

MINUTES

NCITE Executive Board Meeting
 Thursday, November 6th, 2014 - 8:30-10:30 a.m.
 Location: Alliant Engineering
 Host: Mike Anderson

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 8:37am.

2. Review Agenda

The agenda items were reviewed. Joe G asked to add an agenda item regarding membership/email list updates.

3. Secretary's Report

Joe G presented the October Board Meeting minutes. Five typographical corrections were noted. JoNette motioned to approve as amended, Katie seconded. Motion carried. Joe G presented the October Section Meeting minutes. Two corrections were identified as needed. Mike M motioned to approve as amended, JoNette seconded. Motion carried.

4. Treasurer's Report

Mike M presented the treasurers report and indicated that our balances are healthy, as Derek N. does a great job of bringing in advertising funds. The board discussed what to do with the accumulating PayPal balance from online meeting registration, as we pay a percentage fee to transfer it to Hiway based on under our current account. Board agreed to just transfer it and accept the fee, because otherwise the income will span budget years and create an accounting mess. Joe G motioned to approve, Mike C seconded. Motion carried.

5. Committee Updates

It was noted that meeting minutes were lagging on the NCITE website and that the committees are falling behind with this important task. The website discussion evolved

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into a discussion of the website hosting. There was consensus that the web hosting should be renewed for another year but start working on the transition. The website appearance is good but the content interface isn't very user-friendly and the email, notification, and event functions are not well integrated. The PHP email list no longer works. We are currently spending about \$500/year for the web hosting and \$200/year for event registration. We paid about \$5000 in setup costs last time the website was upgraded.

6. Section Meetings

- a) October Section Meeting was held at Coffman Memorial Union to hear about bus rapid transit initiatives in the twin cities. There were approximately 40 attendees, but surprisingly few students, only about 10 to 12. There was some uncertainty regarding how U of M staff paid, as NCITE members versus ITSO/students as they might be involved with both.
- b) Annual Meeting: Ben handed out a draft of the program sheet and Yarusso Bros menu prices. A discussion of various meeting logistics followed including choosing the food and quantities, determining table rental, beverages, gifts (pint glasses), prizes, wristband, and presentation needs.

7. Section Distinguished Member

Two nominations were received for the same person. The nomination was discussed and well-received. JoNette motioned to approve the nomination, Mike C seconded. Motion carried.

8. Elections

Election is underway. Joe will send out two reminder emails.

9. Affiliate Members

There were two applications received, one was withdrawn. Mike C motioned to approve, Joe G seconded. The motion carried.

10. Student Mentor Request

There was a request to advertise to NCITE members an opportunity to mentor middle school students for a project to create a city simulation. It was discussed that we are not allowed to use the mailing list for advertising purposes, but we could do a posting on the website, a verbal announcement at the upcoming annual meeting, or someone from the organization could write a blurb for the NCITE newsletter. Joe G will ask for a short blurb to put on the website and then post it.

10A- Membership Email List

Nick Ollrich did a review of the email bouncebacks. Membership committee needs to keep the Gmail List updated. Joe G noted that several of the "snail mail" election ballot recipients almost certainly have email addresses, they just aren't on file. Include a "please update your contact info" reminder in next year's paper ballots or do another separate mailing.

11. 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.
- Paul M** – Check with Joe DeVore to show a generic "organizer" name during webcasting of presentations.
- Mike A** – Check Hiway Safety Deposit Box availability.

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- Board** – Review list of names on Dues list and update contact info if you know it.
- Joe** – Send out two election reminder emails.
- Joe** – Contact Renae K to provide a blurb about the Future Cities mentor request.

12. Adjourn

Ben motioned to adjourn at 10:36 and Paul seconded the motion. Motion carried unanimously.

13. Next Meeting

Thursday, December 11th, 2014, 8:30 a.m. to 10:30 a.m. at Alliant.

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Respectfully submitted,



Joe Gustafson
2014 NCITE Secretary

December 9th, 2014

Date: _____