



MINUTES

**NCITE EXECUTIVE BOARD MEETING
THURSDAY, JANUARY 10, 2002
SEH**

ATTENDEES:

EXECUTIVE BOARD:

Tom Sohrweide, President

Bob Green, Secretary

Carl Stueve, Director

John Crawford, Vice President

Mike Spack, Treasurer

Mike Spielmann, Director

MEMBERS ABSENT:

Steve Manhart, Past-President

Gary Thompson, Director

VISITORS:

Greg Gaides, Planning Chair

I. CALL TO ORDER

8:00 a.m.

Introductions

II. REVIEW AGENDA (ADDITIONS/DELETIONS)

Add discussion of Ballots

Motion by John Crawford to direct Chris Chromy to destroy ballots if not already done, second by Tom Sohrweide, approved unanimously.

III. MINUTES

December 13, 2001 Executive Board Meeting Minutes

Motion by Mike Spack to approve minutes, second by Bob Green, approved unanimously.

ACTION ITEM: John Crawford to send new NCITE Board to ITE

MINUTES

January 2002 NCITE Executive Board Meeting

January 10, 2002

Page 2

IV. TREASURER'S REPORT

A. Discussed the monthly report for December

Income during December - \$1132; Expenditures during December - \$6462.68; balance at end of month: \$10,019.81, of which \$3,688.67 is dedicated to MUTEK. Some income from Annual Meeting has not been deposited, therefore, the December Treasurer's report will be approved at the February meeting.

B. 2002 Budget

Reviewed draft 2002 budget. Year 2001 Year End shows a surplus of \$8,532.45. Draft budget indicates an additional surplus for Year 2002 of over \$3,300. Board discussed potential options for increasing the student activities fund and the scholarship fund.

Action Item, Tom Sohrweide: Invite Student Activities chairs to February meeting to discuss student activities funding

Discussed MUTEK dedicated funds, including revitalizing the MUTEK meeting, or creating a MUTEK scholarship

Action Item, Tom Sohrweide: Check with Tom Campbell about options.

Discussed Year 2001 PTOE Committee activities. Board agrees that the Refresher Course and hosting the PTOE examination was a success. Board supports continuing the PTOE Committee, and organizing a Refresher Course and examination site for Fall of 2002.

Action Item, Bob Green: Meet with PTOE Committee to determine schedule for 2002 activities.

Year 2002 Budget to be approved at February meeting.

V. MEMBERSHIP

A. The ITE membership drive continues. NCITE can make an attempt to grow by asking existing members to invite potential new members to become members.

Action Item, Tom Sohrweide: Contact Todd Foster to discuss membership drive, and follow up on previous communication with NCITE members.

B. Aravind Gottemukkula, Benshoof & Associates, applied for membership. Motion by John Crawford to accept application, pending approval by ITE National. Second by Mike Spack, approved unanimously.

MINUTES

January 2002 NCITE Executive Board Meeting

January 10, 2002

Page 3

VI. MEETINGS

A. 2002 Schedule

Mike Spack to host March Board meeting, Bob Green to host April meeting.

B. January meeting

Date set – 1/24/01 at Lido's in Roseville

Dave Warner, Parsons Brinkerhoff, to discuss Crosstown project

C. February meeting ideas:

Radisson in Plymouth, with Don Luddeman discussing pedestrian safety issues

D. Other Meetings

2002 District 4 Annual Meeting, June 17-21, St. Paul Radisson Riverfront Hotel

June 16-17, AASHTO

June 19-21, NCUTCD

June 19-21, ITE

VII. COMMITTEE UPDATES

A. Traffic Signals Committee

Committee elected a chair (Linda Taylor) and a co-chair (Wayne Sandberg). Monthly meetings will continue, rotating between the City of St. Paul, and Mn/DOT Golden Valley.

B. Communications

Newsletter needs new editors.

Action Item: Bob Green and Tom Sohrweide Bob to check with a couple potential candidates, otherwise Tom to send an e-mail to the membership requesting volunteers.

Discussed creating a page for posting job openings on website:

Motion by John Crawford to institute a job posting page on website with the following features: \$50 per ad, One Page Ad Text Only, ad will run for one month, second by Mike Spack, approved unanimously.

MINUTES

January 2002 NCITE Executive Board Meeting

January 10, 2002

Page 4

C. Planning Methods and Applications Committee

Committee has a new chair, Greg Gaides. Greg provided a brief summary of current committee activities. Committee has grown in membership, but is seeking new focus. Committee has been working on guidelines for arterial level of service, and is striving to complete discussion of this topic and select a new one. Greg was looking for new topic ideas, Trip Generation was suggested as a possible topic. Greg also stated that a goal of the committee is to establish dialogue on modeling efforts.

VIII. MONTHLY ACTION ITEMS

Action Item, all board members: transfer files and information to Year 2002 Board.

Action Item, John Crawford: Contact ITE with new board members and contact information.

IX. OTHER BUSINESS

2002 Goals:

Policies / Bylaws have not been updated for a while.

Action Item, Tom Sohrweide: Provide draft revisions to policies/bylaws for board review.

District 4 Director, Earl Newman, wishes to attend a Section Meeting other than Annual Meeting

Action item, Tom Sohrweide: Invite Mr. Newman to a Section Meeting and Board Meeting, and provide him with a list of meeting dates. Offer to schedule a board meeting for the same day. Possibly in April or May, to tie into a promotion for the District 4 Annual Meeting

X. ADJOURNMENT

Motion by Bob Green at 10:15 a.m. to adjourn, second by Mike Spack, approved unanimously.

MINUTES

January 2002 NCITE Executive Board Meeting

January 10, 2002

Page 5

Next Meeting:

February 14, 7:45 to 10:00 a.m.

Hosted by Vice-President John Crawford

URS

700 Third Street South

Mpls, MN

Respectfully submitted,



Robert J. Green, PE, PTOE

2002 NCITE Secretary

Alliant Engineering, Inc.

233 Park Avenue South, Suite 200

Minneapolis, MN 55415

Phone: 612.758.3083

Fax: 612.758.3099

E-mail: bgreen@alliant-inc.com

Summary of action items:

From 12-13-01 meeting

Action Item, Mike Spack: ask Bruce Boje if he can audit the NCITE 2001 Treasury and records.

Action Item, Carla Jones: advertise for new members in the newsletter.

Action Item, Tom Sohrweide: Contact Todd Foster to discuss membership drive, and follow up on previous communication with NCITE members.

Action Item, all board members: transfer files and information to Year 2002 Board.

Action Item, John Crawford: Contact ITE with new board members and contact information.