



## MINUTES

### NCITE Executive Board Meeting Thursday, January 13, 2005 Dunn Brothers, Minneapolis

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Mike Spack, President	X	
Carla Stueve, Vice President	X	
Marc Culver, Secretary	X	
Wayne Sandberg, Treasurer	X	
Bob Green, Past President	X	
Marc Briese, Director	X	
Jerry Kotzenmacher, Director	X	
Brent Paulsen, Director	X	

**VISITORS:** Jeff Preston, Outreach Committee Chair; JoNette Kuhnau, Student Activities Chair; Greg Gaides, Planning Methods and Applications Committee Chair; Ingrid Nordby, ITSO President (U of MN Student Chapter)

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1. **Call to Order** - The meeting was called to order at 7:46 a.m.
  2. **Introductions**
  3. **Review Agenda** – Mike explained the meeting agenda
  4. **Meeting Minutes**
    - A. *Board Meeting Minutes – Marc C. motioned to approve the December 2004 board meeting minutes, seconded by Marc B., approved unanimously.*
    - B. *Section Meeting Minutes – None*
  5. **Treasurer’s Report**
    - A. *December 2004 Report – Marc gave the Treasurer’s Report for December (Year End) 2004. Bob motioned to approve the December 2004 Treasurer’s Report, seconded by Marc B., approved unanimously.*
  6. **2005 Budget**

Mike presented the proposed 2005 budget. It was pointed out that the “2004 Actual” numbers did not include some of the final transactions for 2004. *Bob G. motioned to approve the 2005 Budget pending updates of the 2004 Actual numbers, seconded by Marc C., approved unanimously.*
  7. **Meetings**
    - A. *January Section Meeting – Marc B. gave an update of the upcoming January Section Lunch meeting at KFAN The Restaurant on Tuesday, January 15<sup>th</sup>.*

## MINUTES

NCITE Executive Board Meeting  
January 13, 2005

Page 2

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- B. *February Section Meeting* – Jerry Kotzenmacher: Connie Kozlak of the Metropolitan Council has agreed to speak on the Regional Policy. A location has not been determined.
- C. *March Section Meeting* – Brent Paulsen: Breakfast at Jax Café. Meeting topics were suggested

### **8. Committee Updates** - Carla reported on the current status of the NCITE committees:

#### A. *Committees with nothing new to report: Museum*

#### B. *Other Committee Updates*

- Outreach: Jeff Preston attended today's meeting and gave a detailed update of the upcoming Traffic Engineering Fundamentals Workshop. The Seminar will be held on February 16 at the Holiday Inn Downtown in Duluth, MN. Details of the bill (about 50% of last year's) and the possibility of paying for some of the speaker's hotel costs were discussed.

The group split off on a tangent for a few minutes to discuss the issue of a "permanent address" for NCITE. Later in the meeting it was decided that we should look into the logistics and costs of getting a Post Office box (or something similar) for the organization.

***ACTION ITEM:* Marc B. will look into the logistics and costs of a post office box or similar service.**

***ACTION ITEM:* Marc C. will verify that the announcement for the upcoming Traffic Engineering Fundamentals Workshop has been posted on the website.**

***ACTION ITEM:* Wayne S. will make up some Thank You cards to be used for the Workshop and other events.**

- Communications: Ads are coming in slowly. Deadline was January 7<sup>th</sup>. Follow-up required.
  - Newsletter – Lynn Kiesow will be sending out the next newsletter by January 23<sup>rd</sup>. Jerry Kotzenmacher provided an article on Railroad Preemption.
  - Marv Sohlo – Marv will continue as Webmaster for 2005.
  - Yearbook – Nick Erpelding will be the Yearbook Editor.

***ACTION ITEM:* Marc C. will follow-up with previous advertisers who have not renewed.**

- Student Activities – JoNette Kuhnau has volunteered to be the new Student Activities Chair. JoNette attended this month's meeting and gave an update on the planned activities for this committee. The Paper Contest and Scholarship announcements have been posted on the web and distributed to the eligible Universities. The deadline for the Paper Contest is March 16 and the deadline for scholarship applications is April 16<sup>th</sup>. Both will be awarded at the April Section Meeting. The District IV paper contest deadline is April 1<sup>st</sup>, so there will be time to forward the winning section paper to the District for consideration. Ingrid Nordby, President of the U of MN's Interdisciplinary Transportation Student Organization (ITSO) also attended the meeting and gave an update on upcoming events for the organization. There will be a presence for both ITSO and NCITE at the U of MN Career Expo on March 2<sup>nd</sup>. ITSO also plans a conference on March 3<sup>rd</sup> where students will present technical papers and other projects. Details on both events will be posted on ITSO's website as well as on the NCITE website. Ingrid also talked about upcoming events for ITSO such as a tour of the LRT Maintenance Facility, a tour of Parsons

## MINUTES

NCITE Executive Board Meeting  
January 13, 2005

Page 3

---

Brinkerhoff, and a Segway Tour of downtown Minneapolis. Mike told Ingrid that the current budget for Student Activities is \$1500, which would break out to \$750 for each student active student chapter (NDSU and U of MN).

