

MINUTES

NCITE Executive Board Meeting
 Tuesday, December 14, 2017 – 8:30-10:30 a.m.
 Location: Stantec
 Host: Jeff Preston

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: Tyler Krage (2018 Director)		

1. Call Meeting to Order
Mike M. called the meeting to order at 8:37 a.m.

2. Review Agenda
The agenda items were reviewed. No changes.

3. Secretary's Report
Jeff P. presented the November 2017 Board Meeting minutes. Minor changes were identified. Joe G. motioned to approve as amended, Abby R. seconded. Motion carried.

Jeff P. presented the November 2017 Annual Meeting minutes. A few minor revisions were identified. Scott P. motioned to approve as amended, Mark W. seconded. Motion carried.

4. Treasurer's Report
Jake F. presented the November 2017 Treasurer's report. No changes. Abby R. motioned to approve, Nick O. seconded. Motion carried.

Minutes
NCITE Executive Board Meeting
December 14, 2017

5. Section Meeting
 - A. Annual Meeting recap
 - 64 attendees
 - MWITE Board attendance provided positive feedback. Look to continue this for future.
 - B. January Section Meeting planning
 - Potential dates to line up with Scott McBride availability
 - Present Scott McBride Past President's Award
 - Brainstorm ideas at Director Transition Meeting

6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

 - Young Member Committee (YMC): Tailgate 10/14
 - Intersection Traffic Control: 12/6 Meeting
 - Intelligent Transportation System (ITS): Fall Forum 10/17 – 10/18
 - Planning Methods: Next meeting Jan/Feb 2018
 - Pedestrian and Traffic Safety: 9/21 meeting
 - Geometric Design: 11/21 meeting
 - Traffic Operations: 12/6 meeting
 - SimCap: 11/21 meeting

7. NCITE Financial Support of ITSO hosting Student Leadership Summit
 - Discussion with group included amount of money Board is comfortable to subsidize Student Leadership Summit on a regular basis. Based on cost assumptions, the Board is comfortable with providing a \$1000-\$2000 budget line item in future budgets.
 - More research is recommended and information to be brought before the Board at a future date.

8. ITE Student Chapter Stipend for ITE Student Leadership Summit Attendance
 - Abby R. presented policy language which provides \$150 for ITE Student Chapters with the NCITE Section who attend an ITE Student Leadership Summit, with certain requirements, including a written summary and photographs for inclusion in a future Section Newsletter. The stipend will be available once per calendar year.

Motion to approve Policy 15 as submitted to the Board: Joe G. motioned to approve, Mark W. seconded. Motion carried.

Minutes

NCITE Executive Board Meeting
December 14, 2017

9. Travel Reimbursement Policy related to MWITE Board Transition Meeting

- Mike M. led discussion regarding a proposed policy revision to provide travel reimbursement to the Fall District Retreat for the Section President and Past President. A value of \$250 / person for two people was ultimately agreed upon.
- Additional language is proposed to be revised which prioritizes a single \$750 reimbursement to the ITE Annual Meeting in order of: Section President, then Section Vice President, then Section Past President.
- Mike M. will revise the proposed policy for Board review at the next meeting.
- Board discussed intent of reimbursement and authorizing reimbursement for previous ITE Annual Meeting for President and Past President. Intent of current Policy for reimbursement for both Officers is unclear.

Motion to authorize reimbursement of \$750 for both President and Past President for costs incurred at 2017 ITE Annual Meeting: Jake F. motioned to approve, Abby R. seconded. Motion carried.

10. Application for Affiliate Status

Affiliate application submitted by Jonah Finkelstein for Board's approval.

Scott P. motioned to approve, Nick O. seconded. Motion carried.

11. Nominations for Student Outreach Coordinator

- Abby R. nominated Ann Fanger from Alliant Engineering for Student Outreach Coordinator
- A search is ongoing for a Co-Chair

12. MWITE Advertising pilot project

- Tabled for future meeting

13. MWITE Secretary and District Director Brainstorming

- Potential candidates for MWITE District Director (John Davis currently) – Bob Green, Kristi Sebastian, Mike Bittner, Tom Sohrwiede, Mike Spack, Wayne Sandberg
- Potential candidates for MWITE Treasurer / District Board Member – Nick Erpelding, Scott Poska, JoNette Kuhnau

14. MWITE Revamping process for nominating MWITE District Director

- Midwestern District leadership is considering changing the nomination process for Board and District nominations. Instead of rotating nominations in 12-year cycles, all Sections would be able to fill nominations at 3-year cycles. This would allow all Sections to nominate each cycle to capture top talent when available. More information will be passed along as it becomes available.

Minutes
NCITE Executive Board Meeting
December 14, 2017

15. Year of the Engineer planning (ASCE initiative) May 5th, 2018
- ASCE has a public event at the Science Museum of Minnesota on May 5th, 2018.
 - Opportunity for Outreach
16. Review Action Items
The updated list of action items is as follows:
- Joe – review Board duties and prepare draft for review.
 - Mike – Review email distribution list process for creating/editing on StarChapter.
 - Jeff – Scan remaining paper newsletter information
 - Mike – Update proposed Travel Reimbursement Policy to be consistent with Midwest District Reimbursement Policy.
17. Adjourn
Mark W. motioned to adjourn at 10:37 a.m.
Nick O. seconded the motion. Motion carried unanimously.
18. Next Meeting
Thursday, January 11, 2018, 8:30 a.m. to 10:30 a.m. at the City of Minneapolis.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: January 10, 2018