

MINUTES

NCITE Executive Board Meeting
 Thursday, April 14th, 2017 - 8:30-10:30 a.m.
 Location: SRF
 Host: Jake Folkeringa

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 8:32 am.
2. Review Agenda
The agenda items were reviewed. No additional items were added.
3. January 2017 Secretary's Report
Jeff P. presented the March 2017 Board Meeting minutes. A few minor revisions were identified:
Mark W. motioned to approve as amended, Jake F. seconded. Motion carried.

Jeff P. presented the March 2017 Section Meeting minutes. A few minor revisions were identified:
Jake F. motioned to approve as amended, Abby R. seconded. Motion carried.
4. January 2017 Treasurer's Report
Jake F. presented the March 2017 Treasurer's report.
 - Discussed Mike M. looking into adding new speaker gifts.
 - Still waiting for final bills for March Section Meeting. Report tabled until cost info is received.

Minutes
NCITE Executive Board Meeting
April 14, 2017

5. Section Meeting
 - A. March Section Meeting (North Dakota)
 - Abby is still waiting on final bill from event.
 - North Dakota members continue to be interested in creating a local Chapter. Group including Scott Poska, Mike Bittner, Sara Schmidt, and Shawn Leight discussed initiation of chapter process. Example with MOVITE includes Arkansas Chapter:
 - i. Petition – 5 members
 - ii. Charter – For Board Approval
 - iii. Bylaws – For Board Approval
 - B. May Section Meeting
 - Set for 5/10/2017 at Gasthof
 - Topic set for Median Acceleration Lanes presented by Spack Consulting and MNDOT
 - C. June Section Meeting
 - Set for 6/15/2017
 - Mark W. coordinating with Brian Smalkowski (KHA)
6. Committee Updates

Scott P. gave a quick update on NCITE Committees:

 - Young Member Committee (YMC) – Meeting on 4/20
 - Intersection Traffic Control: Last meeting 4/5.
 - Intelligent Transportation System (ITS): Last meeting 4/4
 - Planning Methods: Last meeting 3/16 – new chair Jim Henrickson, MNDOT and Steve Ruig, WSP-PB
 - Pedestrian and Traffic Safety: Next meeting 4/26
 - Geometric Design: Last meeting 4/20
 - Traffic Operations: Last meeting 4/5
 - SimCap: Last meeting 4/18, next meeting 6/20
7. Meeting with MNDOT Staff

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

 - Clarify reimbursement policy for employees going to meetings with food.
 - Have meeting at Waters Edge to reinforce participation.
 - Meet at TEO meeting to discuss benefits of NCITE.
 - Potential for September Section meeting at Waters Edge.

Minutes
NCITE Executive Board Meeting
April 14, 2017

8. NCITE Signature Authority

Mike M. presented an amended policy for signature authority based on comments from the previous Board Meeting. Language is being reviewed and will be presented at next meeting.

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

9. ITE Accreditation Program

For a fee, ITE will provide accreditation for a program. Board concluded there is no interest for this program at this time.

10. Spam emails

Board should be informed that spam emails have been going around requesting information from the Treasurer. Be aware of emails from Board.

11. Social Media

Discussion continued on Social Media platforms for use by the Chapter. Survey to be sent out to collect information from membership. Abby R. and Scott P. to put together draft survey for comment and distribution to membership.

12. Professional Development

Discussion included idea of development and re-introduction of the Traffic Engineering Fundamentals Program.

- Discussed potential timeframes for program. September/November?
- Should this replace a section meeting?
- Should Directors coordinate meeting?
- What is role of CTS and what can they provide?

12a. Affiliate Application

Affiliate application has been submitted for Sara Schmidt for Board's approval.

Jeff P. motioned to approve, Nick O. seconded. Motion carried.

12b. Membership Drive Month

Board decided that for May Section Meeting, members can bring any non-member for free meeting. Nick O. to add information to May Section Meeting notice.

12c. Annual Report Stipend for Student Groups

Discussion regarding \$250 stipend for student groups that prepare annual report and request stipend. Abby will draft policy for review.

13. 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.
- Mike – Revise and add Signature Authority Policy to website.
- Scott/Abby – Develop and distribute a survey for membership to collect information regarding social media platforms

Minutes
NCITE Executive Board Meeting
April 14, 2017

14. Adjourn
Scott P. motioned to adjourn at 10:30 a.m. and Nick O. seconded the motion. Motion carried unanimously.
15. Next Meeting
Thursday, May 11, 2017, 8:30 a.m. to 10:30 a.m. at Metro Transit.

Respectfully submitted,



Jeff Preston
2017 NCITE Secretary

Date: May 10, 2017