

MINUTES

NCITE Executive Board Meeting
 Thursday, May 11, 2017 - 8:30-10:30 a.m.
 Location: Metro Transit Office (Crystal)
 Host: Nick Ollrich

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:		

1. Call Meeting to Order
Mike M. called the meeting to order at 8:38 am.
2. Review Agenda
The agenda items were reviewed. Social Media Survey added as item 13a.
3. April 2017 Secretary's Report
Jeff P. presented the April 2017 Board Meeting minutes. A few minor revisions were identified:
Jake F. motioned to approve as amended, Scott P. seconded. Motion carried.
4. April 2017 Treasurer's Report
Jake F. presented the April 2017 Treasurer's report.
Still waiting for final bills for March Section Meeting. Report tabled until cost info is received.

A few minor revisions were identified:
Joe G. motioned to approve as amended, Mark W. seconded. Motion carried.

Minutes
NCITE Executive Board Meeting
May 11, 2017

5. Section Meeting

A. May Section Meeting

- Wednesday, 5/10/2017 at Gasthof
- Successful meeting, working on numbers.

B. June Meeting

- Set for 6/15/2017 – TRB meeting, NCITE luncheon, really a Professional Development opportunity
- Mark W. coordinating with Brian Smalkowski (KHA)
- Three speakers – Robin Hutchinson (City of Minneapolis), Jim McCarthy (FHWA), Jim Rosenow (MNDOT)

C. Summer Social / Fundraiser

- Set for 7/25, Fulton Brewery
- Trivia Mafia as activity

D. Annual Meeting

Ideas:

- | | |
|-----------------------------|---------------------|
| • Pinstripes | • Vine Park Brewery |
| • Indoor Mini Golf | • Whirly Ball |
| • Chaska Curling | • Dave and Busters |
| • Betty Dangers | • Punch Bowl Social |
| • NE Minneapolis (Pinball?) | • Wild Game |
| • Surley | |

6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC) – 6/1 Bike Tour
- Intersection Traffic Control: May Meeting Canceled
- Intelligent Transportation System (ITS): June 6 Joint Meeting with ITS MN
- Planning Methods: Last Meeting 5/3
- Pedestrian and Traffic Safety: Last Meeting 4/26
- Geometric Design: Last meeting 4/20
- Traffic Operations: Last meeting 4/5
- SimCap: Next meeting 6/20

Minutes
NCITE Executive Board Meeting
May 11, 2017

7. Past President's Dinner
 - Past President's dinner set for Thursday, 5/25 at Exchange in New Brighton.
8. Meeting with MNDOT Staff - Update

Mike M. and Scott P. met with Scott McBride, Jay Hietpas, and Sue Porter to discuss strategies to increase MNDOT participation in NCITE.

 - Scott McBride met with senior leadership and conveyed that MNDOT staff is in support of NCITE participation.
9. NCITE Document Retention Policy

Jake F. submitted a draft document retention policy for review by the Board. Comments to be reviewed at the next Board Meeting.
10. Student Chapter Stipend

Abby R. submitted a draft Student Chapter Stipend policy for review by the Board. The policy allows Student Chapters to be given a \$250 stipend after submitting an annual report to the Midwestern District which meets District requirements. (\$250 each for U of M, NDSU, SDSU if completed)

NDSU and ITSO both submitted reports in 2017.

Motion – Approve policy and amend 2017 budget to add \$750 to Student Activities Expense line item.

Scott P. motioned to approve, Joe G. seconded. Motion carried.
11. Section Insurance

Tabled.
12. Speaker Gifts

Board presented options for pad folio speaker gifts. Order of 48 to be made.
13. Professional Development
 - 2017 – Joint TRB / NCITE luncheon on use of HCM
 - 2018 – Ethics training
13. 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
 - Scott – Contact Sara Schmidt regarding approved Affiliate Application
 - Mike – Contact Morgan H. regarding new faces from May Section Meeting
 - Mike – Contact Brian Smalkoski regarding NCITE role in June Meeting
 - Mike – Contact John Crawford regarding previous Treasurer packages. Electronic / Hardcopy?

Minutes
NCITE Executive Board Meeting
May 11, 2017

- Mike – Amend 2017 budget regarding the Student Chapter stipend for Annual Report submittals
- Jake – Prepare updated Document Retention Policy for Board review

14. Adjourn

Joe G. motioned to adjourn at 10:30 a.m. and Scott P. seconded the motion. Motion carried unanimously.

15. Next Meeting

Thursday, June 9, 2017, 3:00 p.m. to 5:00 p.m. at SEH.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: June 9, 2017