



MINUTES

NCITE Executive Board Meeting
Thursday, August 11th, 2016 - 8:30-10:30 a.m.
Location: Hennepin County
Host: Ken Levin

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 Guests (Phil Kulis, Nick Ollrich).

1. Call Meeting to Order

Joe called the meeting to order at 8:36am.

2. Review Agenda

The agenda items were reviewed and no revisions were made.

3. Treasurer's Report

Jeff presented the June/July Treasurer's report. Scott motioned to approve, Katie seconded. Motion carried.

4. Secretary's Report

Scott presented the June 2016 Board Meeting minutes. A minor typo was identified. Mike motioned to approve as amended, Max seconded. Motion carried.

5. MWITE Updates

Katie gave a MWITE update. John Davis is looking to pass on his role as MWITE Student Activities Chair. He would like to talk to interested candidates for the position. He would like to present the MWITE Traffic Bowl winners plaque to the University of Minnesota in person if possible. The ITE Student Leadership Summit is this September at Iowa State University. The MWITE board is currently rewriting bylaws and policy documents.

6. Scholarship Policy Language

Joe handed out proposed student scholarship policy language. Minor edits were suggested and included renumbering the list, the addition of "up to", and clarifying the NCITE geographic region. Mike motioned to approve as amended, Jeff seconded. Motion carried.

Minutes
NCITE Executive Board Meeting
August 11, 2016

7. Young Member Committee (formerly Young Member Group)

Scott gave the Board a brief summary on the history of this proposed committee. Nick Ollrich and Phil Kulis continued the conversation and updated the Board on revisions made to the purpose document, which they handed out. They also informed the Board that, because they will be structured like a committee, the name will be the Young Member Committee instead of the Young Member Group. The Board had several questions pertaining to opt-in/opt-out, frequency of meetings, potential overlap of other Section meetings, and coordination with the Directors. The Board acknowledged that there could be an opportunity to dissolve the Student Activities committee and roll their responsibilities into this committee as well as have this committee be responsible for organizing and leading the annual student scholarship fundraiser event. These items will be revisited in a few months with Kevin Peterson and Abby Rieckman. Scott motioned to formally add this new committee to the NCITE policies, and Mike seconded. Joe will prepare an email announcement about this new committee to be sent to all NCITE members. In addition, he will coordinate updating the website about the new committee with Jonah.

8. Committee Updates

Mike recapped recent committee meetings. The Maintenance and Operations group met the week of August 1st. The Pedestrian and Traffic Safety committee is planning to meet on September 21st. Mike will be contacting committee chairs about resuming meetings after the summer break.

9. Section Meetings

- a. Jacob gave a summary on the ITS-MN Joint Scholarship Fundraiser. The event went well and there were 20 attendees. Special thanks to Jeff for making arrangements to have the event at Fulton Brewing. Jacob gave the unused raffle tickets and winning raffle tickets to Mike to place in the safety deposit box at Hiway.
- b. Ken gave a summary on the Summer Social event at Brits Pub. The weather held out and it was well attended with 40 attendees. While there was some interest in keeping the Summer Social at Brits each year for consistency, based on some member feedback and the fact that the event has lost money in recent years, it was decided to explore other options. The Board discussed ideas for next years Summer Social which included Brookview or Pinstripes lawn bowling and a Saints game with tailgating.
- c. Max gave an update on preparations for the September section meeting. Denny Eycler will be presenting on diamond interchange capacity improvements. The meeting will be on September 27th at Hiway and will have boxed lunches. The Board discussed pricing for the meeting and decided it should be in the \$15-20 range in order to fully cover the cost of the boxed lunches. Max will get a save the date email out soon for the meeting.
- d. The Board brainstormed ideas for the October section meeting, with the leading candidate being a topic presented by Nicole Morris from the Center for Transportation Studies. Jake will coordinate this meeting with ITSO and get a meeting room reserved. Once the meeting is scheduled, Jake or Katie will invite John Davis so he can present the Traffic Bowl winners plaque.
- e. The NCITE Annual Meeting will be held on November 10th.
- f. NCITE is anxiously awaiting word from ITE International about hosting the Annual Meeting in 2018, which is expected to be announced during the Annual Meeting in

Minutes

NCITE Executive Board Meeting

August 11, 2016

Aneheim. In the meantime, Scott will get a Google Group email setup and a tentative date for the first Local Arrangements Committee meeting.

- g. The Board discussed NCITE's payment/registration/cancellation policies. In general NCITE issues a refund for someone who cancels their registration only if the head count has not been given for food ordering. If the head count has been given, then NCITE sends an invoice for the registration amount.

10. Review 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.
- Joe** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Mike** – coordinate meeting registration website changes with Star Chapter.
- Joe** – send Local Arrangements Committee members 2018 International Annual Meeting update.
- Joe** – contact Board and committee chairs about writing notes about Board, committee chair, and co-chair duties/responsibilities.
- Mike** – contact committee chairs about the INCITER article schedule.
- Joe** – write paragraph for policies describing committee chair responsibilities.
- Mike** – remove website job posting button.
- Joe** – add membership directory requirement to membership committee description in policies.
- Joe** – send email to all members about new Young Member Committee.
- Joe** – coordinate website updates for new Young Member Committee with Jonah.
- Joe** – obtain gray box and NCITE banner from Kevin Peterson.
- Jake** – coordinate and reserve room with ITSO for October section meeting.
- Scott** – prepare to send Election nominations email in early September.
- Scott** – organize bylaws/policies/duties folder on Google Drive and get current PDFs of these documents to Jonah for the website.
- Katie** – send statement on behalf of the Board to John Davis about our excitement in hosting the 2018 Annual Meeting.
- Scott** – create Google Group for 2018 LAC.
- Scott** – schedule a tentative kick-off meeting for 2018 LAC.
- Mike** – send Scott & Jeff tax form 990N and upload to Google Drive.
- Joe** – add to President duties to coordinate director handoff meeting in December of each year.
- Jake** – coordinate the new Young Member Committee information with Cortney for the INCITER.

Minutes
NCITE Executive Board Meeting
August 11, 2016

- Board** – read Bylaws and note needed updates/revisions in time for the fall election voting.

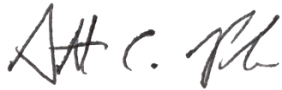
11. Adjourn

Katie motioned to adjourn at 10:54 and Mike seconded the motion. Motion carried unanimously.

12. Next Meeting

Thursday, September 8, 2016, 8:30 a.m. to 10:30 a.m. at TDI/Spack Consulting.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: August 12, 2016