

MINUTES

NCITE Executive Board Meeting
 Friday, October 13, 2017 – 2:30-4:30 p.m.
 Location: Washington County Public Works
 Host: Joe Gustafson

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: Geometric Design Committee - Tom Jantscher (HR Green)		

1. Call Meeting to Order
 Mike M. called the meeting to order at 2:36 pm.
 2. Review Agenda
 The agenda items were reviewed. The following items were added:
 - 8a: NCITE LinkedIn page
 - 8b: Election
 3. Secretary's Report
 Jeff P. presented the September 2017 Board Meeting minutes. A few minor revisions were identified.
 Joe G. motioned to approve as amended, Scott P. seconded. Motion carried.

 Jeff P. presented the September 2017 Section Meeting minutes. A few minor revisions were identified.
 - Meeting had good attendance/participation.
 - MNDOT attendance lacked younger members. Strategies to help bring them in?
 - Discuss opportunities to have more meetings at MNDOT. Potential for 2x per year to provide more opportunities.
- Joe G. motioned to approve as amended, Scott P. seconded. Motion carried.

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4. Treasurer's Report

Jake F. presented the September 2017 Treasurer's report. A few minor revisions were identified. Joe G. motioned to approve, Scott P. seconded. Motion carried.

5. Section Meeting

A. October Section Meeting (Mark W.)

- October 23
- Mississippi Room at U of M. Buffet lunch – provide head count 72 hours prior.
- Tim Burkhardt (HDR) – Connected and Autonomous Vehicles.
- Registration is available.

B. Annual Meeting (Mark W.)

- Pinstripes - Thursday, November 16.
- Coincides with Midwestern District retreat to facilitate District Representatives to attend.
- November 2, numbers needed.
- November 2, send out meeting announcement. (Mark)
- Projector – ask Joe DeVore. (Mark)

Meeting Room reserved from 5-8 p.m. Bowling/Bocce after.

5:00 – Social Hour

6:00 – Dinner

6:45 – Business Meeting

7:45 – Bowling / Bocce

Plaques for Award Winners – Scott

Frames for Certificates – Jeff

Gift Certificates / Thank you cards – Mike

Gifts/ Door prizes (\$500 all gift cards) – Directors

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6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC): Tailgate 10/14
- Intersection Traffic Control: 10/5 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

Review email distribution list process for creating/editing on StarChapter. The current process is cumbersome and difficult to edit. (Mike)

Geometric Design Committee: Tom Jantscher (HR Green)

Tom provided an overview of the committee meetings including topics and attendance. The next meeting will review Roundabout presentation from ITE Annual Meeting in Toronto via video.

Send Scott P. link to ITE video. (Jeff)

7. Young Transportation Award Vote

- Letters of recommendation to Mike for review and vote by Past President Group.

8. Distinguished Member Vote

- Through review of annual membership, the Section bylaws allow an opportunity for nomination of a Distinguished Member.
- A nomination of Steve Manhart for Distinguished Member has been submitted for review by the Board.

Motion: Move to elect Steven Manhart as a Distinguished Member with all privileges entitled by the Bylaws of this Section. If affirmed by 2/3 Board vote, written acceptance shall constitute election.

Moved: Joe G. – Seconded: Scott P.

Motion carries unanimously (Nick O. not present)

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8a. LinkedIn Page

- LinkedIn page is currently active
- Board should find the page and follow / add content
- Board can add as an employee

8a. Election

- 2018 Board candidates (Director, Treasurer, Secretary)
- 2017 Award candidates (Young Transportation Professional, Past President's Award)
- Distinguished Member candidates
- Election Process Schedule

1. Email seeking nominations: 9/15
2. Nominations due: 10/6
3. Draft Election Newsletter due: 10/13
4. Election Newsletter distributed: 10/20
5. Election Open: 10/23
6. Election Closed: 11/10
7. Annual Meeting Announcement: 11/16

Action Item: Send election mailing to members with no email address on file. (Jeff P.)

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 (verify pdf and text)
- Jeff – Add Signature Authority policy to drive and website (verify pdf and text)
- Mike – Organize calendar events on website home page
- Mark – Save the Date for Annual Meeting/Meeting Announcement
- Mark – Verify projector with Joe DeVore (Annual Meeting)
- Scott – Plaques for Award Winners (Annual Meeting)
- Jeff – Frames for Certificates (Annual Meeting)

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- Mike – Gift Certificates / Thank you cards (Annual Meeting)
- Directors – Gifts/ Door prizes (\$500 all gift cards) – (Annual Meeting)
- Abby – Create Student Leadership Summit policy for Board review and approval
- Jeff – Send Scott P. link to ITE video
- Jeff – Send out election via ElectionBuddy
- Jeff – Send election mailing to members with no email address on file
- Mike – Review email distribution list process for creating/editing on StarChapter.

10. Adjourn

Joe G. motioned to adjourn at 4:16 p.m., Scott P. and Abby R. seconded the motion. Motion carried unanimously.

11. Next Meeting

Tuesday, November 6, 2017, 8:30 a.m. to 10:30 a.m. at City of Minneapolis.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: November 6, 2017