

MINUTES

NCITE Executive Board Meeting
Thursday, February 11th, 2016 - 8:30-10:30 a.m.
Location: HDR
Host: Mike Martinez

| 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: | | |
| None | | |

1. Call Meeting to Order

Joe called the meeting to order at 8:35am.

2. Review Agenda

The agenda items were reviewed. Katie suggested an addition to the the 2018 ITE Annual Meeting Application topic to discuss the local arrangements committee. It was designated agenda item 11a.

3. Secretary's Report

Scott presented the January 2016 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, Ken seconded. Motion carried. Scott presented the January Section Meeting minutes. A few minor changes were requested, and Jeff will provide an updated attendee count. Ken motioned to approve as amended, Katie seconded. Motion carried.

4. Treasurer's Report

Jeff presented the January Treasurer's report. A few minor changes were requested, including moving the website expenses to online registration, removing yearbook references, and revising the January section meeting summary. Mike motioned to approve as amended, Scott seconded. Motion carried.

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5. 2015 Year End Treasurer's Report

Scott presented the updated 2015 Year End Treasurer's report. A few 2016 transactions were added to the 2015 summary including ITE Dues, Annual Meeting curling payment, and the Student Intern Awards. A minor correction was requested to remove the yearbook reference. Katie motioned to approve as amended, Jeff seconded.

6. 2016 NCITE Schedule

Joe presented the complete 2016 NCITE schedule. He is willing to add other professional conferences he may have missed.

7. 2016 NCITE Budget

Joe presented the updated 2016 NCITE budget. There are concerns about the reduction in ITE International membership dues income and the amount of money NCITE is budgeted to lose each year. The board agreed to raise section meeting registrations by \$5 after the February meeting. As a way to promote membership, the board considered discounted section meeting registrations for members. Overall the board thought that a membership drive to inform committee meeting and section meeting attendees about the benefits of membership would be a good idea.

Several adjustments were made to the budget including Scholarships and Web Communications. Membership Outreach expenses were merged with Promotional Materials expenses. The Student Paper award expense was merged into the Scholarships expense. The Member Recognition expense was renamed to the Young Transportation Professional Stipend. The Online Registration/Webcast/Webinar/Election expense was renamed to Web Communications. Joe will send a revised budget reflecting decisions made during the meeting to the board.

8. Committee Updates

Mike did not have any committee updates to report.

9. Section Meetings

- a. Max gave a quick summary about the January section meeting. The Directors struggled with old name tag sheets that didn't peel well. The lack of food for the last few attendees in the buffet line was attributed to a few students that did not pay for lunch that went through the line.
- b. Jake is the lead director for the February meeting. The meeting is scheduled for February 23 at Jax Café. Mike Martinez will speak about the I-35E Cayuga project. Morris Luke and Brad Larsen of MnDOT will present on the new I-35E MnPASS system, current and proposed corridors, and new MnPASS features
- c. Ken is the lead director for the March meeting.

10. Tax ID Status

Mike was able to secure a new Tax ID number for NCITE with the IRS. The treasurer needs to fill out a 1099N each year to maintain the Tax ID. Mike will be filling out the 501(c)3 application for non-profit status next.

11. 2018 ITE Annual Meeting Application

Scott discussed his contact with Shawn Leight and Steve Manhart about the idea to have a MWITE/ITE International joint annual meeting in 2018. Steve wrote a draft application for the meeting that would need to be submitted to ITE International by April. The board was generally supportive of a joint meeting, but would like to find out more details before giving board approval.

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11A. 2018 MWITE Local Arrangements Committee

Katie discussed the status of a local arrangements committee for the 2018 MWITE annual meeting. Committee members include John Crawford, Wayne Sandberg, and Derek Nieveen. With the potential joint meeting with ITE International, the committee will also include Steve Manhart and Mike Martinez. Joe suggested the committee meet separately to discuss the ITE International application.

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.
- Joe** – formally add student travel reimbursement policy.
- Mike** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Mike** – coordinate meeting registration website changes with Star Chapter.
- Joe** – update scholarship policy to match 2016 budget.
- Joe** – resend revised budget
- Joe** – schedule meeting with 2018 MWITE local arrangements committee

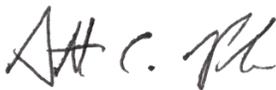
13. Adjourn

Scott motioned to adjourn at 10:35 and Ken seconded the motion. Motion carried unanimously.

14. Next Meeting

Thursday, March 10, 2016, 8:30 a.m. to 10:30 a.m. at SRF.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: March 10, 2016