

**MINUTES**

NCITE Executive Board Meeting  
 Thursday, January 8<sup>th</sup>, 2015 - 8:30-10:30 a.m.  
 Location: Alliant Engineering  
 Host: Katie Schmidt

<b>Executive Board:</b>	<b>Present</b>	<b>Absent</b>
Katie Schmidt, President	X	
Joe Gustafson, Vice President	X	
Mike Martinez, Secretary	X	
Scott Poska, Treasurer	X	
Derek Nieveen, Director	X	
Kevin Peterson, Director	X	
Kate Miner, Director		X
Mike Anderson, Past President	X	
<b>Guests:</b>		
Jake Folkeringa, Communications Chair		

**1. Call Meeting to Order**

Katie called the meeting to order at 8:37am.

**2. Review Agenda**

The agenda items were reviewed. Prior to the meeting, Mike M. emailed an additional agenda item regarding the decision to incorporate a website security measure. It was designated agenda item 11a.

**3. Secretary's Report**

Joe presented the December 2014 Board Meeting minutes. A few minor changes were requested, including changing the 2015 incoming board members to guests, rather than (position)-elect. Mike A. motioned to approve as amended, Scott seconded. Motion carried.

**4. Treasurer's Report**

Mike M. presented the updated November Treasurer's report, which had previously been tabled. This report now includes the October 22<sup>nd</sup> room and catering expenses and clarified the ITSO attendees. Joe motioned to approve the November report, Kevin seconded. Motion carried.

**5. 2014 Year End Treasurer's Report**

Mike M. presented the December and End of Year Treasurer's reports. Mike A. requested that the PayPal income should be incorporated into the December Treasurer's report and the End of Year report. Also, Mike M will write checks for the recently awarded student intern scholarships and

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include them in the 2014 budget. Mike M will bring the updated reports back for approval at the next section meeting.

**6. Committee Updates**

- Kelly Besser from Stonebrooke is the new geometric committee chair and they are having a meeting January 15<sup>th</sup>.
- Dean Chamberlain from WSB is the new Intersection Traffic Control committee chair.
- Adam Bruening from Washington County will continue as the Maintenance committee chair, and they had their first meeting of the year on January 7<sup>th</sup>.
- Pete Lemke remains the Pedestrian and Traffic Safety committee chair, though he has indicated a desire to turn that over to someone new. Katie will follow up with Pete to see if he can recruit someone from the committee to be that chair.
- Ben Hao will take over as the SimCap committee chair.
- Steve Wilson remains the Planning Methods committee chair.

Katie will send Joe an email template for the Vice President to request information monthly from the committee chairs prior to each board meeting.

**6A. Communications Chair Report**

Jacob Folkeringa is succeeding Derek as the communications chair. Derek is helping with the transition and announced that the first advertising request has been sent. Discussion for 2015 included a possible change in format of the newsletter, and assistance from Jonah Finkelstein (Alliant) and Cortney Falero (SRF) on content and design. It was also suggested that PayPal/Constant contact could be used to collect advertising income. However, it was pointed out that we would lose a percentage due to PayPal fees. Also discussed was improved promotion of the newsletter on the website's homepage and announcement at section meetings.

**7. Section Meetings**

- a. The January Section meeting is set up and will take place on January 27<sup>th</sup> at Grumpy's in Roseville. Serge Phillips will speak about federal funding updates in 2015. Derek is the lead director. Mike M will send the directors information regarding the pint glass purchase for the 2014 annual meeting as well as the name of the promotions company that has our logo on file.
- b. Kevin is the lead director and has reached out to Derek Leuer regarding a rural safety topic in February.
- c. Katie will touch base with Kate regarding a topic for the March Section meeting.

Joe and Derek will try to link section meeting notices using the current way of advertising to the section meeting portion of the website. They will try to do the same on the "next meeting" portion of the homepage.

Derek will also add the Constant Contact hyperlink to the Google Calendar so people can find registration information that way.

**8. 2015 Letterhead**

Katie updated the letterhead with this year's board and used on the agenda for this meeting. No comments were offered by the attendees.

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**9. 2015 Calendar**

Katie will reschedule committee chair guests to board meetings such that the board meeting location is near their office in an attempt to facilitate attendance.

**10. 2015 Budget**

The board reviewed the proposed budget and offered several suggestions to reorganize and simplify the categories compared to previous years. Other suggestions to budget amounts were also made. Katie will incorporate the changes to the board at the February meeting.

**11. Website Data update for 2015 Board**

Mike M to coordinate a webinar from StarChapter better understand the options we may have for a redesigned website.

**11A. Website Security Measure**

Windmill design recommended that we update our website security to prevent future issues. Given that we are budgeting a website redesign in 2015 anyway, we have declined this recommendation.

Joe will get passwords for the new board and committee members from Windmill so they may edit website content.

**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 pending resolution of the Tax ID # and nonprofit status.
- Mike M** – Get us on waiting list for safety deposit box at HFCU
- Katie** – Follow up with Pete Lemke regarding Pedestrian and Traffic Safety chair transition.
- Katie** – Send Joe an email template for the Vice President to request information monthly from the committee chairs prior to each board meeting.
- Mike M** – Send the directors information regarding the pint glass purchase for the 2014 annual meeting as well as the name of the promotions company that has our logo on file.
- Mike M** – Write checks for the recently awarded student intern scholarships and include them in the 2014 budget.
- Derek and Joe** – Try to link section meeting notices using the current way of advertising to the section meeting portion of the website. They will try to do the same on the “next meeting” portion of the homepage.
- Derek** – Add the Constant Contact hyperlink to the Google Calendar so people can find registration information that way.
- Katie** – Update 2015 Calendar based on meeting discussion.
- Katie** – Update 2015 Budget based on meeting discussion.
- Mike M** – Coordinate scheduling of a StarChapter Webinar following the January Section Meeting.
- Joe** – Request passwords for the new board and committee members from Windmill so they may edit website content.

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**13. Adjourn**

Joe motioned to adjourn at 10:31 and Scott seconded the motion. Motion carried unanimously.

**14. Next Meeting**

Thursday, February 12, 2015, 8:30 a.m. to 10:30 a.m. at Washington County.

Respectfully submitted,

Mike Martinez  
2015 NCITE Secretary

**February 12, 2015**

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Date: