

MINUTES

NCITE Executive Board Meeting  
 Thursday, February 9<sup>th</sup>, 2017 - 8:30-10:30 a.m.  
 Location: SRF  
 Host: Scott Poska

Executive Board:	Present	Absent
Mike Martinez, President	X	
Scott Poska, Vice President	X	
Jeff Preston, Secretary	X	
Jacob Folkeringa, Treasurer	X (Call)	
Mark Wagner, Director		X
Abby Rieckman, Director	X	
Nick Ollrich, Director	X	
Joe Gustafson, Past President	X	
Guests:		
Phil Kulis, Young Member Group		

1. Call Meeting to Order  
Mike M. called the meeting to order at 8:32 am.
2. Review Agenda  
The agenda items were reviewed. No Items were added.
3. January 2017 Secretary's Report  
Jeff P. presented the January 2017 Board Meeting minutes. A few minor revisions were identified:
  - HCM Training was discussed further. Scott P. will get in touch with Joe Devore to discuss potential Professional Development opportunity. Discuss with other Committees to survey potential course activity, including videos or presentation.
 Scott P. motioned to approve as amended, Joe G. seconded. Motion carried.

Jeff P. presented the January 2017 Section Meeting minutes. A few minor revisions were identified: Scott P. motioned to approve as amended, Joe G. seconded. Motion carried.

**Minutes**  
NCITE Executive Board Meeting  
February 9, 2017

4. January 2017 Treasurer's Report  
Jake F. presented the January 2017 Treasurer's report.
  - Two no-shows / unpaid. Director will follow up
  - Question whether member / non-member pricing is being followed. Registrations will be reviewed over the next couple of meetings to verify.Scott P. motioned to approve as amended, Joe G. seconded. Motion carried.
5. Calendar 2017  
Mike M. presented a revised 2017 Calendar. Minor revisions were noted.
  - Confirm March 22, 2017 Section Meeting (Fargo)
  - June 16, 2017 HCM Luncheon Meeting
  - July 2017 combined Fundraiser/Summer Social (No joint meeting proposed at this time)Scott P. motioned to approve as amended, Joe G. seconded. Motion carried.
6. Budget 2017  
Mike M. presented a revised 2017 Budget. Minor revisions were noted.
  - Discussion regarding overall loss/balance numbers and what is the appropriate level of account balance to target.
  - Continue to monitor Section Meeting income/expenses. Discussed further review of estimated meeting costs to achieve balanced meetings. Directors will continue to review.Scott P. motioned to approve as amended, Joe G. seconded. Motion carried.
7. Young Member Group - Update  
Phil K. Updated the Board on the most recent Young Member Group activities.
  - January 26<sup>th</sup> meeting at The Depot with ice skating and social at Alliant Engineering.
  - February 13<sup>th</sup> planning meeting
  - Anticipate March event. Potential combined ITSO event.
  - Request for pictures to be taken at event for use newsletter.
8. Section Meetings
  - A. February Section Meeting – Mark W. update the group on the February Section meeting planned for Jax Café. Registrations at 17. Final notice Monday, February 13.
  - B. March Section Meeting (North Dakota) – Sara Schmidt (SRF Fargo)/Abby R. are coordinating the meeting in Fargo. March 22 meeting is planned for a lunch coinciding with the ATSSA Conference. Hiway Federal Credit Union Room being reserved for Metro Area video viewing.
  - C. May Section Meeting – Directors working on topic.
9. Committee Updates  
Scott P. gave a quick update on NCITE Committees:
  - Young Member Committee (YMC) – Planning for March Meeting
  - Intersection Traffic Control: February 1 Meeting.
  - Planning Methods: Planning for March Meeting
  - Geometric Design: February 16 Meeting.
  - Traffic Operations: February 1 Meeting.
  - SimCap: Next meeting on February 21.

**Minutes**  
NCITE Executive Board Meeting  
February 9, 2017

10. NCITE Signature Authority

Mike M. discussed need for a policy designating signature authority. Mike M. proposed to bring a draft policy for discussion to the March Board Meeting.

11. Social Media

Discussion included:

- Is it necessary to have a Social Media Coordinator as part of the Communications Committee?
- What is the preferred social media platform? LinkedIn appears preferred.
- Do any other Districts/Sections have a policy in place to review?

12. NCITE Representative to MN 2050

Discussion included:

- Does NCITE want to continue supporting MN 2050 lobbying effort?
- Does NCITE want to appoint a liaison to monitor effort?

13. 2017 Professional Development

Discussion on developing a HCM update session.

14. 2017 Advertising

Jake F. gave an update of Advertising to date. Currently 12 at \$3800. Continuing effort to increase number.

15. Review Monthly Action Items

The updated list of action items is as follows:

- Joe – contact Kate Miner about obtaining sorted newsletters.
- Joe – review Board duties and prepare draft for review.
- Mike - follow-up with Colleen about section insurance.


16. Adjourn

Scott P. motioned to adjourn at 10:35 a.m. and Joe G. seconded the motion. Motion carried unanimously.

17. Next Meeting

Thursday, March 9, 2017, 8:30 a.m. to 10:30 a.m. at Stantec.

Respectfully submitted,



Jeff Preston

2017 NCITE Secretary

Date: March 8, 2017