



MINUTES

January 2018 Board Meeting
Thursday, January 11th, 2018: 8:30am-10:30am
Location: City of Minneapolis
Host: Scott Poska

Table with 3 columns: Name, Present, Absent. Rows include Executive Board members (Scott Poska, Jeff Preston, Jacob Folkeringa, Kevin Peterson, Mike Fairbanks, Tyler Krage, Natalie Lindsoe, Mike Martinez) and a Guest (Jonah Finkelstein).

- 1. Call Meeting to Order
2. Review Agenda
3. December 2017 Secretary's Report
4. December 2017 Treasurer's Report
5. 2017 Year-End Treasurer's Report
6. Section Meetings
a. January Section Meeting

b. February Section Meeting

Tyler provided an update on the February Section Meeting. The tentative plan is to have the meeting on Tuesday, February 20th, 2018 at Jax Café in Minneapolis. Derek Leuer of MnDOT will be the presenter.

c. March/April Section Meeting

Jacob provided an update on a potential Section Meeting to be held in Duluth. Vic Lund of St. Louis County has expressed interest. Scott noted that it would be helpful to get the University of Minnesota Duluth Student Chapter involved. Jacob, Scott, and Natalie will continue coordinating a potential Section Meeting in Duluth.

7. Committee Updates

Jeff reported that a new email distribution list has been set up including committee chairs and co-chairs, the President, and Vice President. The email address for the distribution list is ncitecommitteechairs@googlegroups.com. There was a discussion whether or not people not on this email distribution list could still send emails to the email distribution list. Jacob will coordinate testing.

Jeff provided updates on the technical committees. He has prepared a list of the current committees, their chair and co-chair, and recent and upcoming meetings. He will share this list with the Board. Jonah will use this list to update the website.

8. Younger Member Committee Update

The Younger Member Committee has expressed interest in establishing a mentorship program. Scott reported that ITE is also looking into this and will provide more info in the future. Jeremy Melquist, the Younger Member Committee Chair needs access to StarChapter. Mike M will grant Jeremy access.

9. Invited Website Coordinator

Jonah Finkelstein reported that website coordination continues to go well. Mike F indicated that NCITE emails get caught in the MnDOT spam filter. Mike F will discuss further with Jonah.

10. 2018 Calendar

Scott presented the 2018 calendar. A few minor comments were provided. Mike M motioned to approve as amended. Tyler seconded. Motion carried.

11. 2018 Budget

Scott presented the 2018 budget. A few minor comments were provided. Scott noted that a policy needs to be updated or put in place for the LeadershipITE stipend. Scott will present an updated 2018 budget at the February 2018 Board Meeting.

12. 2018 Advertising

Jacob provided an update on 2018 advertising. This year advertisers will be able to purchase MWITE with their NCITE advertising for an additional \$100. This money will go to MWITE and will enable the advertiser to have their logo placed on the MWITE website and in the MWITE newsletter. Advertising for the 2018 Student Leadership Summit will take place separately as

there is not enough information available at this time and the 2018 advertising memo needs to be sent out soon.

13. 2018 Board Initiatives

Scott stated that he has started a Google Drive document for 2018 Board initiatives. Board members should add their ideas to the document so they can be discussed at the February 2018 Board Meeting.

14. 2018 Professional Development/Ethics Training

Scott stated that he would like to see NCITE host a professional development event in 2018 or 2019. Jacob noted that this may be better for 2019 as the 2018 ITE Annual Meeting will take place in Minneapolis. Jeff noted that they could work with CTS on this event.

Scott stated that an ethics training should be planned for 2018 to coincide with the renewal of MN PE licenses. Mike indicated that he could follow up with past ethics training presenters for more info.

15. MWITE Secretary and District Director Nominations

Scott reviewed the list of potential MWITE Secretary and Directors. He and Mike M will continue coordinating this process.

16. Review Action Items

The updated list of action items is as follows:

Joe – Review Board duties and prepare draft document for review.

Mike M – Send out instructions for creating/editing an email distribution list on StarChapter.

Jeff – Scan remaining paper newsletters.

Mike M – Update proposed travel reimbursement policy and present to Board for review.

Jacob – Prepare 2017 Year-End Treasurer's Report and present to Board for review.

Jacob – Set up conference call to discuss potential Section Meeting in Duluth.

Jacob – Coordinate testing of committee email distribution list.

Jeff – Send committee list to Board and Jonah.

Jacob – Work with Jonah to update committees on website.

Mike M – Grant Jeremy Melquist access to StarChapter.

Mike F – Investigate MnDOT spam filter catching NCITE emails with Jonah.

Jacob – Finalize and send out 2018 advertising memo.



All – Add 2018 Board initiative ideas to Google document.

Mike M – Follow up with past ethics training presenter for more information.

17. Adjourn

Kevin motioned to adjourn the meeting at 10:32am. Jeff seconded. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Jacob Folkeringa". The signature is fluid and cursive.

Jacob Folkeringa
2018 Secretary

February 8, 2018