

MINUTES

NCITE Executive Board Meeting
 Thursday, June 8, 2017 – 3:00-5:00 p.m.
 Location: SEH (Vadnais Heights)
 Host: Mark Wagner

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:		

1. Call Meeting to Order
Mike M. called the meeting to order at 3:07 pm.
2. Review Agenda
The agenda items were reviewed. Documentation Retention Policy added as item 14a.
3. May 2017 Secretary's Report
Jeff P. presented the May 2017 Board Meeting minutes. A few minor revisions were identified. Jake F. motioned to approve as amended, Mark W. seconded. Motion carried.

Jeff P. presented the May 2017 Section Meeting minutes. No comments. Scott P. motioned to approve, Abby R. seconded. Motion carried.

Jeff P. presented minutes for the 2017 Past President's Dinner. A few minor revisions were identified. Scott P. motioned to approve as amended, Mark W. seconded. Motion carried.

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4. May 2017 Treasurer's Report
Jake F. presented the May 2017 Treasurer's report. No Comments.
Abby R. motioned to approve, Jeff P. seconded. Motion carried.

5. Section Meeting
 - A. June Meeting (Mark W.)
 - Set for 6/15/2017 – TRB meeting, NCITE luncheon
 - B. Summer Social / Fundraiser (Abby R.)
 - Set for 7/25, Fulton Brewery
 - Trivia Mafia as activity – rent PA system from Trivia Mafia
 - Snacks / sandwiches only – food truck available
 - C. September Section Meeting (Nick O.)
 - Coordinate with Scott McBride for schedule. No Labor Day week.
 - D. Annual Meeting (Mark W.)
 - Pinstripes preferred alternative
 - Thursday, November 16 target date.
 - Coincides with Midwestern District retreat to facilitate District Representatives to attend.

6. Committee Updates
Scott P. gave a quick update on NCITE Committees:
 - Young Member Committee (YMC) – 6/1 Bike Tour
 - Intersection Traffic Control:
 - Intelligent Transportation System (ITS): June 6 Joint Meeting with ITS MN
 - Planning Methods: Last Meeting 5/31
 - Pedestrian and Traffic Safety: Last Meeting 4/26
 - Geometric Design: Last meeting 4/20
 - Traffic Operations: 7/20 Vendor demo, 8/2 meeting
 - SimCap: Next meeting 6/27

7. 2017 Budget Amendment
 - Authorize budget amendment to include 3-\$250 stipends, one for each student chapter if an Annual Report is submitted to NCITE following Midwestern District Standards.

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8. Money Market Balance / Past President's Meeting
 - Discussed options for saved Money Market Balance. Same ideas as Past President's dinner discussion. No further action at this time.
9. Alex Weniger Affiliate Membership Application

Alex Weniger has submitted an Affiliate Membership Application for review and approval.

Motion – Approve application.

Scott P. motioned to approve, Abby R. seconded. Motion carried.

Contact Morgan H. regarding updating roster
10. Social Media Survey

Scott P. presented results of social media survey.

 - Not meant to replace email communication
 - Linked In preferred / Facebook second
 - Twitter not preferred
 - Approach YMC to facilitate social media through Communication Committee?
 - Develop guidelines for posting?
 - Revise Communication Plan to include social media intent and guidelines for use
 - Try Linked In – move forward to identify a volunteer to coordinate implementation
11. 2018 Ethics Training with WTS
 - Continue discussion with WTS if opportunity presents itself
 - TPAR discussion? This may be better for a Section Meeting
12. Affiliate Dues
 - Complete 2017 / 2018 Affiliate dues
13. Speaker Gifts

Scott to order padfolios. (48)
14. Section Insurance

Tabled.
- 14a. NCITE Document Retention Policy
 - Revise and bring back to Board for review and approval
15. Review 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.
 - Jeff – Add Student Annual Report Stipend policy to drive and website
 - Jeff – Add Signature Authority policy to drive and website

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- Jeff – Send out Affiliate Section dues
 - Mark – Contact Pinstripes
 - Mark – Further investigate 2018 Ethics Training
 - Jake – Prepare updated Document Retention Policy for Board review and approval
 - Nick – Coordinate with Scott McBride for September Section Meeting date
 - Mike – Contact Morgan H. regarding new faces from May Section Meeting
 - Mike – Organize calendar events on website home page
 - Mike – Send out survey from Kristi Sebastian regarding Student Chapter programs
14. Adjourn
Scott P. motioned to adjourn at 5:01 p.m. and Abby R. seconded the motion. Motion carried unanimously.
15. Next Meeting
Thursday, August 10, 2017, 8:30 a.m. to 10:30 a.m. at Alliant.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: August 9, 2017