



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

January 2020 Board Meeting
Thursday January 9, 2020: 8:00am - 10:00am
Location: SRF
Host: Jake Folkeringa
(Minutes collected by Kevin Peterson)

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Natalie Sager, Treasurer	X	
Tyler Krage, Secretary	X (phone)	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director		X
Jeff Preston, Past President	X	
Guests: none		

1. Call Meeting to Order

Jake called the meeting to order at 8:03am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. December 2019 Secretary's Report

Board reviewed the 2019 Annual Meeting Minutes. Morgan commented to correct the spelling on her last name. Morgan Motioned approval with that change, Jeremy Seconded, motion carried

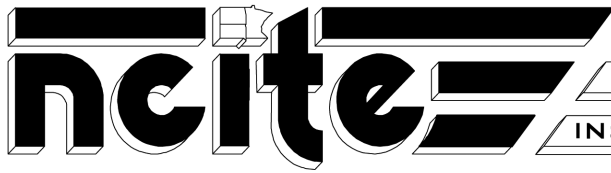
Kevin motioned to approve the December 2019 Board Meeting Minutes, Morgan seconded, motion carries

4. December 2019 Treasurer's Report

Tyler presented the December 2019 Treasurer's Report.

Tyler noted that four people have not yet paid for the Symposium. Tyler noted that much of the advertising income has come in.

Tyler noted that ITE may be setting up a national savings account option. Jeff noted that ITE has partnered with a banking firm to create savings to the benefit of a section. Because this will be used as an aggregate savings account for all of the sections it will get a better rate than a standard money market. Jeff noted that a similar option may exist for scholarships, but that will not be a good option for NCITE as our scholarship budget is small, and we do not have a separate account.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

Tyler noted that he talked with PayPal about orders not going through StarChapter because we are at a low StarChapter tier. If members close the PayPal window before being directed back to StarChapter, StarChapter does not log the membership, but PayPal does accept payment. The fix is to put a link in the email noting that members should return to StarChapter.

Morgan motioned to approve the December 2019 Treasurer's Report, Natalie seconded, motion carries.

Jeff suggested a review of the audit process. Jake noted that John Crawford is designated as the NCITE Auditor.

5. Draft 2020 Budget

Jake presented the DRAFT 2020 Budget.

The Board suggested holding the Transportation Symposium every other year.

The Board discussed options for disbursing the previous year's profit back to the section. Options include:

- Professional Development
- Road Show
- Annual Meeting
- Committees
- MWITE Happy Hour

Jeff noted that we may be having trouble getting qualified scholarship applicants. The Board will discuss more at a future meeting. Currently NCITE offers 4 scholarships at \$500 each.

The Board supported providing a budgeted expense for the Younger Member Committee. Jeff suggested budgeting some expense for general committee access. The Board suggested budgeting \$250 expense and \$0 income for the Younger Member Committee, this money shall not be used for alcohol.

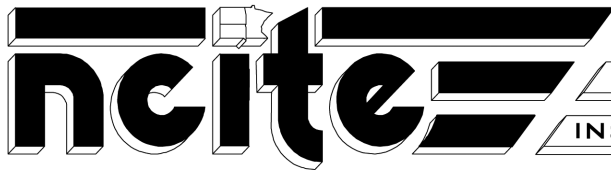
Jake suggested budgeting \$0 expense and \$0 income for Pass-Through.

Jake noted that the LeadershipITE stipend is an NCITE Policy item.

Jake noted that the Young Transportation Award is a Policy item for a travel stipend to the MWITE or Annual Meeting.

Jake asked the Board about the Student Leadership Summit Stipend. Jeff noted that the SLS is typically located where the District Meeting is held. Jeff noted that the SLS may be in the NCITE Section in 2021 or 2022. NCITE only budgets funds to support it when it is held in the NCITE Section.

Jeff suggested adding a line item for the Legacy Scholarship.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

Natalie suggested organizing the order a bit more logically.

ACTION: Jake will update the budget for review at the next Board Meeting

6. ~~Draft 2020 Schedule~~

7. Upcoming Meetings

a. January Section Meeting

Morgan noted that the meeting is on track. Only 20 members have registered to date. Roughly 33 registrants are needed to break even. The minimum is \$1000. Morgan will send a reminder

b. February Section Meeting

The group reviewed potential meeting topics.

ACTION: Jake will reach out to Tim Plath to discuss the Viking Facility for a meeting the third or fourth meeting in February.

c. Minneapolis STEM Expo

Tyler noted that Wednesday Feb 5 is the Minneapolis STEM Expo. Jeff asked that Tyler send a mass email to NCITE Membership to see if anyone wants to help behind the table.

d. Road Show

Tyler noted that Shannon Ausen from Sioux Falls has been in touch with Tyler, she supports an NCITE meeting at their SDSU Chapter. There may be a 2021 interchange opening that NCITE could piggy-back off of.

Jeremy suggested an event at Mankato.

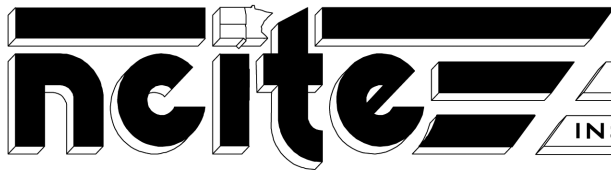
ACTION: Jeremy will follow up with Nick Ollrich to discuss potential events in Mankato.

Jake suggested Fargo, Sarah Schmidt has interest in hosting with ATTSA.

The Board agreed to focus on Mankato.

8. Committee Updates

- Jake was unsure if Todd and Mike will continue to chair ITS, if Krista Anderson will continue to chair the Planning Methods and Applications Committee, and if Adam will continue to Chair Traffic Ops.
- Jake reminded Kevin to ensure that Committee Meetings are on social media.
- Natalie noted that the YMC is planning out their meetings for the year. Meetings include skiing, tailgate, bike tour, roller blading at a roller garden, kick-ball at Utepils. The YMC is interested in refining their email list for committees. Jeremy noted that all members are invited. The YMC is also interested in finding a volunteer event for 2020.
- Jeff noted that the ITE Awards are changing to focus more on community events.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

9. MWITE Updates

Jeff was prompted to develop a LAC for the 2021 or 2022 District Meeting. That LAC would be responsible for registration, advertisement, and many other activities because this is a District Meeting, not an ITE International Meeting.

10. Section Charter and Bylaws

Jeff noted that as part of the District transition to the Great Lakes District, the ITE Transition Team is putting together new Charters and Bylaws for the Sections.

Jeff noted that the Bylaws seem relatively straight forward. Jeff noted that the Bylaws do not discuss Directors and that NCITE has a separate Treasurer, and Secretary.

Jeff noted that the Past-President can no longer be the MWITE Representative because a member cannot be a voting member of two boards. The MWITE Representative will be a two-year voting term. Jeff will be the NCITE MWITE Representative in 2020, and NCITE will need to vote again in 2021.

Jeff noted that Bylaws must be returned to MWITE by May 1, 2020.

11. 2020 ITE Awards

Jake noted that the new ITE Award brochure is out, due March 1 to the District. Jake noted that we typically submit for the Communications Award and Activities Award. The NCITE Project award is encouraged to be submitted to MWITE.

12. 2020 Board Initiatives

13. Review Action Items

The updated list of action items is as follows:

Scott – Discuss the ILITE Public Partnership Program with Brian Roberts.

Jake and Hoki – Meet with Nick VanGunst to determine ITS committee plans

Jake – Update the budget for review at the next Board Meeting

Jeremy – follow up with Nick Ollrich to discuss potential events in Mankato.

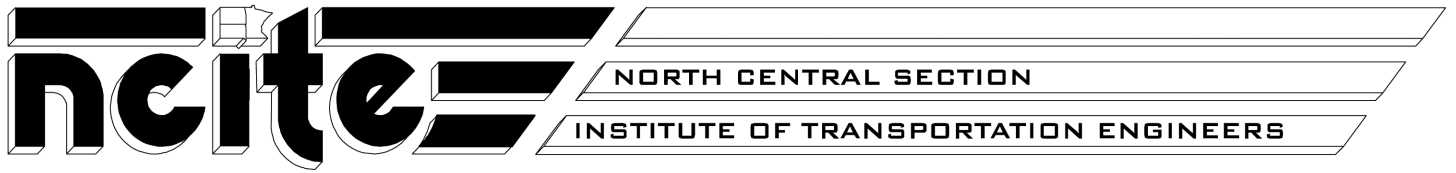
Jake – reach out to Tim Plath to discuss the Viking Facility.

Morgan – Talk to JoNette about Hennepin Avenue

Natalie – Talk with HDR about SHSP.

14. Adjourn

Morgan motioned to adjourn the meeting at 10:22am. Kevin seconded. All voted in favor, motion carried.



Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tyler Krage", followed by a long horizontal flourish.

Tyler Krage
2020 Secretary
January 4, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

February 2020 Board Meeting
Tuesday February 4, 2020: 3:00pm - 5:00pm
Location: KLJ
Host: Jeremy Melquist

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X (phone)	
Tyler Krage, Secretary	X (phone)	
Natalie Sager, Treasurer	X (phone)	
Morgan Hoxsie, Director	X (phone)	
Jeremy Melquist, Director	X	
Hoki Tse, Director		X
Jeff Preston, Past President	X	
Guests: none		

1. Call Meeting to Order

Jake called the meeting to order at 3:09pm.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. January 2020 Treasurer's Report

Natalie presented the January 2020 Treasurer's Report.

Natalie and Morgan had noted that turnout to the section meeting was light, likely due to early in the year conflicts. Meeting had lost around \$400, group has some ideas on moving forward in the future for January meetings.

Natalie noted that advertising money is coming in for the year.

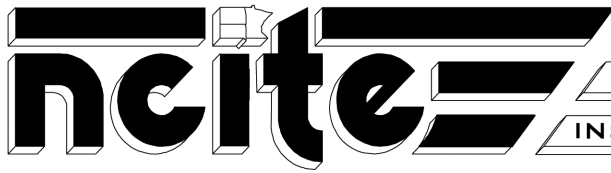
Nathan Poole and Justin Sebens need to pay yet for the Symposium.

Discussion of what to do with safety deposit box, and who's name it should be in. Currently in Mike Martinez's name, as he banks with them. Natalie will look into possibilities of transferring.

Morgan motioned to approve the January 2020 Treasurer's Report, Jeff seconded, motion carries.

4. Year End Treasurer's Report

Tyler presented the year end treasurer's report. Group decided that year end comparison graph can be excluded in future reports.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

Morgan motioned to approve report, Natalie seconded, motion carries.

5. January 2020 Secretary's Reports

Board reviewed the 2020 January Board Meeting Minutes. Misspellings and last name errors were corrected. Morgan motioned approval with that change, Jeremy seconded, motion carries.

Board reviewed the 2020 January Section Meeting Minutes. Date changes and last name errors were corrected. Natalie motioned approval with that change, Jeff seconded, motion carries.

6. 2020 Budget

Jake presented the revised 2020 Budget.

Jeff moves to approve new budget, Natalie seconds, motion carries.

7. Draft 2020 Schedule

Jake walked through Draft schedule for 2020, including ATTSA convention, Science Museum/STEM days, TRB, County Engineers', and other conference events as well as general dates for section meetings and events and responsible directors.

Discussion occurred of all committees meeting with board or president to walk through what is expected for committee chairs, minutes, website, etc.

ACTION ITEM: Jake will update schedule to add committee coordination meeting and will add schedule deadlines with board member responsible for each task.

8. Section Meetings and Events

a. January Section Meeting

Morgan gave update on how meeting went. Everything went well, with slight exception of low turnout. Discussion occurred to have prior board send out meeting notices for January before new year. Jeff noted Crooked Pint is close in location, with ease of logistics for parking.

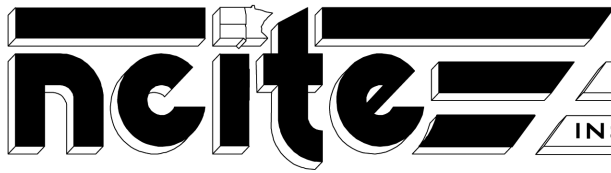
Kristine was good speaker and can help bring in more MnDOT attendance. In future, meeting can occur earlier in January to avoid conflicts with County Engineer's Conference.

b. Upcoming STEM Career Fair

Tyler coordinating with volunteers, and activity will be simulated traffic controller with signal head, controller, and Simtraffic model running. Small number of volunteers looking to help out with setup and working the event.

c. Upcoming February Section Meeting

Jeremy gave update on Upcoming meeting at Jax Café on February 25th. 25 people registered currently, need 50 to break even. Event is slotted to occur in upstairs room.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

d. Upcoming Science Museum Day

Kevin gave update on science museum day occurring on February 29th. Morgan noted that it occurs same day as YMC ski day, but there should still be enough volunteers to work event. Jake will announce at next section meeting.

ACTION ITEMS: Kevin to take care of registering for Civil Engineering Day event and send out emails looking for volunteers when time gets closer.

e. Ethics Training

Morgan slotted to plan ethics training at Urban Growler on March 24th. Working with WTS to have David Schultz present, plan is to break even, not make profit. Training planned to be 2-hour long event, to get full credit for both PDH and AICP time. Networking to occur for an hour afterward with light refreshments.

ACTION ITEMS: Morgan to continue planning Ethics meeting with WTS

f. Road Show in Mankato

Nick Ollrich to present and event will be planned by Hoki, more news to come later. To occur in conjunction with local TZD on April 23rd.

ACTION: Hoki to work with Nick Ollrich to discuss Mankato meeting logistics

a. ASTPM Training

Training to occur in May at MnDOT, and feature FHWA speaker. NCITE to aid in registration and other logistics. Derek Lehrke can help in planning from MnDOT's end as it will happen in Arden Hills training Center. Meeting will have Breakfast and Lunch provided, Board will help out and can determine cost for event.

ACTION: Jeremy to work with Derek and Ben to determine logistics for ASTPM meeting.

