

MINUTES

NCITE Executive Board Meeting
 Thursday, October 9th, 2014 - 8:30-10:30 a.m.
 Location: Kimley-Horn
 Host: Joe Gustafson (Meeting moved from Washington Co)

Executive Board:	Present	Absent
Mike Anderson, President	X	
Katie Schmidt, Vice President	X	
Joe Gustafson, Secretary	X	
Mike Martinez, Treasurer	X	
Mike Corbett, Director	X	
Ben Hao, Director	X	
Paul Morris, Director	X	
JoNette Kuhnau, Past President	X	
Guests:		
None		

1. Call Meeting to Order

Mike A. called the meeting to order at 8:35am.

2. Review Agenda

The agenda items were reviewed. No agenda items were added.

3. Secretary's Report

Joe G presented the September Section Meeting minutes. Several minor corrections were noted, including fixing the speaker name on the header and also the spelling of one of the speaker names, and the date on the header of the following pages. JoNette motioned to approve as amended, Paul seconded. Motion carried.

Joe G presented the September Board Meeting minutes. Several corrections were identified as needed. Mike M motioned to approve as amended, Katie seconded. Motion carried.

4. Treasurer's Report

Mike M. presented the September treasurer's report. ITE International was contacted, we're told the first distribution for dues should come to us mid-October. Two typos were identified in column headers. Ben motioned to approve as amended, Joe seconded. Approved as amended.

5. Committee Updates

No updates were noted.

Minutes
NCITE Executive Board Meeting
October 9th, 2014

6. Section Meetings

- a) September Section Meeting was held at Jax Café to hear about the new Vikings stadium and surrounding improvements. There were 53 attendees, a few students. Breakfast cost went up a little. It was noted that there were numerous presenters and presenters aren't charged to attend, so that may have affected the cost numbers.
- b) October Section Meeting is scheduled for Coffman Memorial Union at the U of M. The speakers will be Katie Roth and Christina Morrison regarding Bus Rapid Transit projects. The notice for the meeting will go out ASAP. The board discussed the need to tidy up the NCITE/ITSO registration and sign-in process because that affects our reimbursement. We should encourage pre-registration for students by saying it means a guaranteed lunch and seat, while walk-ups might not have that guarantee.
- c) Annual Meeting is scheduled for November 19th at Flat Earth Brewery. We are on the Ace High (casino vendor) list too but need to secure it with a deposit. 6 casino tables are planned. The board discussed how to handle the beer tasting wristbands, prize formats, catering options, and schedule for the evening. Announcement needs to go out right away following the October section meeting. Target admission cost for the annual meeting is still \$40/person. Joe G is responsible for bringing board certificates and frames.

7. Election & Awards

The board discussed recruiting candidates for director and treasurer. Several potential candidates were discussed. A committee of 3 Past Presidents needs to be convened for award nominations for the Young Transportation Professional of the Year and Past President's Award. We will need to advertise for nominations for these awards, nominations are needed by the end of October. Election needs to run at least 3 weeks, ending at the Annual Meeting.

8. NCITE Symposium

It had been suggested to switch the NCITE Symposium to biennial rather than annual, and maybe sync it with the P.E. renewal deadlines. Doing it annually helps the logistics go smoothly. Might now have a bigger pool of attendees now that firms seem to be hiring graduates again. The board recommended keeping the Symposium annual for now.

9. Membership Dues List

The Dues list was discussed for members who have not paid for their Jan-Dec 2014 dues.

10. Tax ID Application Update

Mike M passed around a draft letter to ITE International asking for direction/assistance with the tax ID issue. Send Mike any comments within the week.

11. ITE Leadership Program Update

It was noted that there is one interested candidate.

12. Review Monthly Action Items

The updated list of action items is as follows:

- Board** – Consider section insurance. This will be discussed at future Board meetings and considered for the 2015 Budget.

Minutes
NCITE Executive Board Meeting
October 9th, 2014

- Paul M** – Check with Joe DeVore to show a generic “organizer” name during webcasting of presentations.
- Mike A** – Check Hiway Safety Deposit Box availability.
- Directors** – Continue to arrange and coordinate functions for the annual meeting, especially the food vendor.
- Katie** – Reserve Brits Pub for the 2015 summer social.
- Joe G** – Print certificates and bring to the November Board meeting for Mike A. to sign.
- Board** – Brainstorm award candidates for the annual awards and for 2015 Board positions.
- Board** – Review list of names on Dues list and update contact info if you know it.
- Board** – Get commetns to Mike M on ITE/IRS draft letter if you have any.

13. Adjourn

Paul motioned to adjourn at 10:48 and Mike M. seconded the motion. Motion carried unanimously.

14. Next Meeting

Thursday, November 6th, 2014, 8:30 a.m. to 10:30 a.m. at Alliant Engineering. Mike Anderson is hosting.

Respectfully submitted,



Joe Gustafson
2014 NCITE Secretary

November 5th, 2014

Date: _____