

MINUTES

NCITE Executive Board Meeting
Thursday, September 14, 2017 – 3:00-5:00 p.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 (Conference Call)	X	
Joe Gustafson, Past President	X	
Guests:		

1. Call Meeting to Order
Mike M. called the meeting to order at 3:04 pm.
2. Review Agenda
The agenda items were reviewed.
 - 6a: Email distribution list.
 - 9a: Election Primer
3. Secretary's Report
Jeff P. presented the August 2017 Board Meeting minutes. A few minor revisions were identified. Mark W. motioned to approve as amended, Scott P. seconded. Motion carried.
4. Treasurer's Report
Jake F. presented the August 2017 Treasurer's report. A few minor revisions were identified. Joe G. motioned to approve, Abby R. seconded. Motion carried.
5. Section Meeting
 - A. September Section Meeting (Nick O.)
 - Meeting set for 9/18 lunch. Cost established at \$15.
 - 68 registrations to date.

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- 10 MNDOT employees to date.
- B. October Section Meeting (Mark W.)
- October 23
 - Reserve Mississippi Room at U of M.
 - Tim Burkhardt (HDR) – Autonomous Vehicles.
 - Need to send save the date
- C. Annual Meeting (Mark W.)
- Pinstripes
 - Thursday, November 16 target date.
 - Coincides with Midwestern District retreat to facilitate District Representatives to attend.
 - Check with Joe DeVore regarding necessary AV equipment.
 - Save the Date announcement.
6. Committee Updates
- Scott P. gave a quick update on NCITE Committees:
- Young Member Committee (YMC) – N/A
 - Intersection Traffic Control: 9/6 Meeting
 - Intelligent Transportation System (ITS): last meeting in August
 - Planning Methods: N/A
 - Pedestrian and Traffic Safety: 9/13 meeting
 - Geometric Design: 9/21 meeting
 - Traffic Operations: 9/13 meeting
 - SimCap: 9/19 meeting
- 6a Email Distribution List
- Jake F. brought up situation where paid advertisers, who are not members, are not included in the email distribution list. Question posed to the Board whether an Advertiser contact should be added to the distribution list?
- Board agreed that an Advertisers' contact should be added to the non-member distribution list.
Action Item: Jake to add contacts to list
7. 2018 Ethics Training
- Item Tabled
8. 2018 ASCE Report card on MN Infrastructure
- ASCE is collecting information to assess the state of MN Infrastructure.
 - See ASCE letter regarding future contact and request for assistance.

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9. 2018 Membership Rates

- ITE is requesting any changes in dues rate of \$16 per member.
- Board discussed rate decrease to \$15 per member.

Motion: Amend Policy to reduce Section Dues for 2018 by \$1 to \$15 per member.

Joe G. motioned to approve, Scott P. seconded. Motion carried.

9a. Election Primer

- 2018 Board candidates (Director, Treasurer, Secretary)
- 2017 Award candidates (Young Transportation Professional, Past President's Award)
- Distinguished Member candidates
- Election Process Schedule

1. Email seeking nominations:	9/15
2. Nominations due:	10/6
3. Draft Election Newsletter due:	10/13
4. Election Newsletter distributed:	10/20
5. Election Open:	10/23
6. Election Closed:	11/10
7. Announcement at Annual Meeting:	11/16

Action Item: Send nomination email for Board positions and Awards. (Jeff P.)

10. Travel reimbursement to ITE Student Leadership Summit

- Discussion regarding NCITE providing \$150 per Student Chapter for subsidizing attendance at one Leadership Summit per calendar year.

Motion: Create policy for NCITE to provide \$150 per Student Chapter per calendar year to subsidize attendance to Student Leadership Summit.

Scott P. motioned to approve, Jake F. seconded. Motion carried.

Action Item: Create policy for Board review and approval. (Abby R.)

11. Affiliate Dues

- Affiliate Dues have been sent.

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12. 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
- Mike – Organize calendar events on website home page
- Mark – Save the Date for Annual Meeting
- Mark – Follow up with Star Chapter regarding native payment portal options
- Abby – Create Student Leadership Summit policy for Board review and approval
- Jeff – Send election nomination email

13. Adjourn

Joe G. motioned to adjourn at 4:52 p.m. and Scott P. seconded the motion. Motion carried unanimously.

14. Next Meeting

Thursday, October 12, 2017, 8:30 a.m. to 10:30 a.m. at Washington County.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: October 12, 2017