9. Committee Updates

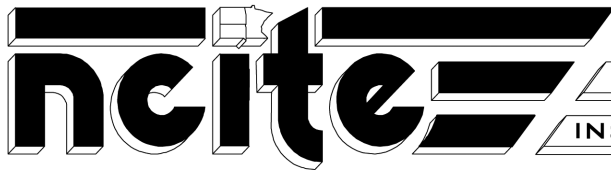
- ITCC Meeting occurring at Water's Edge 2/12
- Operations group meeting at Teppanaki Grill in Fridley 2/5
- Ped Group planning likely meeting to occur at the end of the month

10. MWITE Updates

Jeff gave update on District Activities. Chicago Meeting is getting finalized, Mike McCarthy sent out awards information, and transition team is working through bylaws and other administrative challenges.

May 5th is date for section Bylaw submittal to District.

Approved District rep (Jeff) and elections will occur in 2021 for new rep.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

11. Section Charter and Bylaws Update

Jeff discussed Charter updates. Everything to 501c3. If someone doesn't live in area, they can still pay dues to be member. Most of charter is standard.

Jeff also discussed Bylaws. Need to ok Section logo with member of ITE executive board if using ITE logo. Dues is largely the same way but works better if expansion occurs. Board setup is in conjunction with standard NCITE setup currently uses. Jeff to pull together procedures document.

12. 2020 ITE Awards

Jake noted that the new ITE Award brochure is out, submissions due March 1 to the District. Jake noted that we typically submit for the Communications Award and Activities Award. Communications is now larger in scale (related to innovation, outreach, students, and other bigger picture events) and is a district award. Activities award is March 1st and is largely related to the Annual report.

13. Summer Social

Board brainstormed ideas. Tailgating/Baseball game worked well as a low key event. Other ideas were:

- River Boat Cruise
- Betty Dangers
- Wabasha Caves
- Brits
- Canterbury
- Twins games
- Running Aces

Jake to send out ideas and designate champions to figure out events.

14. Review Action Items

The updated list of action items is as follows:

Jake and Hoki – Meet with Nick VanGunst to determine ITS committee plans

15. Adjourn

Natalie motioned to adjourn the meeting at 10:22am. Jeremy seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary



March 12, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

March 2020 Board Meeting
Tuesday March 4, 2020: 8:00am - 10:00am
Location: Alliant
Host: Tyler Krage

Executive Board	Present	Absent
Jacob Folkeringa, President	X (phone)	
Kevin Peterson, Vice President		X
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X (phone)	
Morgan Hoxsie, Director	X (phone)	
Jeremy Melquist, Director	X (phone)	
Hoki Tse, Director	X (phone)	
Jeff Preston, Past President	X	
Guests: none		

1. Call Meeting to Order

Jake called the meeting to order at 8:04am.

2. Review Agenda

The agenda was reviewed.

3. February 2020 Secretary's Reports

Board reviewed the 2020 February Board Meeting Minutes. Misspellings and last name errors were corrected. Morgan motioned approval with that change, Hoki seconded, motion carries.

Board reviewed the 2020 February Section Meeting Minutes. Date changes and last name errors were corrected. Morgan motioned approval with that change, Jeff seconded, motion carries.

4. February 2020 Treasurer's Report

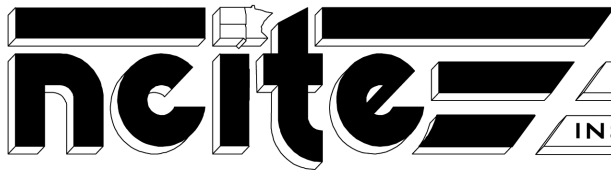
Natalie presented the February 2020 Treasurer's Report.

Tyler motioned to approve the February 2020 Treasurer's Report, Morgan seconded, motion carries.

5. Section Meetings and Events

- **Minneapolis STEM Career Fair**

Good event, Tyler Krage and Zach Eink volunteered. Largely 8th graders, NCITE had simulated traffic signal, controller, and signal head for show. Highly recommended, good interest from age group.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- **February Section Meeting**

Morgan gave update on how meeting went. Everything went well, with slight exception of low turnout. Discussion occurred to have prior board send out meeting notices for January before new year. Jeff noted Crooked Pint is close in location, with ease of logistics for parking.

Kristine was good speaker and can help bring in more MnDOT attendance. In future, meeting can occur earlier in January to avoid conflicts with County Engineer's Conference.

- **Civil Engineering Science Museum Day**

The event went OK, booth was in a bit of a corner spot, so attendance was low but steady at the booth. We brought the table roundabout layout with matchbox cars, the functioning traffic signal, and a few street signs. Kevin would like to review some of the ITE K-12 Activities for next year's event. Kevin would also like to delegate this event to the Student Activities Committee moving forward.

- **Ethics Training**

Ethics training at Urban Growler on March 24th. Getting final number by next week, and WTS will send out PDH's. WTS planning to go through with webinar streaming. With developing covid-19 news there may be schedule changes, but will wait on more updates. Urban Growler will give a refund for a \$100 fee barring need for cancellation.

- **Road Show in Mankato**

Event being planned by Hoki, to occur in conjunction with local TZD on April 23rd. Looking to host event in afternoon TZD, ideally at the same hotel. If that falls through Hoki has list of restaurants that could host in Mankato. Hoki looking for speaker, could be either local representative with transportation presentation or TZD informational presentation. Plan to stream webinar from Twin Cities with happy hour.

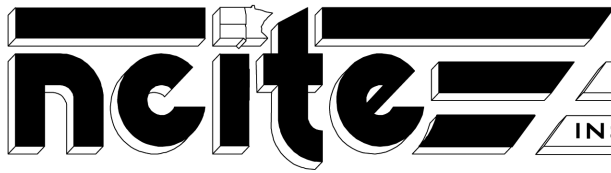
ACTION: Hoki to investigate Mankato meeting logistics and speakers

- a. **ASTPM Training**

Training to occur May 13th at MnDOT Arden Hills Training Center, and feature FHWA speaker. NCITE to aid in registration and other logistics. Derek Lehrke can help in planning from MnDOT's end. Meeting will have breakfast and lunch provided, Board will help out with catering and registration, and can determine cost for event. Jeremy waiting to save the date and more info once comes from Ben (likely week of 3/16).

- b. **May Section Meeting**

Looking to have a section meeting for week of May 21st. Preferably happy hour type, with patio. Morgan to look into Kimley-Horn Hosting event, Morgan to serve as host. Possible topic could be St. Paul/Minneapolis Speed limit upgrade. Morgan to reach out to Ethan Fawley from Minneapolis and Randy Newton from St Paul to present. Happy hour at Lab to follow.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

ACTION: Morgan to contact City of Minneapolis and St Paul representatives and set up Kimley Horn Meeting space.

6. Committee Updates

- Traffic Operations and Maintenance – Met Wednesday 3/4/20 at Wild Bills in Woodbury. Discussion included solar powered speed signs, and SoloPro cameras.
- Planning and Applications Committee – Met Tuesday 3/10/20 at SRF.
- Geometric Design Committee – Meeting Wednesday 3/11/20 at SRF. Denny Eyer (SRF) will present on Innovative Intersections. Topics include RCUTs, turbo and multi-lane RABs.
- Traffic Control Committee – Meeting Tuesday 3/17/20 at MnDOT Waters Edge. This will be an open discussion where agencies will review their signal timing operations and practices.
- Younger Member Committee – Is very interested in meeting with the Board, they are tentatively planning to set up a May meeting.

