



MINUTES

March 2018 Board Meeting
Thursday, March 8th, 2018: 8:30am-10:30am
Location: SRF
Host: Jacob Folkeringa

Table with 3 columns: Executive Board, Present, Absent. Lists board members and their attendance status.

1. Call Meeting to Order

Scott called the meeting to order at 8:32am.

2. Review Agenda

The agenda was reviewed. The Year of the Engineer was added as item 8.e. The Annual Report was added as item 9.b.

3. February 2018 Secretary's Report

Jacob presented the February Board Meeting Minutes. No comments were provided. Kevin motioned to approve. Tyler seconded. Motion carried.

Jacob presented the February Section Meeting Minutes. No comments were provided. Mike M motioned to approve. Natalie seconded. Motion carried.

4. February 2018 Treasurer's Report

Kevin presented the February 2018 Treasurer's Report. No comments were provided. Jacob motioned to approve. Mike F seconded. Motion carried.

5. Recap February Section Meeting

Tyler provided a summary of the February Section Meeting. Tyler had coordinated that the meeting take place in the upstairs meeting room at Jax Café, but it ended up taking place on the main level. This was less desirable, but the meeting still went very well. Tyler noted that it would be good to review the presentation ahead of time to help keep the meeting on time.

6. Invited Communications Coordinator

Jacob provided an update on the Communications Group:

- Jacob recently submitted award applications for the MWITE and ITE Communication Awards. Mike M will share award applications from 2017 with the Communications Group for future reference.
- Jacob reviewed the 2018 NCITE Communications Plan with the group and highlighted the goals for 2018.
- Jacob indicated that \$5,800 worth of advertising has been purchased. Not many advertisers have purchased the MWITE advertising add-on.
- Jacob brought up the heavy workload for the Communications Coordinator at the beginning of each calendar year due to coordinating advertising and updating the NCITE Communications Plan. The group discussed options and decided to change the advertising schedule so that the advertising memo goes out in the fall of each year and the advertisers are finalized by January.

7. Invited Newsletter Coordinator

Cortney Falero was unable to attend the meeting.

8. Upcoming Meetings

a. Ethics Training

The Ethics Training is scheduled for Thursday, March 15th, 2018 at WSB. Natalie sent out an email indicating that only a few spaces are left, and people must register in advance – they cannot show up at the door. Mike M noted that coordinating with WSB has been very difficult this year and that WTS is having a similar experience. Based on this Mike M recommended looking into other venues (Hiway Federal Credit Union, for example) for future training events.

b. March/April Section Meeting

Scott indicated that there has not been enough traction in the Duluth-area to host an NCITE Section Meeting in Duluth this spring. Vic Lund (St. Louis County) is very interested in this event but has not gathered enough potential attendees. Eil Kwon (University of Minnesota – Duluth) is also interested but cannot commit to any student participation. The Duluth ASCE Section has not shown any interest. Jeff noted that there is an annual Tribes and Transportation Conference held in September each year they may be worth partnering with.

The group discussed possible speakers, speaker topics, and venues for an April Section Meeting. The group settled on a meeting held at MnDOT Waters Edge with Ken Johnson (MnDOT) speaking on the updated Minnesota Temporary Traffic Control Field Manual. Mike F will be the director responsible for this meeting.

c. May Section Meeting

The group discussed possible speakers, speaker topics, and venues for a May Section Meeting. The group settled on a meeting held at Gasthof's or the Black Forest Inn with Todd Clarkowski (MnDOT) speaking on the St. Croix Bridge Loop Trail. The meeting will take place in the afternoon (meeting/presentation beginning at 3:30pm) to encourage people to stay around and socialize for happy hour after the meeting. Natalie will be the Director responsible for this meeting.

d. Summer Social

The group decided that the Summer Social will take place in June to avoid the timeframe of the ITE Annual Meeting. Jeff will look into reserving the meeting room at the Fulton Brewery. The event will include a scholarship fundraiser and some type of entertainment (trivia, for example).

e. Year of the Engineer

Mike M provided an update on the Year of the Engineer. A subcommittee has formed and will be organizing activities to take place at the Science Museum. The Science Museum is also putting together materials to support the event.

9. Committee Updates

a. Technical Committee Updates

Jeff provided updates on the committees. Recent and upcoming committee meeting include:

- Intersection Traffic Control Committee: February 14th – RRFB Discussion (joint meeting with Pedestrian and Traffic Safety Committee)
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- Traffic Operations and Maintenance Discussion Group: March 7th – Traffic Signal Inventories
- Younger Member Committee: March 19th – Poker Night
- Simulation and Capacity Analysis Committee: April 25th

b. Annual Report

Jeff reviewed the 2017 Annual Report with the group.

10. MWITE Updates

Mike M provided MWITE updates:

- There are currently two candidates for the Midwestern District Director position on the ITE Board: Mike Bittner and Kristi Sebastian. There is currently one candidate for the NCITE position on the MWITE Board: Scott Poska.
- A Bylaw change is being considered that would allow all MWITE Sections to nominate candidates for the Midwestern District Director position on the ITE Board at the end of each term. Currently each Section takes turns nominating candidates, resulting in each Section only being able to nominate someone once every twelve years (there are four Sections and the position has a three-year term).
- Jeff and Tyler volunteered to help review MWITE award applications.

11. 2018 Board Initiatives

The group discussed potential Board initiatives for 2018. The following initiatives will be pursued by the Board in 2018. Scott will send out an email with this list to determine next steps and assign responsibilities:

- Professional Development
 - Traffic Engineering Symposium
 - PE Exam Preparation
- Social Media
- Mentorship Program

- New Member Welcome
- Board Duties Documentation
- Section Awards

12. Review Action Items

The updated list of action items is as follows:

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

Jeff – Scan remaining paper newsletters.

Mike M – Distribute 2017 Communications Award applications for future reference.

Mike F – Coordinate April Section Meeting.

Natalie – Coordinate May Section Meeting (need to determine venue).

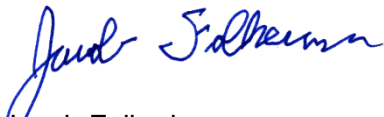
Jeff – Inquire with Fulton regarding meeting room for June Summer Social.

Scott – Send out list of 2018 Board Initiatives and next steps.

13. Adjourn

Mike M motioned to adjourn the meeting at 10:38am. Kevin seconded. Motion carried.

Respectfully submitted,



Jacob Folkeringa
2018 Secretary
April 5, 2018