NORTH CENTRAL SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

June 2019 Board Meeting
Thursday, June 11, 2019: 2:30pm - 4:30pm
Location: KLJ
Host: Joe DeVore

Executive Board	Present	Absent
Jeff Preston, President	X	
Jacob Folkeringa, Vice President		X
Kevin Peterson, Secretary	X	
Tyler Krage, Treasurer	X (phone)	
Jonah Finklestein, Director	X	
Phil Kulis, Director	X (phone)	
Joe DeVore, Director	X	
Scott Poska, Past President	X	
Guests: Jeremy Melquist		

1. **Call Meeting to Order**
   Jeff called the meeting to order at 2:33pm.

2. **Review Agenda**
   The agenda was reviewed.

3. **April/May 2019Secretary's Report**
   a. The April 2019 Board Meeting minutes were presented
      Motion: Joe Motioned, Tyler Seconded, motion carries
   b. The May 2019 Board Meeting minutes were presented
      Motion: Jonah motioned, Jonah seconded, motion carries
   c. The May 2019 Section Meeting minutes were presented
      Motion: Joe Motioned, Tyler Seconded, motion carries

4. **April/May Treasurer's Report**
   a. The May 2019 Treasurer's Report was presented
      Motion: Kevin Motioned, Jonah Seconded, motion carries

5. **Meetings**
   a. **May Section Meeting**
      Jeff noted that the topic was good, people were interested, and we had a full room.
      Phil noted that the room was small, so it may not be a great venue in the future.
      Jeff added that he held the Past President's dinner at Lucky's 13 Pub in Roseville. This was a great venue, with a large private room, and a $500 minimum.

   b. **September Section Meeting**
      The group noted that the attendance was light last year.
      Tyler added that many people attended only for the Chipotle.

Scott suggested considering late September to boost turnout. Jeff agreed that the third week of September should be the goal, but if it slides to late September that is fine.
Scott suggested skipping a section meeting due to the Symposium.
Tyler suggested doing the MnDOT Budget update at a new location with Chipotle to increase attendance.
Joe suggested the MnDOT budget being a key presentation at the Symposium. The group will discuss with Jeremy Melquist.
Tyler suggested a presentation on the soccer stadium.
ACTION: Phil to contact the City of St. Paul to provide a presentation on the Soccer Stadium Event plan.
Jonah suggested presenting on stop sign compliance.
Jeff suggested the ‘Can of Worms’ project.

c. Annual Meeting
Jeff noted that previous boards had identified a location and date by this point in time.
The group decided that either Thursday November 14 or 21 would be good dates.
Jeff suggested a casino night.
Scott suggested keeping the ticket prices under $65.
ACTION: Directors to run some numbers assuming different attendance numbers for the annual meeting.
Remaining Options:
- Casino night at a brewery
- Go-Karts
- Can-Can Wonderland
- Game Show Battle
- Top Golf

6. Transportation Symposium
Jeremy noted that a room is ready at the Continuing Education and Conference Center room 155 at the U of MN on the following dates: 12/9/19 or 12/11/19. The board preferred 12/11/19.
Jeremy noted that the cost for 50 people would be around $1400 for the room and lunch, or $2100 for the room and all day food. The board felt $1400 if we brought our own food, and adding a social time after.
Jeff noted that when he held the symposium in 2008 the cost was $50.
Kevin added that the 2011 symposium was $50 and had 41 attendees.
Jeff noted that CTS helped him print items and share with their mailing list for the 2008 symposium.
ACTION: Jeff will call Mindy at CTS for assistance.
Scott suggested a theme for the symposium, e.g. Speed reduction, road diets, CVAV… to avoid being too general.
A few topics were suggested:
- The 25 vs 30 mph change
- Stop sign compliance
- LRRB Addressing Citizen Complaints about Traffic Safety Conce

Jeff noted the following items remaining:
- Flyer

- Save the Date
- Presenters/Topics/Abstracts

7. Committee Updates

Skipped

8. ILIITE Public Partnership Program

Scott noted that with the ILIITE public partnership program, a public agency can pay a flat fee and allow two employees to attend weather a member or not.
Scott suggested defining the problem we are trying to solve.
The board agreed that the Public Partnership Program was a great idea.
Jeff noted that NCITE is on the ITE Agency Member list.
Kevin suggested discussing barriers for public agencies, then brainstorm ways to get public attendance higher.
Jeff suggested setting a lump sum meeting attendance fee if the Agency is a member.
ACTION: Scott will discuss the Public Partnership Program with Brian Roberts.

9. MWITE Update

Scott noted that the MWITE Annual meeting is next week.
Scott noted that the board has moved on from balancing the budget and they are now focusing on the board transition.

10. Section Awards/Plaques

11. Review Action Items

The updated list of action items is as follows:

Jeff – Upload remaining paper newsletters.

Tyler/Phil - Review new location for ITSO/October Section Meeting

Phil - contact the City of St. Paul to provide a presentation on the Soccer Stadium Event plan.

