

MINUTES

NCITE Executive Board Meeting  
 Tuesday, November 7, 2017 – 8:30-10:30 a.m.  
 Location: City of Minneapolis  
 Host: Scott Poska

Executive Board:	Present	Absent
Mike Martinez, President	X	
Scott Poska, Vice President	X	
Jeff Preston, Secretary	X	
Jacob Folkeringa, Treasurer (Conference Call)	X	
Mark Wagner, Director	X	
Abby Rieckman, Director	X	
Nick Ollrich, Director	X	
Joe Gustafson, Past President	X	
Guests: John Davis (Conference Call)		

1. Call Meeting to Order  
Mike M. called the meeting to order at 8:38 a.m.
2. Review Agenda  
The agenda items were reviewed. The following items were added:
  - 2a: John Davis Report
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  - Reminder of ITE International Board turnover coming.
  - District Board Meeting held.
    - District finances are positive. Most revenue from dues.
  - Strategic Plan / Initiatives for next 3-5 years
    - Membership
    - Technical Knowledge
    - Institutional Stability
  - Next District meeting regarding Strategic Plan proposed for Jan. 2018.
  - Overall membership tracked positive in 2017. (14,450 as of 9/2017)

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- Student Leadership Summit held at Purdue – 120 students
    - Selection criteria for future schools being created.
  - Annual Meeting in Toronto considered a success – approx. 1400 attendance.
  - Minneapolis Annual meeting attendance goal set at 1500.
  - Future Annual Meeting locations (tentative):
    - 2019 – Austin, TX
    - 2020 – New Orleans, LA
    - 2021 – Portland, OR
    - 2022 – Pittsburgh, PA
  - 10<sup>th</sup> Edition Trip Generation Manual for sale on ITE website.
  - Professional Development (ITE)
    - Changes to cost and delivery being looked at by National.
    - Online content added.
  - Certification Board
    - PTOE / PTP tests being updated
    - Safety Certification being offered – Fall 2018
  - Awards
    - Entire awards program being reviewed / revised
  - Nominating Committee
    - Rules changed based on Annual Meeting vote.
    - Mid-February election.
    - 2 VP candidates – Jason Crawford (TX) / Randy McCourt (West)
  - ITE has communicated emphasis goals for 2018 – more information to follow
    - Diversity / Inclusion
    - Brand consistency
  - Section Affiliate status has been removed from the National level. Districts and Sections need to determine how this status is to be handled.
3. Secretary's Report  
Jeff P. presented the October 2017 Board Meeting minutes. No Changes.  
Joe G. motioned to approve, Mark W. seconded. Motion carried.

Jeff P. presented the October 2017 Section Meeting minutes. A few minor revisions were identified.  
Joe G. motioned to approve as amended, Scott P. seconded. Motion carried.

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4. Treasurer's Report

Jake F. presented the October 2017 Treasurer's report. No changes.

- October section meeting and YMC invoicing is not complete.

Joe G. motioned to approve, Abby R. seconded. Motion carried.

5. Section Meeting

A. Annual Meeting (Mark W.)

- Registration at 31 as of 11/9. Directors to verify headcount lead time for venue.
- Plaques done – need to be picked up.
- Need 8 Certificates and Frames.
- "Thank You" cards completed.
- Door prizes collected.
- Mike to circulate Annual Meeting Checklist.

B. Director Transition Meeting

- Scheduled for after Board Meeting at Stantec.
- Scott to provide Agenda.

6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC): Tailgate 10/14
- Intersection Traffic Control: 11/1 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: 10/15 meeting
- SimCap: 11/21 meeting

7. Travel Reimbursement Policy related to MWITE board transition meeting

- Mike M. led a discussion regarding a proposed policy 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.
- Mike M. will draft a proposed policy for Board review at the next meeting.

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8. ASCE "Dream Big" Movie
- Mike M. shared that ASCE is premiering a new movie titled "Dream Big". Discussion whether the Section is interested in participating. Proposed 2018 showing.
  - More information to be shared when it becomes available.

9. Review Action Items

The updated list of action items is as follows:

- Joe – review Board duties and prepare draft for review.
- Mike – Organize calendar events on website home page
- Jeff – Frames for Certificates (Annual Meeting)
- Abby – Create Student Leadership Summit policy for Board review and approval
- Jeff – Send Scott P. link to ITE video
- Mike – Review email distribution list process for creating/editing on StarChapter.
- Jeff – Update Section dues amounts in online policy
- Jeff – Certificates and Frames for Board Members
- Mike – Circulate Annual Meeting checklist
- Jeff – Scan remaining paper newsletter information
- Mike – Create policy revision for MWITE Fall Retreat travel reimbursement for Board Review.

10. Adjourn


Scott P. motioned to adjourn at 10:30 a.m.

Scott P. motioned to approve. Nick O. seconded the motion. Motion carried unanimously.

11. Next Meeting

Thursday, December 14, 2017, 8:30 a.m. to 10:30 a.m. at Stantec. Director Transition Meeting scheduled to follow.

Respectfully submitted,



Jeff Preston  
2017 NCITE Secretary

Date: December 14, 2017