

**MINUTES**

NCITE Executive Board Meeting  
 Thursday, June 9<sup>th</sup>, 2016 - 8:30-10:30 a.m.  
 Location: SRF  
 Host: Jacob Folkeringa

<b>Executive Board:</b>	<b>Present</b>	<b>Absent</b>
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	
<b>Guests:</b>		
Kelly Besser, Geometric Design Committee chair (via phone)		

**1. Call Meeting to Order**

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

**2. Review Agenda**

The agenda items were not reviewed since copies of the agenda were not available. For Board members that read the draft agenda emailed June 8<sup>th</sup>, Mike asked if anyone had anything to add; there were no additions.

**3. Secretary's Report**

Scott presented the May 2016 Board Meeting minutes. A few minor typos were identified. Katie motioned to approve as amended, Ken seconded. Motion carried.

**4. 2018 Annual Meeting Update**

Mike reported that Steve Manhart recently reached out to Carol MacDougall at ITE International about the status of the 2018 International meeting and if a city has been selected to host. She indicated she was planning a visit to Minneapolis June 28-30. The Board agreed that it would be a good idea to contact Carol and offer to show her around during her visit. Mike offered to get in touch with her about this.

**5. MWITE Updates**

Katie reported that NCITE won the 2016 MWITE website award. However, NCITE did not win the newsletter award.

**6. Treasurer's Report**

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

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**7. Younger Member Group**

Scott and Joe gave summary on their recent meetings with the leaders of the Younger Member Group (YMG). Scott handed out their new purpose statement for the Board to review and a lengthy discussion ensued. There was unanimous support for the creation of the YMG as described in the purpose statement. Before the Board votes to amend the policies to formally add the YMG, the Board would like to discuss some details on how the YMG will operate within NCITE at the July Board meeting. Joe will invite Kevin Peterson and Abby Tutewohl from the Student Activities committee to the July meeting. We anticipate there could be an opportunity to dissolve the Student Activities committee and roll their responsibilities into the YMG. The Board would like the YMG to organize and lead the annual student scholarship fundraiser event.

**8. Committee Updates**

Mike recapped recent committee meetings. The Maintenance and Operations group met on June 8. Kelly Besser gave a summary on the Geometric Design committee. The committee meets every other month at Stantec. The committee has recently discussed continuous flow intersections and diverging diamond interchanges. Future meeting topics include single and multi-lane roundabouts. Kelly is looking to hand off the chair responsibilities and is looking for volunteers to take on this role. The committee currently does not have a co-chair. Joe suggested having joint committee meetings with the Intersection Traffic Control committee and Pedestrian and Safety committee.

**9. Affiliate membership**

The Board reviewed the Affiliate Membership Application for Chad Braun. Scott motioned to approve the application, Ken seconded.

**10. Section Meetings**

- a. Jacob gave an update on planning for the Joint Scholarship Fundraiser, which will be at the Fulton Brewery on June 15. Two email announcements have been sent out for the event. 15 people have signed up so far. He is looking to get the word out about the event as well as get a few more raffle donations. Based on Mikes research on fundraiser raffle rules, the Board thought he should follow the ticket template provided in the raffle documentation.
- b. Ken sent out a save the date email for the NCITE Summer Social a few weeks ago. The summer social is July 27 at Brits. The Board suggested he work with the treasurers report spreadsheet to estimate the cost per person based on last years attendance. The Board thought he should send out the registration email for this event after the Joint Fundraiser event.
- c. The Board decided to move forward with the Whirlyball idea for the annual meeting on November 10<sup>th</sup>. The target registration cost for this is \$40 or under. The Board suggested Max work with the treasurers report spreadsheet to estimate the cost per person based on last years attendance.

**11. IRS Forms Update**

Mike reported that the IRS form 990N was recently submitted. It needs to be submitted on an annual basis. He also reported that IRS form 1023EZ was recently submitted and will be used to obtain 501(C)(3) status. Once this status has been obtained, then the Board can consider section insurance.

**12. Review Monthly Action Items**

The updated list of action items is as follows:

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- 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** – work with Nick Ollrich to password protect Membership Directory on website.
- Joe** – send past NCITE leaders 2018 International Annual Meeting update.
- Mike** – contact Carol MacDougall to host her during her visit.
- Mike** – contact committee chairs about writing notes about committee chair and co-chair responsibilities.
- Mike** – contact committee chairs about the INCITER article schedule.
- Joe** – write paragraph for policies describing committee chair responsibilities.
- Scott** – follow-up with Nick Ollrich on status of Younger Member Group.
- Joe** – invite Kevin Peterson and Abby Tutewohl to July Board meeting.
- Mike** – remove website job posting button.
- Joe** – bring bins to Joint Scholarship fundraiser.
- Joe** – add membership directory requirement to membership committee description in policies.


**13. Adjourn**

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

**14. Next Meeting**

Thursday, August 11, 2016, 8:30 a.m. to 10:30 a.m. at Hennepin County.

Respectfully submitted,



Scott Poska  
2016 NCITE Secretary

Date: August 11, 2016