7. MWITE Updates

Jeff gave update on District Activities. Chicago Meeting is getting finalized, Mike McCarthy sent out awards information, and transition team is working through bylaws and other administrative challenges.

May 5th is date for section Bylaw submittal to District.

Approved District rep (Jeff) and elections will occur in 2021 for new rep.

Jeff gave an update of Randy McCourt's Great Lakes Visioning task force. Looking to have 3 people from each section, currently Scott Poska (District Secretary) and Kristie Sebastien (IBOD) involved, looking for more people who may be interested. Morgan and Tyler came forward that they were interested.

8. 2020 ITE Awards

Kevin submitted "Section of the Year" Award to the district awards council.

9. NCITE Website Admin

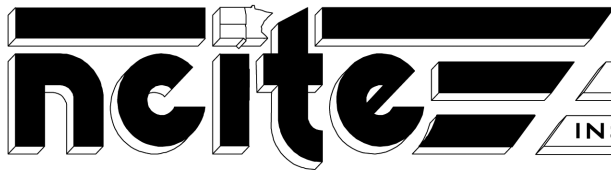
Currently at limit of Star Chapter users. Jake reached out to StarChapter to see what options are available. Jake to upgrade plan to 30 users, and in the future board will decide plan if licenses are an issue. Upgrade costs \$1,375 from \$1,100.

Jeff motions to upgrade to next level, Morgan seconds, motion passes.

10. Board Initiatives

-Find use for \$10K in savings

-Symposium – Alternate with Ethics year (thought to switch when ethic presentation years so as to not be on deadline year)



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- STEM Events – Look to have student outreach include outreach in general (Community, high school student, college student)
 - Advertising on Social Media
 - Better recap of section meetings onto social media
 - Road Show
 - Mentor Program within Section
 - Standardize Technical committee processes
- (More detailed data available in Google Drive Doc)

11. Summer Social

Board was assigned an option to look into Summer Social Meeting ideas

12. Review Action Items

The updated list of action items is as follows:

Jake and Hoki – Meet with Nick VanGunst to determine ITS committee plans

Jeff – Submit Bylaws to District by March 31st

13. Adjourn

Tyler motioned to adjourn the meeting at 10:08 am. Morgan seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
April 9, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

April 2020 Board Meeting
Thursday April 9, 2020: 8:00am - 10:00am
Location: Online
Host: SRF Zoom

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	
Guests: Kristin Carlson, Jack Olsson		

1. Call Meeting to Order

Jake called the meeting to order at 8:04am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. March 2020 Secretary's Reports

Board reviewed the 2020 March Board Meeting Minutes, with grammar updates. Morgan motioned approval with that change, Kevin seconded, motion carries.

4. March 2020 Treasurer's Report

Natalie presented the March 2020 Treasurer's Report.

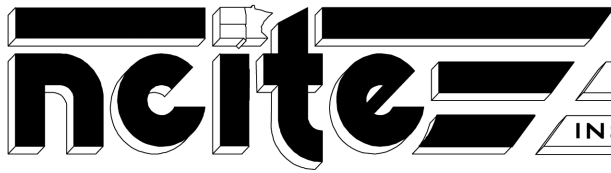
Tyler motioned to approve the March 2020 Treasurer's Report, Morgan seconded, motion carries.

5. Section Meetings and Events

- **Ethics Training Update**

Hosted training virtually, had a higher number of participants due to being online. Urban Growler is honoring hosting fee, can reallocate it at a later date. May want to look into varying years, to not always fall on same ethics renewal year. Also possibility of app based voting to encourage increase in participation that was seen from web-based meeting at future in-person trainings.

ACTION ITEM: Morgan to reach out to Urban Growler over how long event fee can last.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- **April Section Meeting (Road Show)**

TZD cancelled their event. April meeting cancelled, ~~may want to look into hosting road show virtually.~~

- a. **ASTPM Training**

FHWA cancelled event, and not looking to do a webinar. FHWA planning future event.

- b. **May Section Meeting**

Morgan to look into webinar event, Morgan reached out to Randy Newton on St. Paul/Minneapolis Speed limit upgrade. Morgan/Tyler to reach out to Ethan Fawley from Minneapolis. Virtual happy hour to follow.

6. Summer Social Ideas

- **MN United-** Hoki reached out, games are postponed, so event will likely not be a game.
- **Twins** – Morgan noted season is delayed, but still planning to do summer games. Morgan reserved 50 seats (reservation is free).
- **Saints Game** – Season might not be affected, around \$10 to \$12 per member.
- **Urban Growler** – Fee still valid from Ethics, could be good to use if needed.
- **Wabasha Caves** – Probably out of price range (\$2,800 just for space, \$200 for tours)

Flexible Virtual ideas – Jack Box, games, etc. YMC running jackbox happy hour, to give feedback on how it went.

- Virtual Mitey Race
- Open Discussion on the virus, ITE, and transportation
- Trivia/Traffic Bowl
- Bingo
- JackBox
- Talent show/Nailed it
- Minute to win it competition
- Break out sessions to make more intimate

ACTION ITEMS: Tyler to figure out intro game, Jake to figure out how rooms work and “deep” question about how the virus impacts life and transportation, Kevin to plan events for mega virtual meeting

7. YMC Updates

Meet up at breweries to discuss planning of events and updates.

Had good turn-out (15) for Ski Trip in February, to consider again for next year.

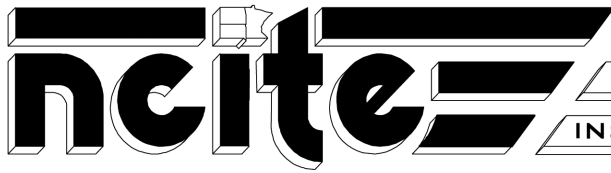
Planning JackBox/Kahoot Trivia happy hour for April 16th.

Looking to do Virtual trash pick-up during week of Arbor Day.

Looking to plan bike tour and see feasibility during summer.

Long term goals-

- MSSES and Planning students trying to pull participation from outside realms.
- Keeping ITSO contact with Brown Bag and Gopher tailgate.
- YMC email list update streamline and create way to reach out to new members.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

8. ITS/ITE Committee Updates

Jake and Hoki met with committee to figure out plan for moving forward. Co-chairs to send out requests for more topics.

9. General Committee Update

ITE recommends no in-person meetings, NCITE to follow suit. Washington County, SRF, and any other entities can help technology groups if that is a hindrance.

- Traffic Operations and Maintenance – Met online.
- Simcap – Meeting 4/10 train on Simcap.

10. MWITE Updates

Jeff gave update on District Activities. Likely looking to cancel Chicago meeting in June. Discussing long term plan for the year for events (Traffic bowl, etc.)

11. Review Action Items

The updated list of action items is as follows:

- Morgan to reach out to Urban Growler over how long event fee can last.
- Tyler to figure out intro game, Jake to figure out how rooms work and “deep” question about how the virus impacts life and transportation, Kevin to plan events for mega virtual social meeting.
- Morgan to plan May Section webinar meeting.

