



MINUTES

NCITE Executive Board Meeting
Thursday, March 9th, 2017 - 8:30-10:30 a.m.
Location: Stantec
Host: Jeff Preston

Table with 3 columns: Name/Role, Present, Absent. Rows include Executive Board members (Mike Martinez, Scott Poska, Jeff Preston, Jacob Folkeringa, Mark Wagner, Abby Rieckman, Nick Ollrich, Joe Gustafson) and a Guest (Caitlin Wotruba).

1. Call Meeting to Order

Mike M. called the meeting to order at 8:32 am.

2. Review Agenda

The agenda items were reviewed. The following items were added:
7a – Annual Report, 12a – MWITE Awards, 13a – MN 2050 rep appt.

3. January 2017 Secretary’s Report

Jeff P. presented the February 2017 Board Meeting minutes. A few minor revisions were identified:
Scott P. motioned to approve as amended, Mark W. seconded. Motion carried.

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

4. January 2017 Treasurer’s Report

Jake F. presented the February 2017 Treasurer’s report.

- Question whether GoTo Meeting is needed? What is the usage? Are the max attendees allowed too little / too many for the cost?

Joe G. motioned to approve, Abby R. seconded. Motion carried.

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5. Invited Committee Chair: Pedestrian and Traffic Safety Group - Update

Caitlin W. updated the Board on the most recent Group activities.

- March 15th meeting – “Stop for me Campaign”
- Looking at future Section Meeting ideas.
 - Innovative Ideas – variable pedestrian timing
 - Safe Routes to School Study – Washington and St. Louis County

6. Section Meeting

A. February Section Meeting – No Comments.

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. Stantec is reserved for Metro Area video viewing.

C. May Section Meeting – Directors working on topics.

- Super Bowl – Traffic Control Ideas?
- Airport renovation and traffic control

7. Committee Updates

Scott P. gave a quick update on NCITE Committees:

- Young Member Committee (YMC) – Planning for March Meeting
- Intersection Traffic Control: February 28 Meeting.
- Planning Methods: Planning for March 16 Meeting
- Geometric Design: April 20 Meeting.
- Traffic Operations: March 2 Meeting.
- SimCap: April 18 Meeting.

7A. Annual Report

Scott P. gave a quick update on the Annual Report

An email blast will be sent out to the membership that the Report has been posted to the website for viewing.

8. Advertising Update

Jake F. gave an update on advertising.

- 23 Total at \$6300
- Lost Westwood / Added KLJ and MTJ

9. Receipts

Jake F. presented a draft receipt for use at Section Meetings. Discussion continued regarding the type of language that should be included regarding any signature from NCITE on the receipt or leave off.

10. Meeting with MNDOT Staff

Mike M. and Scott P. met with Scott McBride and Jay Hietpas to discuss strategies to increase MNDOT participation in NCITE.

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11. NCITE Signature Authority

Mike M. presented draft signature authority policy. Language is being reviewed and will be presented at next meeting.

12. Social Media

Discussion included:

- Social Media discussion continued with Facebook being a more efficient option. Additional questions arose, with survey of membership a potential option. Discussion to continue.

12A. MWITE Awards

Discussion Tabled

13. 2017 Professional Development

Discussion Tabled

13A. NCITE Representative to MN 2050

Discussion Tabled

14. 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.
- Mike** – Find contact at ITE for Annual Report
- Scott / Jake** – Submit Award information.

15. Adjourn

Joe G. motioned to adjourn at 10:37 a.m. and Scott P. seconded the motion. Motion carried unanimously.

16. Next Meeting

Friday, April 14, 2017, 8:30 a.m. to 10:30 a.m. at SRF.

Respectfully submitted,



Jeff Preston

2017 NCITE Secretary

Date: April 14, 2017