

MINUTES

NCITE Executive Board Meeting
 Thursday, January 14th, 2016 - 8:30-10:30 a.m.
 Location: Washington County Greeley Shop
 Host: Joe Gustafson

Executive Board:	Present	Absent
Joe Gustafson, President	X	
Mike Martinez, Vice President	X	
Scott Poska, Secretary	X	
Jeff Preston, Treasurer	X	
Jacob Folkeringa, Director	X	
Ken Levin, Director	X	
Max Moreland, Director	X	
Katie Schmidt, Past President	X	
Guests:		
Nik Costello, Professional Development Committee Chair		

1. Call Meeting to Order

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

2. Review Agenda

The agenda items were reviewed. Jacob suggested the addition of the 2016 NCITE Sponsorship topic. It was designated agenda item 10a.

3. Secretary's Report

Mike presented the December 2015 Board Meeting minutes. A few minor changes were requested, including updating the list of guests and clarifying that Dean Chamberlain is interested in being the Professional Development co-chair. Katie motioned to approve as amended, Scott seconded. Motion carried.

4. Treasurer's Report

Scott presented the December Treasurer's report. It included a revised annual meeting summary for the curling invoice received in early January. Max motioned to approve the December report, Katie seconded. Motion carried.

5. 2015 Year End Treasurer's Report

Scott presented the End of Year Treasurer's report. Katie requested that the 2014 membership dues received in 2015 be footnoted and not included in the 2015 total. Joe identified a formula error on the Section Meeting summary page. Joe discovered an error in the monthly balance trend for

Minutes
NCITE Executive Board Meeting
January 14, 2016

December 2015 because it did not include ITE member dues received in late December or the curling invoice. Scott will bring the updated report back for approval at the next board meeting.

6. New Website – Member Registration

The board discussed the issues that popped up with registering for the January Section meeting. This is the first section meeting where registration will be handled by the new Star Chapter website. Members were having trouble logging into the website to register for the meeting as members. Mike noted another challenge with the member/guest destination is that ITE International only provides a member list quarterly. The Board decided to revise the meeting registration process by not requiring members to log in. Mike will work with Star Chapter to get the registration related pages updated.

7. Committee Updates

Mike quickly gave an update on NCITE Committees:

- Intersection Traffic Control: Mark Wagner (chair) and Tyler Krage (co-chair). The committee met on January 13th.
- ITS: Morris Luke (chair). Co-chair is vacant.
- Planning Methods: Steve Wilson (chair)
- Pedestrian and Traffic Safety: Natalie Lindsoe (chair). Co-Chair is vacant.
- Geometric: Tom Fidler for Kelly Besser (chair-on maternity leave). The committee met on January 14th.
- Maintenance: Adam Bruening (chair). The committee met on January 6th.
- SimCap: Chair Ben Hao (chair). The committee will meet on January 19th.

7A. Professional Development Committee Chair Report

Nathan Koster was supposed to succeed Nik Costello as the professional development chair. However, Nathan is not active in NCITE. Therefore, Nik will stay on one more year as chair, and Dean Chamberlain will chair next year. The committee plans to redo the PDH receipt into a half sheet of paper. Mike thought Star Chapter may have the ability to create these receipts. Nik reported that WTS has reached out to NCITE to coordinate an ethics course that would help members fulfill professional registration renewals. Nik had several questions for the board for this course.

1. Timeframe? WTS would like to set something up for May 2016. The Board thought this would be too late and suggested March instead.
2. How many hours? The Board thought 2 hours this year, and 1 hour in the future.
3. Time of day? The Board suggested it be over the lunch hour.
4. Locations? Hiway has a free conference room. Other locations have been offered: AECOM, WSB, SRF, Stantec.
5. Possible speakers? Nik will reach out to Christine Cubas, a lawyer who practices in professional law who he saw present several years ago. He thought she presented pro bono. He needs to find a second speaker for this years course.

Minutes
NCITE Executive Board Meeting
January 14, 2016

8. Section Meetings

- a. Max is the lead director for the January meeting. It is set up and will take place on January 28th at the University of Minnesota in conjunction with ITS0. Gilbert Chlweicki is slated to present via webcam about Displaced Left Turn Intersections.
- b. Jake is the lead director for the February meeting. He has reached out to Brian Kary regarding the I-35E managed lanes project and is exploring having someone present on the Cayuga project as well in February.
- c. Ken is the lead director for the March meeting. The group brainstormed ideas for this meeting and others for the year, which included: Jon Jackels on ITS topics remotely from Fargo, MnDOT funding update, TED program funding update, Scott McBride on the state of the district, Scott Poska on the Plymouth FYA study. The group prefers a live presentation for the March meeting.

9. 2016 Calendar

Joe prepared the 2016 calendar thru April 2016. He will work on filling in the rest of the calendar for the next board meeting. Stantec will host the April Board meeting.

10. 2016 Budget

Joe started a proposed 2016 budget but was waiting for the final 2015 budget numbers before finalizing completing a draft budget. The board offered several suggestions to reorganize and simplify the categories compared to previous years. Other suggestions to budget amounts were also made. Joe will incorporate the suggestions and present the 2016 budget to the board at the February meeting.

10A. 2016 NCITE Sponsorship

Jake handed out the proposed 2016 NCITE Sponsorship flyer. He incorporated several changes and suggestions that were made at the December board meeting.

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 pending resolution of the Tax ID # and nonprofit status.
- Mike M** – Contact Shawn Leight to check status of NCITE’s Tax ID issue and find out more about the ITE process. Ask Mike A for feedback from MWITE
- Katie** – Research meeting minutes from 2011 – 2012 to verify the student reimbursement policies for conference attendance.
- Joe** –formally add student travel reimbursement policy.
- Mike** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Mike** – send Star Chapter welcome email to committee chairs.
- Mike** – coordinate meeting registration website changes with Star Chapter
- Max** – contact Ellie Lee with ITS0 January Section Meeting head count and registration information.
- Scott** – send Jake Jax Café 2015 section meeting receipts and meeting summaries.

Minutes
NCITE Executive Board Meeting
January 14, 2016

- Mike** – contact Star Chapter regarding annual website payment.
- Mike** – update website with committee chairs.

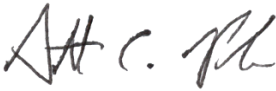
12. Adjourn

Scott motioned to adjourn at 10:45 and Ken seconded the motion. Motion carried unanimously.

13. Next Meeting

Thursday, February 11, 2016, 8:30 a.m. to 10:30 a.m. at HDR.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: February 11, 2016