

MINUTES

NCITE Executive Board Meeting
 Thursday, April 14th, 2016 - 8:30-10:30 a.m.
 Location: Stantec
 Host: Jeff Preston

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:		
Nick Ollrich, Jeremy Melquist, Shawn Leight (via phone)		

1. Call Meeting to Order

Joe called the meeting to order at 8:34am.

2. 2018 Annual Meeting Potential

Scott summarized a discussion he had with Shawn Leight about the potential to have the 2018 Annual Meeting in Minneapolis. Shawn was on the phone and helped explain the process. It would be a joint ITE/MWITE meeting. Things to think about:

- (1) MWITE and ITE would need to figure out the financial details. However, Shawn believes this will not be an issue and ITE would be willing to share a portion of the meeting profits.
- (2) The MWITE Traffic Bowl would need to be held ahead of the Annual Meeting. Shawn believes this could be done in conjunction with the 2017 Student Leadership Summit. He pointed out that all Districts that are interested in hosting the meeting would have this issue.

There is a new model on how ITE HQ is working with local Districts/Sections to have joint meetings. ITE will work with the hotel and put together most of the technical program (in conjunction with the technical councils). ITE would also be responsible for registration and lining up speakers and the technical program of the meeting. The Local Arrangements Committee would do things to provide a "local flavor" like tours, social activities, and other "value added" proposals. The goal is NOT to supplant the District Meeting with the International Meeting but to find a way to hold a true "joint"

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meeting and do both. It was noted that the LAC would have fewer responsibilities with this type of joint annual meeting than a stand alone district meeting.

Shawn offered to answer questions by phone. Mike motioned to allow the NCITE President to write a letter of interest to host a joint MWITE/ITE Annual Meeting, Katie seconded. Motion carried.

3. Review Agenda

The agenda items were reviewed. Joe suggested the Membership Committee update be moved up to item 4. Ken motioned to approve this change, Mike seconded. Motion carried.

4. Membership Committee update

Nick Ollrich and Jeremy Melquist presented some ideas for starting a NCITE Younger Members group. They passed around an example of ASCE's Younger Members group structure. They thought this group could be an NCITE committee. The group could plan joint social outings with Young Transportation Professionals (YPT) and ASCE. The Board was supportive of this idea and encouraged them to write an outline of the group's goals, objectives, financial needs, meeting examples, and YPT/ASCE interaction.

5. Secretary's Report

Scott presented the March 2016 Board Meeting minutes. A few minor typos were identified. Mike motioned to approve as amended, Jeff seconded. Motion carried. Scott presented the March Section Meeting minutes. The number of online attendees was unknown. Scott will check to see if Joe DeVore recorded the number of online attendees. Ken motioned to approve as amended, Max seconded. Motion carried.

6. Treasurer's Report

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

7. Committee Updates

Mike reported that the Pedestrian Safety Committee met on April 13 and there were 10 attendees. The Intersection Traffic Control committee met on April 6 and Scott presented on the Plymouth FYA Evaluation and Prioritization Study and there were approximately 15 attendees.

8. Section Meetings

- a. Ken gave a quick summary about the March section meeting. Overall the meeting went very well. Food costs were \$29.99 per person including a service charge.
- b. Max is the lead director for the May section meeting. The meeting is tentatively scheduled for May 10 at the Union Depot in St. Paul. The Ramsey County Regional Railroad Authority will present on the past, present, and future of Union Depot in the Veterans Gallery. A tour will be offered at the conclusion of the presentation, and will be optional. The room charge is \$500 and Crave Catering offers a \$17 per person buffet. It was noted there is no free parking at the Depot.
- c. Jake will follow-up with Molly Stewart with WTS and Scott Petersen with ITSMN for coordinating the Joint Section Fundraiser.
- d. Ken will send out a save the date email for the NCITE Summer Social which is July 27 at Brits.
- e. Joe asked the Board to email him ideas for the NCITE Annual Meeting.

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9. 2015 Annual Report

Mike sent the Board a draft 2015 Annual Report for review. Due to a shortage of time, the Joe asked the Board to send Mike review comments as soon as possible. Katie will check when the Annual Report needs to be submitted during the MWITE board meeting call on April 15.

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.
- Mike** – add “update contact info” to homepage of website.
- Scott** – Migrate historical Treasurer Reports to Google Drive.
- Scott** – follow-up with Nick Ollrich on draft framework for Young Member Committee for the next board meeting.
- Scott** – ask Joe DeVore for March Section Meeting online attendance.
- Mike/Jake** – password protect Membership Directory on website.
- Jeff** – call PayPal to sort out login requirements for paying.
- Ken** – send save the date email for NCITE Summer Social.
- Board** – Email Joe 2 annual meeting ideas.

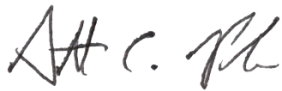
11. Adjourn

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

12. Next Meeting

Thursday, May 12, 2016, 8:30 a.m. to 10:30 a.m. at HDR.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: May 12, 2016