.

Jake F. presented the July 2017 Treasurer's report. No Comments. Mark W. motioned to approve, Nick O. seconded. Motion carried.

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5. Section Meeting

A. Review of Summer Social / Fundraiser (Abby R.)

- More trivia time could have worked to extend activity. One game didn't seem enough.
- Review cost/number of tickets relative to value of prizes. Some people questioned purchasing all the tickets.
- Raffle tickets took a long time to fill out and bled into trivia time. Is there a way to shorten that time?

B. ITE Annual Meeting recap

- Better map of facilities was needed. Difficult to find rooms spread across hotel.
- Issue with mailed materials stuck in customs. This issue should be conveyed to exhibitors.

C. September Section Meeting (Nick O.)

- Meeting set for 9/18 lunch. Cost established at \$15.
- MNDOT staff promoting meeting internally.

D. October Section Meeting (Mark W.)

- Verify ITE National visit to coordinate meeting date.
- Reserve Mississippi Room at UofM.
- Review potential topics: Rhythm (Sioux Falls), Super Bowl Planning

E. Annual Meeting (Mark W.)

- Pinstripes
- Thursday, November 16 target date.
- Coincides with Midwestern District retreat to facilitate District Representatives to attend.
- Check with Joe DeVore regarding necessary AV equipment.
- Save the Date announcement.

6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC) – 6/1 Bike Tour
- Intersection Traffic Control: Does not meet in summer
- Intelligent Transportation System (ITS): June 6 Joint Meeting with ITS MN
- Planning Methods: Last Meeting 5/31
- Pedestrian and Traffic Safety: Last Meeting 4/26
- Geometric Design: Last meeting 4/20

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- Traffic Operations: 7/20 Vendor demo, 8/2 meeting
- SimCap: Next meeting 6/27

6a Document Retention Policy

Jake F. submitted a revised Document Retention Policy for adoption.

Motion – Adopt Policy.

Scott P. motioned to approve, Abby R. seconded. Motion carried.

7. 2018 Ethics Training

- Still waiting to hear from WTS regarding partnership.
- Opportunity to use same person as last session? (Kristine Kubes)
- Research additional options.

8. Affiliate Dues

- Complete 2016 / 2017 Affiliate dues

9. Review Action Items

The updated list of action items is as follows:

- Joe – contact Kate Miner about obtaining sorted newsletters.
- Joe – review Board duties and prepare draft for review.
- Jeff – Add Student Annual Report Stipend policy to drive and website
- Jeff – Add Signature Authority policy to drive and website
- Jeff – Send out Affiliate Section dues
- Mark – Further investigate 2018 Ethics Training
- Mike – Contact Morgan H. regarding new faces from May Section Meeting
- Mike – Organize calendar events on website home page
- Mike – Send out survey from Kristi Sebastian regarding Student Chapter programs
- Mark – Save the Date for Annual Meeting
- Mark – Follow up with Star Chapter regarding native payment portal options
- Mike – Coordinate outreach for September Section Meeting at MNDOT

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10. Adjourn
Scott P. motioned to adjourn at 9:58 a.m. and Joe G. seconded the motion. Motion carried unanimously.
11. Next Meeting
Thursday, September 14, 2017, 3:00 p.m. to 5:00 p.m. at HDR.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: September 13, 2017