12. Adjourn

Kevin motioned to adjourn the meeting at 10:08 am. Hoki seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
May 14, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

May 14, 2020: 8:00am - 10:00am

Location: Online

Host: Keanu Reeves

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 8:05am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. April 2020 Secretary's Reports

Board reviewed the 2020 April Board Meeting Minutes, with grammar updates. Morgan motioned approval with that change, Kevin seconded, motion carries.

4. April 2020 Treasurer's Report

Natalie presented the April 2020 Treasurer's Report.

Tyler motioned to approve the April 2020 Treasurer's Report, Jeremy seconded, motion carries.

5. Section Meetings and Events

a. May Section Meeting

Morgan Coordinated with Ethan Fawley and Randy Newton for May 21 for Webinar meeting. Already 61 users signed up. Morgan to put link about donating to covid related cause in chat bar. Question of the day to occur as a poll.

b. ATSPM Meeting

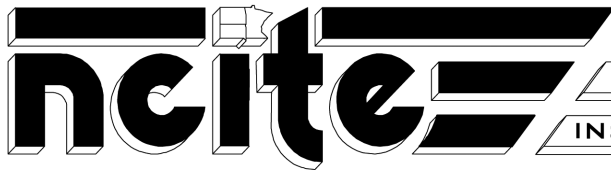
Jeremy to look into current status. Looking to of this as a professional development opportunity, not section meeting.

6. Summer Social

a. Meeting to likely occur as a virtual event

b. Tyler to look into skribl on users

c. Jake to look into using Kahoot



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- d. Break out rooms with discussions
- e. **Tyler to look into raffle type event, with donated ticket levels**

7. General Committee Update

- Ped and Safety meeting online – affects of Covid
- YMC – Did virtual trash pickup.

8. MWITE Updates

Jeff gave update on District Activities. Indiana and Ohio voting notice went out, to vote within sections.

NOLA has not yet been canceled, but ITE hq is planning for virtual track. Seems unlikely to occur in-person.

GLITE working task force has been meeting with Randy McCourt over brainstorming general ideas.

9. Savings Account

Natalie working with Colleen Agan at ITE to get squared away

10. Annual Meeting

- Discussion on Section Annual Meeting occurred. Group agreed to wait until more certainty exists, but also to brainstorm possibilities for both virtual and in-person style meetings

11. Discussion

- PE PDH Board audit. Could be a good resource to walk through process. Look into doing a meeting or something?

12. Review Action Items

The updated list of action items is as follows:

-Jeremy to look into current status of ATSPM Meeting.

-Jake to figure out how rooms work, “deep” question about how the virus impacts life and transportation, and kahoot possibilities, Tyler to figure out intro game, and Kevin to plan events for mega virtual social meeting.

-Tyler to send out Twitter notice to sponsors

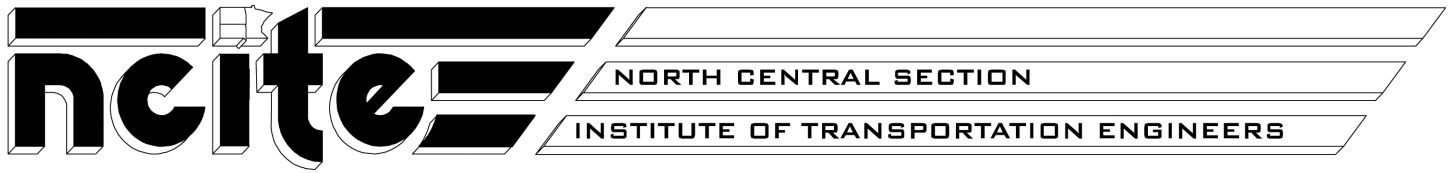
-Group to brainstorm Annual Meeting ideas, given uncertainty of covid

-Natalie work with ITE hq on ITE Savings account

-Tyler to work with Sponsors interest of raffles for Summer outing

13. Adjourn

Morgan motioned to adjourn the meeting at 9:51 am. Natalie seconded. All voted in favor, motion carried.



Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tyler Krage", followed by a long horizontal line extending to the right.

Tyler Krage
2020 Secretary
June 11, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

June 11, 2020: 8:00am - 10:00am
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 8:07am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. May 2020 Secretary's Reports

Board reviewed the 2020 May Board Meeting Minutes, with grammar updates. Kevin motioned approval with that change, Morgan seconded, motion carries.

4. May 2020 Treasurer's Report

Natalie presented the May 2020 Treasurer's Report.

Hoki motioned to approve the May 2020 Treasurer's Report, Tyler seconded, motion carries.

5. Section Meetings and Events

a. May Section Meeting Recap

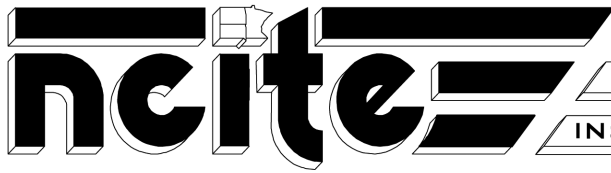
90 participants with 30 no-shows. Not an issue with low fees. Could look into different hosting system for better mic uses. Feedback from attendees was very positive.

b. ATSPM Meeting

Jeremy to look into current status. Looking to of this as a professional development opportunity, not section meeting.

6. Summer Social

- Meeting will occur as a virtual event July 30th, Hoki to designate as point person for the meeting



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- b. Jake looking into using Kahoot for a traffic bowl type event- **Tyler to reach out to Nick Erpelding and Phil Kulis for old Traffic Bowl Questions. Group to brainstorm questions.**
- c. Break out rooms with intros if needed and skribl.io rooms.
- d. **Tyler to look into raffle type event, with donated ticket levels**

7. General Committee Update

- ITCC – Signal Timing Forum

8. Miscellaneous Committees

- YMC looking for Executive Board's OK to do a socially distanced bike ride. Board is ok as long as local guidelines are followed.
- STEM and community outreach- Look into adding this responsibility to add in with student outreach committee.
- Trip Generation Committee – Spack interested in starting up Trip Generation committee, Morgan, Kevin, and Jake to have discussion with Spack on what that might look like and if it can be incorporated into the existing Planning and Methods committee.

9. MWITE Updates

Jeff gave an update that NCITE will be hosting Great Lakes Meeting in 2022. Look into developing LAC, and maybe chair. Unsure if Illinois will “get brought back” due to meeting cancellation.

Charter is getting passed to ITE, procedures manual is getting created for the Section. Jeff looking to pass some of the input across the board to folks involved within the section.

District looking for section's input on district logo selection, board voted on which they liked.

Discussion occurred on ITE International annual meeting and travel reimbursements. Board decided that the board members could use up to what they were budgeted, with the thought that remaining funds unused would go to either a donation fund or possibly rolled into getting used by other board members to attend this year, or to carry into next year's travel. A larger discussion related to budget is to occur at a later date.

10. Annual Meeting

- Discussion on Section Annual Meeting occurred. Group agreed to wait until more certainty exists, but also to brainstorm possibilities for both virtual and in-person style meetings

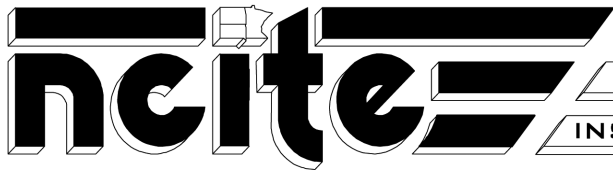
11. Discussion

- PE PDH Board audit. Could be a good resource to walk through process. Look into doing a meeting or something?

