



MINUTES

NCITE Executive Board Meeting
Thursday, May 12th, 2016 - 8:30-10:30 a.m.
Location: HDR
Host: Katie Schmidt

Table with 3 columns: Name/Title, Present, Absent. Rows include Executive Board members (Joe Gustafson, Mike Martinez, Scott Poska, Jeff Preston, Jacob Folkeringa, Ken Levin, Max Moreland, Katie Schmidt) and a Guest (Natalie Lindsoe).

1. Call Meeting to Order

Joe called the meeting to order at 8:32am.

2. Review Agenda

The agenda items were reviewed. Scott suggested the addition of the Younger Member Group. It was decided that it would be discussed at the end of the meeting before the review of action items.

3. 2018 Annual Meeting Update

Joe summarized our status to host the 2018 ITE International meeting. A letter of interest was written and submitted to ITE International last month. He is waiting to hear if we have been selected or not. Scott offered to email the letter to the board and put it on Google Drive. Joe planned to send an email update to the group of past NCITE leaders that took part in the conference call about hosting the meeting earlier in April.

4. Secretary's Report

Scott presented the April 2016 Board Meeting minutes. A few minor typos were identified. Katie motioned to approve as amended, Jeff seconded. Motion carried. Scott presented the May Section Meeting minutes. There was no gold sponsor. Mike motioned to approve as amended, Katie seconded. Motion carried.

5. Treasurer's Report

Jeff presented the May Treasurer's report. Scott motioned to approve, Mike seconded. Motion carried.

Minutes
NCITE Executive Board Meeting
May 12, 2016

6. Committee Updates

Mike recapped recent committee meetings. The ITS committee met on May 3 with a presentation on police car technologies. The Intersection Traffic Control committee met on May 4 with a presentation on the Blue Line BRT. It was noted that they got the meeting announcement out late due to some issues with the membership email list. Natalie Lindsoe gave a summary on the Pedestrian and Traffic Safety committee. The committee held a brainstorming session in February. In April, the committee met for a presentation by Toole Design Group on the West Lake Multimodal Study. On May 10, the committee held a joint meeting with the Association of Pedestrian and Bicycle Professionals and did a walking tour of various road diets and then went to a happy hour. In September the committee plans to have an event at the University of Minnesota. In October the committee may do a joint meeting with the Intersection Traffic Control committee. Caitlin Wotruba is the current co-chair that will take over as chair in 2017.

7. Section Meetings

- a. Max gave a quick summary about the May section meeting. Overall the meeting went very well including the tour afterwards.
- b. Jacob volunteered to lead the ITE-MN Joint Scholarship Fundraiser. The group thought it should be held in June like in the past since that is the only month without NCITE activities. Jacob looked into a few taprooms around town and the leading candidate is 612 which has a \$500 room charge and a \$250 minimum beer charge. Jeff offered to use his family connections to see if we can get into Fulton instead. He thought there wouldn't be a room charge at Fulton. Jeff will report back to the group as soon as he finds out what Fulton can do for us. The group also briefly discussed state tax regulations that may be in place for raffles. Mike offered to check with the state on this issue.
- c. Ken sent out a save the date email for the NCITE Summer Social which is July 27 at Brits. The group thought that the registration announcement should be sent out in early June, and then reminder emails should be sent every other week after that. The group also thought that the social should be announced to ITS-MN, WTS, and NCITE's committee chairs.
- d. The group discussed ideas for the Annual Meeting, which Joe compiled and put on the back of the meeting agenda. The leading candidates that will be investigated further include Whirlyball (in Maple Grove) and a trivia night which could be hosted at a variety of locations. It was thought that our target dates for the meeting should be November 9 or 10 given a variety of other events and holidays that are in November.

8a. Younger Member Group

Scott gave a quick summary on the draft Younger Member Group bylaws and planning document Nick Ollrich provided. The group has many great ideas outlined which should engage younger members and could potentially increase NCITE's membership base. However, there were a number of items that need to be discussed further. Scott offered to circulate the documents for review and comment. The topic will be discussed further at the June Board meeting. After that, the Board will have a discussion about revisions to the draft bylaws with Nick.

8b. Review Monthly Action Items

The updated list of action items is as follows:

Minutes
NCITE Executive Board Meeting
May 12, 2016

- 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.
- Joe** – 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/Jake** – password protect Membership Directory on website.
- Scott** – send Board 2018 ITE International Annual Meeting letters of interest. Place on Google Drive.
- Joe** – send past NCITE leaders 2018 International Annual Meeting update.
- Scott** – ask Jake about May section meeting Gold sponsor.
- Mike** – check state regulations for fundraiser raffles.
- Scott** – follow-up with Nick Ollrich on status of Younger Member Group documents.
- Scott** – send Younger Member Group draft documents to Board for review/comment.

9. Adjourn

Ken motioned to adjourn at 10:44 and Mike seconded the motion. Motion carried unanimously.

10. Next Meeting

Thursday, June 9, 2016, 8:30 a.m. to 10:30 a.m. at SRF.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: June 9, 2016