Board - run some costs assuming different attendance numbers for the annual meeting.

Jeff - call Mindy at CTS for assistance with the Symposium.

Scott - discuss the ILITE Public Partnership Program with Brian Roberts.

12. Adjourn

Scott motioned to adjourn the meeting at 4:33pm. Joe Seconded, Joe abstained, Motion carried.

Respectfully submitted,

Kevin Peterson
2019 Secretary

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NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

June 11, 2019

NORTH CENTRAL SECTION
INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

July 2019 Board Meeting
Thursday, July 11, 2019: 8:30am - 10:00 am
Location: Stantec
Host: Jeff Preston

Executive Board	Present	Absent
Jeff Preston, President	X	
Jacob Folkeringa, Vice President		X
Kevin Peterson, Secretary	X (phone)	
Tyler Krage, Treasurer		X
Jonah Finklestein, Director	X (phone)	
Phil Kulis, Director	X (phone)	
Joe DeVore, Director	X (phone)	
Scott Poska, Past President	X	
Guests: Jeremy Melquist		

1. **Call Meeting to Order**
   Jeff called the meeting to order at 8:37am.

2. **Review Agenda**
   The agenda was reviewed.

3. **Section Meetings**
   a. September Section Meeting
      Jonah noted that he has contact Allianz Field, they have a few options for hosting on site. The cheapest option would be an Owner's suite with a capacity around 40. This Owners Suite has a $1500 rental fee with a $1200 minimum.
      Phil noted that he had worked with the Team's General Manager and offered to reach out to them.
      Jonah will reach out to his contact to discuss (Kara Vana).
      Jeff suggested keeping two options open and researching a lunch option.
      The group discussed potential meeting topics:
      - Nichole Morris
      - Kristen Carlson
      - MnCrash

      ACTION: Jonah and Phil will reach out to the General Manager of Allianz Field.
      ACTION: Jonah will research costs for lunches instead of an evening event.
      ACTION: Jonah will research holding the September Section meeting at Gashof's
      ACTION: Jeff to reach out to Kristin and Lori at CTS for the October Section meeting.
      ACTION: Phil to reach out to Jake to get in touch with Nichole Morris
      ACTION: Phil to begin planning for October Section Meeting by reaching out to ITSO

b. Annual Meeting
Joe reviewed the research he had done on the Annual Meeting.
The group preferred Top Golf given the costs shown.
Top Golf would require a Determination Letter to prove non-profit status.
Scott noted that the MWITE Board Retreat is November 21.
Joe noted that November 14 seemed to be the best day.
Scott noted that the Annual Meeting information should be shared with Kristi Sebastian, Scott will share the information with the District Editor.
Scott suggested sorting out meeting costs at the next Board Meeting. Scott reminded the group that Student meeting rates are stipulated in the NCITE Policies. Scott noted that he didn't remember a non-member rate for the Annual Meeting.
Scott reminded Joe to confirm that the rental rate included AV equipment (screen, microphone etc.).
ACTION: Jeff will update and share the Annual Meeting Action Item Spreadsheet.
ACTION: Joe to confirm agreement with TopGolf and book for November 14, 2019.
ACTION: Scott to share Annual Meeting information with District and ITE.

4. Transportation Symposium
The group suggested keeping the planning general for the time being.
Joe suggested opening up the registration to presentations between 15-45 minutes.
Joe suggested sending one Save-the-Date email for the Symposium and Annual Meeting.
Scott reminded the group that we discussed a social/happy hour event starting at 4pm.

5. Misc.
a. Scott reminded the group about a cool video developed by the Western District. Scott suggested looping it on a laptop during events.

6. Review Action Items
The updated list of action items is as follows:

Jeff – Upload remaining paper newsletters.

Tyler/Phil - Review new location for ITSO/October Section Meeting.

Phil - contact the City of St. Paul to provide a presentation on the Soccer Stadium Event plan.

Jeff - call Mindy at CTS for assistance with the Symposium.

Scott - discuss the ILITE Public Partnership Program with Brian Roberts. (Board Retreat)

Phil and Jonah- reach out to the General Manager of Allianz Field.

Jonah - research lunch options at Allianz Field.

Jonah - investigate holding the September Section Meeting at Gasthof's in September or October.

Jeff - reach out to Kristin Carlson and Lori at CTS for the October Section Meeting.

Phil - reach out to Jake to reach out to Nichole Morris.

Phil - begin planning for October Section Meeting by reaching out to ITSO.

Jeff - update and share the Annual Meeting Action Item Spreadsheet

Joe - confirm agreement with TopGolf and book for November 14, 2019.

Scott - share Annual Meeting information with District and ITE for advertisement.

7. **Adjourn**
   Scott motioned to adjourn the meeting at 9:53am. Joe Seconded, Joe abstained, Motion carried.

Respectfully submitted,

Kevin Peterson
2019 Secretary
July 11, 2019