12. Review Action Items

The updated list of action items is as follows:

-Jeremy to look into current status of ATSPM Meeting.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

-Jake to figure out how rooms work, “deep” question about how the virus impacts life and transportation, and kahoot possibilities, Tyler to figure out intro game, and Kevin to plan events for mega virtual social meeting.

-Tyler to create Section meeting minutes from May Virtual meeting recording

-Group to brainstorm Annual Meeting ideas, given uncertainty of covid

13. Adjourn

Morgan motioned to adjourn the meeting at 10:17 am. Jeremy seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
July 9, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

July 9, 2020: 8:00am - 10:00am
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 8:03am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. May Section Meeting Minutes

Kevin motioned to approve minutes with date change updates, Morgan seconded, motion carries

4. June 2020 Secretary's Reports

Board reviewed the 2020 May Board Meeting Minutes, with logistics updates. Hoki motioned approval with that change, Morgan seconded, motion carries.

5. June 2020 Treasurer's Report

Natalie presented the June 2020 Treasurer's Report.

-Only income was Michael Baker Job Posting, and few expenses.

Tyler motioned to approve the June 2020 Treasurer's Report, Morgan seconded, motion carries.

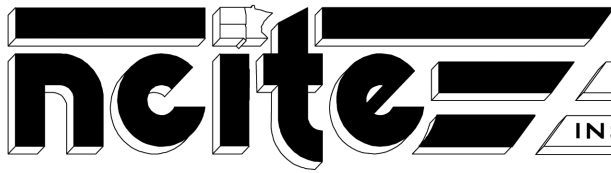
6. Summer Social

-Hoki looking to confirm 3:30-5 time for meeting.

-Each registrant gets a ticket, but NCITE will setup the option with registration to buy extra tickets at \$5 per ticket. Attendees can buy extra tickets through the item site if they have already registered. Attendees need not be present to win, and proceeds will go to the District Endowment fund.

-Introduction discussion occurred. Each user gets to show something fun from the list, and if there are many people registered, break out rooms may be utilized. Prompts can be sent out in the email. It would be good to get a board member on each breakout room.

-Trivia – Kevin will serve as MC for trivia round and will finalize questions.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

7. General Committee Update

- Ped/Safety – meeting over MNCMAT2 July 9. Possibly looking to remarket to a multi-modal based committee. Committee to determine new description for Board Approval.
- Simcap – Meeting July 21st over NDSU Freeway modeling
- STEM – **Kevin to reach out to student activities committee to take on/expand**
- Trip Gen Committee – **Kevin, Jake, and Morgan to meet with Mike Spack on what this entails.**

8. MWITE Updates

Great Lakes working team met July 8, with good discussion on how meeting, leadership, and other district structures will occur. Logo voted on and will be awarded at July 17th meeting.

Planning underway for Virtual District Meeting on July 17th.

9. NCITE Savings Account

Natalie waiting on answers from ITE.

10. Annual Meeting

- Discussion on Section Annual Meeting occurred. Group agreed to wait until more certainty exists, but also to brainstorm possibilities for both virtual and in-person style meetings

11. Review Action Items

The updated list of action items is as follows:

- Group to brainstorm Annual Meeting ideas, given uncertainty of covid
- Jake to send out LinkedIn instructions.
- Hoki to send Virtual Social Email to Board for approval
- Kevin to reach out to student activities committee to take on/expand on STEM committee
- Natalie to work with ITE on Savings account
- Kevin, Jake, and Morgan to meet with Mike Spack on what Trip Gen committee entails.

12. Adjourn

Morgan motioned to adjourn the meeting at 9:49 am. Jeremy seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
August 13, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

August 13, 2020: 8:00am - 10:00am
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director		X
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	
Guest – Kristi Sebastian		

1. Call Meeting to Order

Jake called the meeting to order at 8:04am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. July 2020 Secretary's Reports

Board reviewed the 2020 July Board Meeting Minutes. Hoki motioned approval, Jeremy seconded, motion carries.

4. July 2020 Treasurer's Report

Natalie presented the July 2020 Treasurer's Report. Made \$528 from the Virtual Summer Social, otherwise no major expenses or income.

Tyler motioned to approve the July 2020 Treasurer's Report, Jeremy seconded, motion carries.

5. Section Bylaw Update

ITE International did not approve of amendment to voting member. Board to vote on new policy to go from 3 director positions to 2. Vote passed at special voting meeting.

6. Summer Social

Good turnout, Zoom worked well. Raised around \$500 dollars for endowment fund and around 30 people attended at different times.

7. Sept/Oct section meeting

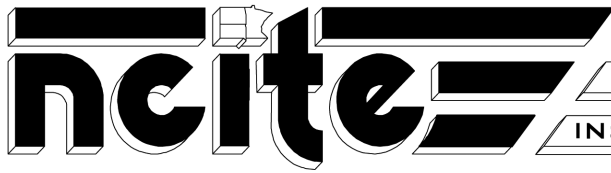
-Plan on mid sept and mid oct for virtual meetings

-People to reach out to potential presenters

-**Jake – Tim Plath on Eagan Vikings Facility**

-**Kevin – Sonia Piper on Bike Facility**

-**Jeremy and Tyler – Reach out to Eddie Curtis and UDOT for ATSPM themed meeting**



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- Natalie – HDR contact for TH 65 Safety Study – Good to present for September
- October meeting can be partnered with ITSO
- Board to ask for refund from Urban Growler, uncertainty in planning will make it easier.

8. General Committee Update

- Ped/Safety – Bike ride Aug 26. More info to come.
- YMC to do a Socially distanced picnic August 12
- Ped and Safety group to rename to include Transit and Vulnerable users
- Trip Gen Committee – **Kevin, Jake, and Morgan meeting with Mike Spack on what this entails.**

9. MWITE Updates

Great Lakes event at ITE Annual Meeting went well. No other updates

10. NCITE Dues

Standard dues to remain 15 dollars per year.

11. Jackets for the Homeless

- **Tyler to look into if Jackets can roll the funds into next year. Tyler to also check operations of donating, and how the section can help donate from the September or October meetings.**

12. LeadershipITE

Reminder that NC-ITE gives a stipend to up to 2 participants. Natalie is applying for the program.

13. Annual Meeting

- Discussion on Section Annual Meeting occurred. Group agreed to wait until more certainty exists, but also to brainstorm possibilities for both virtual and in-person style meetings. Meeting to occur in Mid-November.
- Process for awards and elections is coming up, Board and others are encouraged to nominate and spread word about nominations.

14. Review Action Items

The updated list of action items is as follows:

- Group to brainstorm Annual Meeting ideas, given uncertainty of covid
- Kevin to reach out to student activities committee to take on/expand on STEM committee
- Natalie to work with ITE on Savings account
- Kevin, Jake, and Morgan to meet with Mike Spack on what Trip Gen committee entails.
- Jeremy to confirm with Morgan about Oct/Sept

15. Adjourn

Jeremy motioned to adjourn the meeting at 10:07 am. Natalie seconded. All voted in favor, motion carried.

