

MINUTES

NCITE Executive Board Meeting
 Thursday, March 10th, 2016 - 8:30-10:30 a.m.
 Location: SRF
 Host: Scott Poska

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:		
Cortney Falero		

1. Call Meeting to Order

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

2. Review Agenda

The agenda items were reviewed. Katie suggested an addition to the Section Meeting section to discuss the 2016 Annual Meeting. It was designated agenda item 6G.

3. Secretary's Report

Scott presented the February 2016 Board Meeting minutes. A minor revision was identified for the Tax ID status. Mike motioned to approve as amended, Katie seconded. Motion carried. Scott presented the February Section Meeting minutes. A minor typo was identified. Mike motioned to approve as amended, Katie seconded. Motion carried.

4. Treasurer's Report

Jeff presented the February Treasurer's report. A few minor revisions were identified. Scott motioned to approve as amended, Ken seconded. Motion carried.

5. Committee Updates

Mike mentioned that the number of Star Chapter admin accounts is limited to 20. Therefore, it was decided to route committee minutes and web updates to Jonah, the website chair, for uploading to the website. Mike will communicate this to the committee chairs. Mike reported that membership list updates from ITE International will be coming out monthly instead of quarterly. Finally the

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group discussed ways for members to update their contact information. Mike will add a "Update Contact Info" section to the homepage on Star Chapter.

5a Communication Committee Chair Report

Cortney and Jake provided a Communication Committee update. The INCITER newsletter was recently submitted for the ITE International newsletter award. There is no website award from ITE International this year. The newsletter and web editor responsibilities were split last year and the change has worked well. Therefore, this arrangement will continue this year. Cortney noticed the old newsletters were not on the website and asked that they be added to the webpage if space is available. She will work with Mike to get them posted.

6. Section Meetings

- a. Jacob gave a quick summary about the February section meeting. Overall the meeting went very well.
- b. Ken is the lead director for the March section meeting. The meeting is scheduled for March 29 at Mozza Mia. Scott McBride will be discussing the state of Minnesota highway infrastructure, the ongoing funding debate, and upcoming Metro area projects.
- c. The joint NCITE/WTS Ethics Training has been scheduled for March 24 at WSB University from 11:00am to 1:30pm. Kristine Kubes will be speaking on the Minnesota Rules of Professionalism and Ethics and the AICP Code of Ethics. Additionally, attendees will learn how to identify ethical dilemmas in the office and field, as well as learn how ethical practice protects the public health, safety, and welfare.
- d. An additional ethics training was discussed since it is unclear if the 2 hour March 24 training will fulfill the 2 hour PDH ethics requirement for PE renewal. It was decided that several other professional organizations are providing ethics training and there probably wouldn't be a large demand for an additional training session later in the year.
- e. Max is the lead director for the May section meeting. The group suggested it be held at Hiway Credit Union or Grumpys. The group brainstormed speakers and topics and settled on Performance Based Practical Design (Jim McCarthy), State Aid Standards update (Mark Vizecky), or Diamond Interchange Operations (Denny Eyler).
- f. The Summer Social has been booked for lawn bowling at Brits pub. Max suggested a Vikings Stadium tour precede the lawn bowling. He will look into this further.
- g. Katie suggested everyone come to the next board meeting with at least 2 ideas for the Annual Meeting.

7. ITE Dues and Budgeting

The group discussed how to handle ITE International dues for one year that arrive during the next. It was decided that while it would be nice to include the dues in the prior year's Year End Treasurers Report, we don't want the books open that long into the next year. Therefore, dues received will be part of the current year's income.

8. Tax ID Status Update

Joe, Mike, and Jeff participated in a tax ID webinar on March 9. They reported that we need to be careful with sponsorships and advertising. Going forward, NCITE will solicit advertising and not mention sponsorships. Our next steps will be to file Articles of Incorporation. Then we will be able to apply for 501c3 status.

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9. 2018 Joint MWITE District/International Meeting

Joe briefly discussed the potential to have a joint MWITE District/International meeting with Steve Manhart. Joe still needs to schedule a meeting to discuss the potential to host the joint meeting with Steve, John, Wayne, Derek, and Scott.

10. 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** – schedule meeting with 2018 MWITE local arrangements committee.
- Max/Jake** – submit section meeting presentations to Scott
- Mike** – remove admin privileges for committee chairs.
- Mike** – contact committee chairs about coordination with Jonah.
- Mike** – add “update contact info” to homepage of website.
- Scott** – begin migrating historical NCITE electronic files to Google Drive
- Scott** – send section meeting summary to Directors.
- Mike** – begin website guidance documentation.
- Board** – come up with 2 annual meeting ideas to discuss in April.

11. Adjourn

Katie motioned to adjourn at 10:41 and Mike seconded the motion. Motion carried unanimously.

12. Next Meeting

Thursday, April 14, 2016, 8:30 a.m. to 10:30 a.m. at Stantec.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: April 14, 2016