

MINUTES

NCITE Executive Board Meeting
 Thursday, November 10th, 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:		
John Davis		

1. Call Meeting to Order

Joe called the meeting to order at 8:43am.

2. Review Agenda

The agenda items were reviewed. Joe indicated item 6c was a typo and it was removed from the agenda. Item 6a was changed to Jake.

3. Secretary's Report

Scott presented the October Board Meeting minutes. A few minor typos were identified. Katie motioned to approve as amended. Jeff seconded. Motion carried. Scott presented the October Section Meeting minutes. A few minor typos were identified. Ken motioned to approve as amended. Jacob seconded. Motion carried.

4. Treasurer's Report

Jeff presented the October Treasurer's report. A minor typo was identified. Katie motioned to approve, Scott seconded. Motion carried.

5. Section Meeting Receipt Practices

Jacob explained NCITE's current practice for section meeting receipts. He explained that last month he had to revise the meeting receipt template to add a payment option for non-members. The Board agreed that the receipt system needs to be modernized. Jake and Mike will look into emailing receipts via StarChapter's meeting registration list. Suggested revisions included: 8.5"x11" paper size, certificate border, and write in price paid. The Directors will fill in the meeting times and PDH units.

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6. Section Meetings

- a. Jacob gave a brief summary of the October meeting. It was very well attended and registrants appeared to be following the new member/non-member pricing scheme.
- b. Jacob, Max, and Ken gave an update on preparations for the Annual Meeting. There are 52 people signed up. The Younger Member Committee is having their kick-off meeting an hour prior to the social hour for the annual meeting. Joe went through his annual meeting checklist with the Board and noted a few follow-up items.
- d. The Board discussed the Director Transition meeting. Mike decided that it would be best to be held following the December Board meeting on December 10. Members of the outgoing and incoming Board will be attending.

7. Fall 2016 NCITE Elections

Scott obtained the election results earlier in the week and provided them to Joe for the Annual Meeting.

8. Newsletter Software Discussion

Jake provided the Board with some information that was emailed earlier in the week about Newsletter formatting ideas. The Canadian District ITE Newsletter has more content and formatting looks good. They have an electronic Snapbook option that looks great, but has a monthly fee for the service. The Board agreed that our newsletter has won awards recently so there isn't a huge need to retool it right now.

9. MWITE Updates

John gave a brief MWITE and ITE International update. ITE International is looking to reduce the number of dues combinations (currently at 168) for new members. They would like dues to be in multiples of 5. This will be something for NCITE to consider in the near future since our Section Dues are at \$16. John also gave a summary on proposed changes to the ITE constitution which are intended to attract new members, in particular in the connected/autonomous vehicle area.

10. 2018 ITE Annual Meeting

John reported that the call for abstracts for the 2017 ITE Annual Meeting in Toronto just went out. Carol at ITE will be working with the 2018 LAC this year.

11. Committee Updates

Mike reported that the Intersection Traffic Control and Bicycle and Pedestrian Safety committees held a joint meeting on November 2. The Maintenance and Operations group met last week.

12. Review Action Items

The updated list of action items is as follows:

- Board** – Consider section insurance.
- Joe** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Joe** – Update Policies with Board responsibilities.
- Mike** – send Scott & Jeff tax form 990N and upload to Google Drive.
- Katie** – document Past President MWITE responsibilities.
- Mike** – coordinate Life Section/Affiliate members list updates on website with Nick/Jonah.
- Board** – review Board duties and prepare updates/revisions for discussion.

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- Scott** – update Bylaws document and send to Jonah for the website.
- Mike** – work with StarChapter to revise website for Bylaws, Policies, Charter, and Board meeting minutes.
- Joe** – Send committee contact updates to Jonah.
- Mike/Jacob** – check into sending Section Meeting receipts through StarChapter.
- Scott/Mike** – look into padfolio speaker gifts.
- Mike** – contact new directors about 12/10/16 Board and Directors Transition meeting.
- Scott** – send Board responsibilities document to Board.

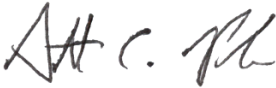
13. Adjourn

Mike motioned to adjourn at 10:43 and Max seconded the motion. Motion carried unanimously.

14. Next Meeting

Thursday, December 8, 2016, 8:30 a.m. to 10:30 a.m. at Washington County Public Works.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: November 13, 2016

2016 Executive Committee

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Agenda

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Thursday, November 10th, 2016 8:30 – 10:30 AM

Location: Stantec
2335 Highway 36 West, Roseville, MN 55113
Host: Jeff Preston

1. Call Meeting to Order
2. Review Agenda
3. October 2016 Secretary's Report Scott
4. October 2016 Treasurer's Report Jeff
5. Section Meeting Receipt Practices Jake
6. Section Meetings
 - a. October Section Meeting Recap (U of M / ITSO) Max
 - b. Annual meeting (Whirlyball) Directors
 - c. December Section Meeting? (Usually omitted) Joe
 - d. Director Transition meeting Joe
7. Fall 2016 NCITE Elections Mike/Scott
8. Newsletter Software Discussion Jake
9. MWITE Updates Katie / John Davis
10. 2018 ITE Annual Meeting John Davis
11. Committee Updates Mike M
12. Review Action Items Scott
13. Adjourn

Next Meeting:

Board Meeting – December 10th, 2016
8:30 – 10:30 AM
Location: Washington County Public Works
11660 Myeron Road North, Stillwater Twp, MN
Host: Joe Gustafson