Respectfully submitted,



A handwritten signature in black ink, appearing to read "Tyler Krage", with a long horizontal flourish extending to the right.

Tyler Krage
2020 Secretary
September 10, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

September 10, 2020: 8:00am - 10:00am
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer		X
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 8:07am.

2. Review Agenda

The agenda was reviewed. No changes were made.

3. August 2020 Secretary's Reports

Board reviewed the 2020 August Board Meeting Minutes. Morgan motioned approval, Tyler seconded, motion carries.

4. August 2020 Treasurer's Report

Jacob presented the August 2020 Treasurer's Report.

Tyler motioned to approve the August 2020 Treasurer's Report, Morgan seconded, motion carries.

5. Sept Section meeting

-Will be conducted via Zoom

-Currently 40 registered

-Breakout Room intros, with a poll in addition (future section meeting topics, annual meeting ideas)

6. Oct Section meeting

-Board to setup meeting with Ben Hao and Derek Lehrke on ATSPM meeting needs

-Jeremy to check with ITSO to see if there's anything the Section can do to make the meeting more university friendly.

7. Annual Meeting

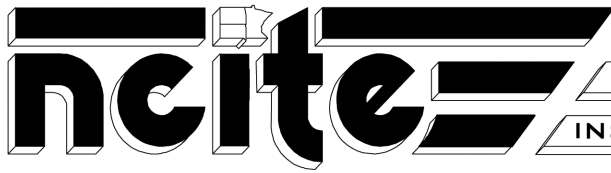
-Sending out poll to get ideas of what people would want to do.

-Will be virtual

-Looking for ideas from board on activity

-Speaker/Comedian

-Scavenger hunt



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- Cooking class
- Kristi Sebastian will be invited to present as IBOD rep

8. General Committee Update

- TCC – September 15 – Smorgasboard of Traffic Signal Topics
- Geometrics committee –September 22 - Freeway Interchange Meeting
- Ped/Safety – Rescheduled Bike ride. More info to come.
- YMC to do a Socially distanced picnic August 12
- Student Committee looking to get another chair represented for STEM outreach purposes
- Chairs to be careful about sharing zoom info to prevent Zoom bombers

9. Elections and Awards

VP and President will need to be voted on positions in in this election, with 2 Directors. Jeff will serve as District Rep until next election.

Tyler to send out nomination email for elections and awards to start election process.

10. Professional Development Updates

-NCITE decided not to send out emails regarding every tangentially related professional development meetings. May post on pages, but not advertise as much.

-No symposium this year due to Ethics training year.

11. MWITE Updates

The District advises to be careful when using images for events and site pages. Currently going through a conflict with using a copyrighted image.

12. Review Action Items

The updated list of action items is as follows:

-Group to brainstorm Annual Meeting ideas

-Board to setup meeting with Ben Hao and Derek Lehrke on ATSPM meeting needs

-Jeremy to check with ITSO to see if there's anything the Section can do to make the meeting more university friendly.

-Tyler to send out nomination email for elections and awards to start election process.

-Jeff to send outline district/Section procedures

13. Adjourn

Kevin motioned to adjourn the meeting at 9:36 am. Morgan seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
October 8, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

October 8, 2020: 8:00am - 10:00am
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President	X	
Tyler Krage, Secretary	X	
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director	X	
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 8:06am.

2. Review Agenda

The agenda was reviewed. Zaki's Jacket charity and recent section meetings were added.

3. September 2020 Secretary's Reports

Board reviewed the 2020 August Board Meeting Minutes. Morgan motioned approval, Kevin seconded, motion carries. **Tyler to create September Section Meeting Minutes.**

4. September 2020 Treasurer's Report

Natalie presented the September 2020 Treasurer's Report.

Hoki motioned to approve the September 2020 Treasurer's Report, Morgan seconded, motion carries.

5. Sept Section meeting

-Was conducted via Zoom

-41 Attendees

-Breakout Room intros went well, may have more people per room in the future.

-Did not get recorded for meeting, Meeting host will have to turn on that feature at the October Meeting

-Jeremy had sent out PDH's

6. Oct Section meeting

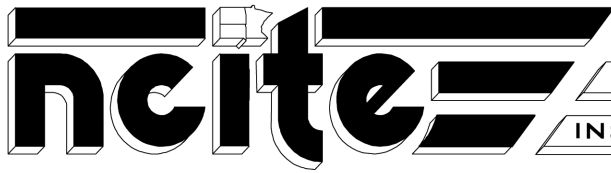
-Oct 20th at 2-3:30

-Will be more of a forum type event with multiple presenters

-Jeremy may do a test zoom with the 4 presenters (Eddie Curtis – FHWA, Derek Lerhke– MnDOT, and Ken Levin or Ben Hao from Hennepin County)

-Morgan will serve as co-host for any logistics issues

-Will do a poll or open ended chat for the question



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

-Currently 41 registered.

7. Annual Meeting

-Happy Hour to occur the week of Nov 16th- Kristi would like to do it Thursday 11/19 afternoon

-Will be virtual bar trivia

-Tyler to setup Virtual Silent Auction

-Natalie and Morgan to coordinate Bar Trivia

-Kristi Sebastian will be present as IBOD rep

-Duties for each board member is on the google drive

-Morgan to coordinate door prize gift cards

-A discussion occurred on using the budget surplus to update the NCITE marketing materials.

Want to take an inventory first on what we currently have before buying new swag

-Meeting will be free for attendees

8. General Committee Update

- Geometrics committee –Ben Hobert stepping down, looking for new chair
- Ped/Safety – Complete Streets and Safety Committee rebrand. Kevin looking for comments on name or policies
- YMC did a podcast club meetup
- Student Committee looking to get another chair represented for STEM outreach purposes

9. Elections and Awards

-Kevin will reach out to Wood from the Hood awards to figure out logistics. Not necessarily a deadline on getting to winners, so this seems like good time to start the process of new local award vendor

-Ballot will include VP and President, requesting bios.

-Start election 4-5 weeks before meeting

10. MWITE Updates

Meeting planning occurring for April 19th, discussing different tracks of in-person vs virtual.

Meeting coincides with IBOD meeting, so many different aspects are at play to move date if needed.

11. Procedures Update

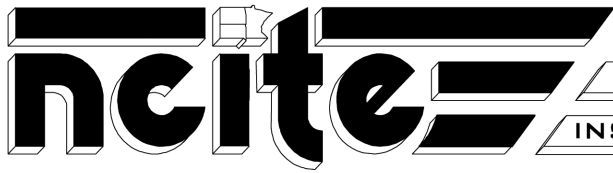
Development of Procedures update occurring from Jeff, will be sending out requests from certain people to update document.

