

MINUTES

NCITE Executive Board Meeting
 Thursday, December 8th, 2016 - 8:30-10:30 a.m.
 Location: Washington County
 Host: Joe Gustafson

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, Abby Rieckman, Mark Wagner		

- 1. Call Meeting to Order**
 Joe called the meeting to order at 8:39am.
- 2. Review Agenda**
 The agenda items were reviewed. Joe added item 4a for an update on the Maintenance and Operations Group with Adam Bruening.
- 3. Secretary's Report**
 Scott presented the November Board Meeting minutes. Mike motioned to approve, Ken seconded. Motion carried. Scott presented the Annual Meeting minutes. A minor typo was identified. Mike motioned to approve as amended. Jacob seconded. Motion carried.
- 4. Treasurer's Report**
 Jeff presented the November Treasurer's report. A minor typo was identified. Katie motioned to approve, Scott seconded. Motion carried.

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4a Maintenance and Operations Group Update

Adam Bruening gave the Board an update on recent activity from the Maintenance and Operations Group. This past year the group has had 12-15 regular attendees. The group last met on December 7. The City of St. Paul has contributed a lot to the group over the years and their representative in the group just retired. Therefore, Adam is going to be seeking out a replacement representative from the City. Recent topics have included: sign trucks, sign programs for fabrication, and pavement markings. In the 19 years the group has met, they have always had a roundtable meeting format and they do not keep minutes.

5. Section Meetings

- a. The directors gave a brief summary of the Annual Meeting at Whirlyball. The unanimous consensus was that it was a total success. It was noted that several of the older members who were apprehensive about playing Whirlyball joined in on the fun. It was also noted that the door prizes were the right quantity and amount.
- b. Ken described a lead on a potential January Section meeting topic. He was going to pursue it further: Ray Starr to present on the SPaT Challenge. The Challenge involves agencies making signal phase and timing data available via short range radio. It was suggested that the new Directors select a few preferred dates to approach Ray about. Several Board members pointed out that the meeting should be planned around conferences that take place in January, including TRB, County Engineers Conference, and City Engineers Conference. Scholarship winners will be announced at the January Section Meeting.
- c. The Board briefly discussed preparations for the Summer Social. Since a reservation has not been made for the event, everyone needs to think of a few ideas to discuss at the January Board meeting.

6. TRB Minnesota Night Sponsorship

Joe and Scott described a solicitation for NCITE sponsorship of Minnesota Night at the TRB Annual Meeting in Washington DC received from Mike Anderson. The Board thought that there was not enough of a benefit to the NCITE membership to be a sponsor. Furthermore, it was not a budgeted expense for 2016.

7. NCITE Website Announcement Policy

The Board discussed how non-NCITE sponsored events are communicated to the NCITE membership. It was agreed that only NCITE sponsored events should be emailed to NCITE members. It was also agreed that non-NCITE sponsored events that pertain to transportation and generally follow the ITE Constitution, Canons of Ethics, and Policies should be added to the website and published in the INCITER. This also holds true for sister organization's (ITS-MN, APWA, etc.) annual meetings. Joe will work on coming up with revised NCITE Policies to reflect these updates.

8. Review Action Items

The updated list of action items is as follows:

- Joe** – contact Kate Miner about obtaining sorted newsletters.
- Joe** – Update NCITE Policies with Board duties, Director responsibilities, and email/website/newsletter event announcements.
- Mike** – send Scott & Jeff tax form 990N and upload to Google Drive.
- Katie** – document Past President MWITE responsibilities and send to Joe for Board duties update.

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- Mike** – coordinate Life Section/Affiliate members list updates on website with Nick/Jonah.
- Joe** – review President duties and prepare updates.
- Jeff** - review Treasurer duties and prepare updates.
- Mike** – work with StarChapter to revise website for Bylaws, Policies, Charter, and Board meeting minutes.
- Scott** – Send committee contact updates to Jonah.
- Mike/Jacob** – check into sending Section Meeting receipts through StarChapter.
- Scott/Mike** – look into padfolio speaker gifts.
- Jeff** - for the 2017 Board: 1) update Google Group email list, 2) update website admin accounts, and 3) update NCITE letterhead and send to Board.
- Scott** - send 2017 letterhead to committee chairs.
- Mike** - follow-up with Colleen about section insurance.
- Board** - upload 2016 Board documents to Google Drive and notify Scott when complete.
- Scott** - backup Google Drive documents to flash drive.
- Jeff/Jake** - place Google Drive backup flash drive in safety deposit box.
- Scott** - turn over safety deposit box key to Jake.

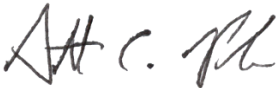
9. Adjourn

Scott motioned to adjourn at 10:38 and Mike seconded the motion. Motion carried unanimously.

10. Next Meeting

Thursday, January 12, 2017, 8:30 a.m. to 10:30 a.m. at HDR, Inc.

Respectfully submitted,



Scott Poska
2016 NCITE Secretary

Date: December 30, 2016

2016 Executive Committee

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Agenda

NCITE Executive Board Meeting
 and Director Transition Meeting
 Thursday, December 8th, 2016 8:30 AM – 12:00 PM

Location: Washington County Public Works
 11660 Myeron Road North
 Host: Joe Gustafson

1. Call Meeting to Order
2. Review Agenda
3. November 2016 Secretary's Report Scott
4. November 2016 Treasurer's Report Jeff
5. Section Meetings
 - a. Annual meeting (Whirlyball) Directors
 - b. January Section Meeting Board
6. TRB Annual Meeting Sponsorship Joe
7. NCITE Website Announcement Policy Joe
8. Review Action Items..... Scott
9. Adjourn Board Meeting
10. Building Tour Joe
11. Director Transition meeting (11:00am – Noon) Directors

Next Meeting:

Thursday, January 12th, 2017, 8:30 – 10:30 AM
 Location: HDR, Inc
 701 Xenia Ave S #600, Golden Valley, MN
 Host: Mike Martinez