



MINUTES

NCITE Executive Board Meeting  
 Thursday, January 12<sup>th</sup>, 2017 - 8:30-10:30 a.m.  
 Location: HDR  
 Host: Mike Martinez

Executive Board:	Present	Absent
Mike Martinez, President	X	
Scott Poska, Vice President	X	
Jeff Preston, Secretary	X	
Jacob Folkeringa, Treasurer	X	
Mark Wagner, Director	X	
Abby Rieckman, Director	X	
Nick Ollrich, Director	X	
Joe Gustafson, Past President		X
Guests:		
Morgan Hoxie, Membership Coordinator		

1. Call Meeting to Order  
 Mike M. called the meeting to order at 8:40 am.
2. Review Agenda  
 The agenda items were reviewed. The following items were added to the agenda:
  - Item 6d – discussion of future Section Meeting topics.
  - Item 6e – discussion of Section Meeting photo opportunities
  - Item 13a – discussion of 2018 LOC budget
3. December 2016 Secretary's Report  
 Scott P. presented the December 2016 Board Meeting minutes. A few minor typos were identified. Nick O. motioned to approve as amended, Mark W. seconded. Motion carried.
4. December 2016 Treasurer's Report  
 Jeff P. presented the 2016 December Treasurer's report. Scott P. motioned to approve the December report, Abby R. seconded. Motion carried.
5. 2016 Year End Treasurer's Report  
 Jeff P. presented the End of Year Treasurer's report. Scott questioned Affiliate dues numbers. The affiliates were not billed for 2016, so 2016 and 2017 will be sent out in early 2017. Scott questioned

## Minutes

NCITE Executive Board Meeting  
January 12, 2017

final account balance chart. It was determined that it was not necessary for this submittal. Jake F. motioned for approval of the Year End Report, Scott P. seconded. Motion carried.

### 6. Section Meetings

- A. January Section Meeting – Nick O. updated the group on the January Section meeting at Rose Vine Hall (Grumpy's). Cost is set a \$25 member/\$30 non-member. Final announcement set for Monday, January 17. A buffet style lunch is planned. Suggested to coordinate with Joe Devore (SRF) for projector needs.
- B. February Section Meeting – Mark W. update the group on the February Section meeting planned for Jax Café. Jake F. to send Mark W. previous information to help with coordinate with Jax. Preliminary topic includes Safety Signs (Reed Leidle) discussing work-zone safety.
- C. April Section Meeting (North Dakota) – Sara Schmidt (SRF Fargo) is coordinating a meeting in Fargo. Schedule was originally scheduled for April, but has been changed to March 22. The meeting is planned for a lunch coinciding with the ATSSA Conference in Fargo. Topic for meeting is still to be determined. Group brainstormed potential topics:
  - Fargo diversion channel project
  - Moorhead I-94 / TH 75 DDI
  - Baudette Border Crossing
- D. Future Topics – Scott P. shared potential future topics:
  - Sioux Falls, SD – In Sync adaptive corridor study. Including before and after study. Nick O. to follow up.
  - Brian Nemeth (Bolten & Menk) participates on TRB Committee dealing with HCM. Meeting topic could provide information on most recent changes to the HCM.
- E. Section Meeting Photos – Scott P. brought up topic to address better photos for Section Meetings. Possible addition to Director responsibilities, to coordinate time before or after the meeting to stage photos. This would provide more options for Newsletter and Annual Report.

### 7. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC) – Social Outing scheduled for January 26, including skating at the Depot and gathering at Alliant after.
- Intersection Traffic Control: Brainstorming meeting on January 4.
- Pedestrian and Traffic Safety: Brainstorming meeting on January 10.
- Traffic Operations: Met on January 4.
- SimCap: Next meeting on February 21.
- Professional Development: Chair Vacant

**Minutes**  
NCITE Executive Board Meeting  
January 12, 2017

7A. Website Update

The Communications area of the website is being updated to match new organization based on changes made at the end of 2016.

8. Invited Committee Chair – Membership (Morgan Hoxie)

- Discussed updating the member list from ITE monthly to catch new members and status changes.
- Researching the definition of membership type NM.
- Send new member info to Newsletter and Secretary for Annual Report.
- Nick O. to send word document / new member info to Scott P. (Action Item)
- Mike M. to set up lunch with Scott McBride (MNDOT) to discuss MNDOT staff participation in NCITE.

9. North Dakota NCITE Chapter

Discussion included:

- Process to set up a Chapter, with MOVITE process as a potential example.
- Separate leadership structure was discussed, but not supported.
- Are bylaws required to start a new chapter?
- Group supports Sara S. (SRF Fargo) to research ITE bylaws and policies to establish a chapter.

10. 2017 Professional Development

Discussion included:

- Idea of combining Summer Social and Fundraising Event.
- Directors to consider dates and venue options.
- Partnering for event is up for debate.
- Memorial Day is May 29, 2017 – directors to consider holiday when searching for dates.

11. 2017 Advertising

Jake F. created a company list and requested any additional companies to be added. He is asking that Board members review list and add any companies/contacts.

12. 2017 Calendar

Mike M. distributed preliminary 2017 Calendar. Items discussed included:

- Proposed afternoon Board Meetings for June and September meetings.
- April Section meeting moved to March to coincide with ATSSA Conference.
- Scott P. to follow up with Tyler Krage / Joe Devore regarding potential for HCM Training.

**Minutes**  
NCITE Executive Board Meeting  
January 12, 2017

13. 2017 Budget

Mike M. distributed preliminary 2017 Budget. Board to review and provide any comments.

13A. 2018 LOC Budget

Item tabled to February Meeting.

14. Review Monthly 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.
- Mike – document Past President MWITE responsibilities and send to Joe for Board duties update.
- Morgan – 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.
- 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.
- Jake – update Director responsibilities.
- Mike – Add Director manual for StarChapter to Google Drive.
- Jake – Clean up Communications Group links/information on website.
- Jeff – Remove Katie Schmidt from Google Group email.
- Nick – Send new member information to Scott P.
- Mike – Setup lunch meeting with Scott McBride to discuss MNDOT participation.
- Mike – Send out evites to Board for 2017 Board Meetings.
- Mike – Revise 2017 draft budget.

**Minutes**  
NCITE Executive Board Meeting  
January 12, 2017

15. Adjourn

Scott P. motioned to adjourn at 10:52 a.m. and Jake F. seconded the motion. Motion carried unanimously.

16. Next Meeting

Thursday, February 9, 2017, 8:30 a.m. to 10:30 a.m. at SRF.

Respectfully submitted,



Jeff Preston

2017 NCITE Secretary

Date: February 8, 2017