12. Email issues with StarChapter

Star chapter emails should use @ncite-org email for “respond to” info to automatically respond to correct address while still bypassing spam folders

13. Savings Account

Natalie to wrap up savings account logistics with Colleen at ITE.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

14. Review Action Items

The updated list of action items is as follows:

- Tyler to send out nomination email for elections and awards to start election process.
- Jeff to send outline District/Section procedures

15. Adjourn

Jeremy motioned to adjourn the meeting at 9:49 am. Morgan seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
November 12, 2020



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

November 5, 2020: 3:00pm - 5:00pm
Location: Zoom Meeting

Executive Board	Present	Absent
Jacob Folkeringa, President	X	
Kevin Peterson, Vice President		X
Tyler Krage, Secretary		X
Natalie Sager, Treasurer	X	
Morgan Hoxsie, Director	X	
Jeremy Melquist, Director	X	
Hoki Tse, Director		X
Jeff Preston, Past President	X	

1. Call Meeting to Order

Jake called the meeting to order at 3:05pm.

2. Review Agenda

The agenda was reviewed. No changes were made.

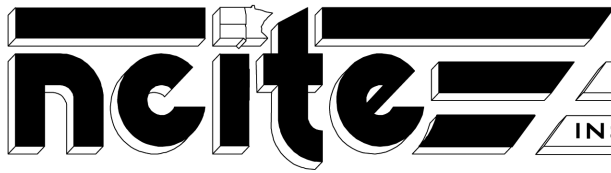
3. Annual Meeting

Morgan and Natalie provided updates on trivia and the board tested Google Forms/Zoom:

- Natalie has prepared trivia questions and Morgan will enter them into Google Forms.
- Prizes for 1st (gift card) and 3rd to last place (toilet paper).
- Zoom – break out into groups every round (5 questions per round, 6 rounds + a photo round).
 - Will assign teams randomly, Natalie and Morgan will stay in the main room.
 - Morgan will ask Tyler how he got the form to work for the MiteyRace
 - Teams to choose a captain to submit the form.

Jake provided updates on the Annual Meeting checklist:

- Jeremy to send another meeting reminder this week.
- Jake needs to talk to Kevin about how to present the awards.
- Scholarship applications due tomorrow. Jake will check with Chad and Ann to make sure they're coming.
- Presentation – Jake will put together and share.
- 10 gift cards will be awarded through the event – Kevin to do raffle. Need to be present to win.
- Will make thank you cards hand-written.
- Scholarship fund (silent auction) – Jake will follow up with Tyler.
- Awards – Kevin is printing.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- Natalie to write scholarship checks (via mail, after meeting).

4. Elections and Awards

Plaques have been ordered by Kevin. Jake will follow up on Tyler regarding election status. Send another email with a reminder to make sure that everyone received the notice.

5. September 2020 Section Meeting Summary

Tyler accidentally sent the September 2019 summary – tabled this for later.

6. October 2020 Section Meeting Summary

The board reviewed the October 2020 Section Meeting Summary prepared by Tyler.

Corrections:

- Update advertiser – there wasn't an advertiser.
- Suggestion to add results for the intro question (Morgan took a screenshot, optional)
- Meeting was from 2 to 3:30pm, went until 3:40pm.

Morgan motioned to approve the October 2020 Section Meeting Summary, Jeremy seconded, motion carries.

7. October 2020 Board Meeting Summary

The board reviewed the October 2020 Board Meeting Summary prepared by Tyler.

Corrections:

- Make bullets consistent
- Google Drive is a proper noun and needs to be capitalized
- Update the date at the end

Morgan motioned to approve the October 2020 Board Meeting Summary, Jeremy seconded, motion carries.

Morgan asked if meeting minutes can be sent sooner in case if board members miss the meeting - will be documented in the board procedures.

8. October 2020 Treasurer's Report

Natalie presented the October 2020 Treasurer's Report.

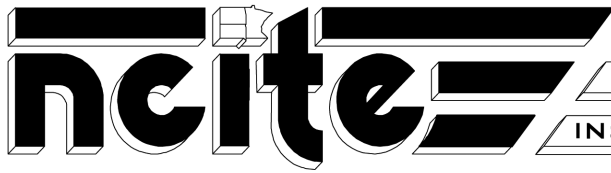
Correction: Election Buddy fees should be moved under miscellaneous web apps instead of the annual meeting.

Morgan motioned to approve the September 2020 Treasurer's Report, Jeremy seconded, motion carries.

9. Recent Meetings

Jeremy provided a recap of the October Section Meeting:

- Was conducted via Zoom
- 55 Attendees



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- 3 presentations, one short-duration technical glitch.
- Did not get recorded for meeting, meeting host will have to turn on that feature at the next virtual meeting. Jeremy uploaded presentation slides to Google Drive.
- Meeting went 10-15 minutes over.
- Jeremy sent out PDH's.

The board discussed if speaker gifts should be provided for virtual meetings and the general consensus is yes. Will look into mailing NCITE padfolios or \$5 gift cards for the January Section Meeting.

10. General Committee Update

- Geometrics committee –Ben Hobert stepping down, looking for new chair and co-chair. Jake has not heard any updates on this.
- Ped/Safety – Complete Streets and Safety Committee rebrand will occur with the release of the updated procedures document.
- Student Committee looking to get another chair represented for STEM outreach purposes – Jake has not heard any updates on this.

11. MWITE Updates

Jeff provided the following updates:

- Annual meeting planning occurring for April. Will be in-person in Ohio due to hotel and venue booking cancellation costs. If encounter issues, an option could be to push to 2022 and host the 2021 meeting virtually.
- The 2022 meeting will be hosted by NCITE and planning will be lead by Jeff. Need to assemble a local arrangements committee.
- The November district retreat is under-way. Instead of doing it in-person, is being held virtually in four 4-hour sessions. The first meeting was to discuss budget. Preparing for new district roll-out in January and how to handle communication – more to come on that. Next meeting will be related to the district procedures manual; Jeff received the current version yesterday and will review.

12. Bylaws Update

Jake checked with Kristi and the bylaws have not yet been approved.

13. Procedures Update

Development of Procedures update occurring from Jeff. Need to have the document approved by end of the year, even if it's in draft form. Jeff has created a spreadsheet that lists planned attachments (on the Teams page) and has been updating the document. He will set up a weekly re-occurring meeting for this.

14. Savings Account

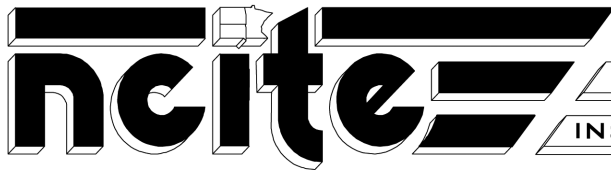
Natalie to wrap up savings account logistics with Colleen at ITE.

15. Board Initiatives

Jake will update this document and include virtual meeting initiatives.

16. Review Action Items

The updated list of action items is as follows:



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

- Natalie to coordinate with Colleen at ITE regarding savings account questions.
- Morgan and Natalie to create a meeting logistics document for the annual meeting that details timeline and responsibilities, then distribute to the board.
- Board to prepare for the annual meeting as detailed in the Annual Meeting checklist on Google Drive.
- Jake to follow up with Tyler on the election status and reminder emails.
- Tyler to re-send the September 2020 Section meeting summary to the board for review.
- Jeff to schedule weekly check in meetings for the procedures document.

17. Adjourn

Morgan motioned to adjourn the meeting at 4:17 pm. Jeremy seconded. All voted in favor, motion carried.

Respectfully submitted,

Tyler Krage
2020 Secretary
November 5, 2020