**ACTION ITEM: Marc C. will post details of the upcoming Career Expo and ITSO Conference once details are provided by ITSO.**

- *Career Guidance* – Brent Paulsen indicated that Carolyn Brown has agreed to help with this committee. Brent also volunteered to make presentations for the Student Chapters if they were interested. He also mentioned he was getting a new video from the Local Road Research Board (through Wayne Sandberg).
- *Planning Methods and Applications*: Greg Gaides attended the meeting and gave an update on the current activities of the committee. The most significant item was the interest from the Center for Transportation Studies (CTS) in forming a joint venture between the NCITE Planning Methods and Applications Committee and their own members. The specific item of interest for this joint venture would be promoting education on travel demand forecasting. **Marc C. motioned to approve a joint committee on Planning Methods and Applications between NCITE and CTS, seconded by Bob G., approved unanimously.** The board mentioned to Greg that each committee is asked to provide one article per year for the newsletter. While there was interest in the Committee's efforts towards a comparison of the TBI and ITE trip generation methods, Greg suggested that an article on the joint venture with CTS would be more timely. Mike suggested that this committee look into appointing a co-chair that would serve as the Chair next year thereby setting up an automatic succession.
- *Membership*: It was noted that the membership page on the website was out of date and still referenced old procedures.

**ACTION ITEM: Mike S will work with Craig R to ensure that membership is up to date within agencies/organizations.**

**ACTION ITEM: Marc C. will update the membership page of the website.**

*Professional Development* – Sue Groth has volunteered to Chair this committee. Several ideas for possible courses were discussed. Some ideas included courses for Basic Synchro, Traffix, Technical Presentations for Engineers, How to do a Traffic Impact Study, MUTCD Updates, PTOE Refresher Course.

**ACTION ITEM: Bob G. and Mike S. will meet with Sue to jumpstart this committee.**

- *MCUTCD*: Wayne S., the NCITE representative of this Mn/DOT committee, gave a brief update indicating some key changes being discussed. There will be a blurb in the upcoming newsletter on some of the changes. He also suggested a one day training course on the upcoming changes to the manual. This committee meets every two weeks.
- *Traffic Signals*: Held a meeting on January 5<sup>th</sup>. Set potential topics for discussion during 2005. These topics and future meeting dates have been posted on the website. Next meeting is Wed. Feb. 2<sup>nd</sup>.

## MINUTES

NCITE Executive Board Meeting

January 13, 2005

Page 4

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- *Pedestrian Safety Committee:* This committee is no longer active. It has been suggested that this committee should be merged with the former Neighborhood Traffic Control Committee in an effort to jumpstart both topics.

**ACTION ITEM:** Carla S. will talk to Randy Newton about trying to get this new joint committee started.

### 9. Monthly Action Items - Monthly Action Items for January

#### **PRESIDENT:**

- Host January Board Meeting
- Present proposed budget for the new year for Board approval
- Present the Calendar for the new year for Board approval
- Review Duties & Responsibilities for new year
- Complete transfer of records from previous President

#### **VICE PRESIDENT:**

- Visit with all committee chairs and establish monthly reporting schedule/program
- Complete transfer of records from previous Vice President
- Review Duties & Responsibilities for new year

#### **SECRETARY:**

- Forward list of officers with contact data to ITE
- Forward calendar for new year to ITE
- Complete transfer of records from previous Secretary
- Review Duties & Responsibilities for new year
- Archive all secretary records from two years previous with Tom Campbell

#### **TREASURER:**

- Coordinate audit of previous year's books with Board-approved auditor (NCITE Non-Board Member)
- Complete transfer of accounts and books from previous Treasurer
- Review Duties & Responsibilities for new year
- Present monthly budget comparison to Board

#### **DIRECTORS:**

- Coordinate the planning of monthly Section meetings
- Review Duties & Responsibilities for new year

#### **PAST PRESIDENT:**

- Attend all Board meetings to provide advice and continuity for the new Board
- Contact the District 4 Board and establish the office held and associated duties
- Provide District 4 information to the Board as deemed necessary

#### **COMMUNICATIONS CHAIR:**

- Announce schedules for yearbook and quarterly newsletters
- Meet with all subcommittee chairs and review duties and responsibilities
- Review Duties & Responsibilities for new year
- Complete transfer of books from previous Chairperson

#### **MEMBERSHIP CHAIR:**

## MINUTES

NCITE Executive Board Meeting

January 13, 2005

Page 5

---

- Establish and forward the latest membership information (pre-formatted) to the Yearbook editor(s) for the new year.

### **STUDENT ACTIVITIES CHAIR:**

- Forward new calendar of events to student chapter leaders for distribution to their members
- Invite their participation in all Section events and activities

### **10. Other Business –**

- *Training ideas:* Mike S. reviewed ideas for possible training sessions in 2005 (see above list).
- *Membership Drive:* Mike S. is interested in getting an effort going to verify that the larger organizations are properly represented with NCITE membership.
- *Review January and February Action Items:* Bob Green went over necessary steps for the upcoming 2006 District IV meeting which NCITE is hosting. By June, the District Meeting Committee must select a location, set a budget and date. Bob is working on identifying a Committee Chair and committee members.

Marc C. did some initial investigation into bank account options. It seems that all accounts should have some interest earning capabilities. Wayne agreed to take the torch on this task and contact our account representative about account options.

### **11. Adjournment**

Marc C. motioned to adjourn the meeting. Carla seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:35 a.m.

**Next Meeting -** Thursday, February 10, 2005 at 7:45 a.m.  
Hosted by Carla Stueve – SRF Consulting Group

### **Monthly Action Items for February**

**PRESIDENT:**

**VICE PRESIDENT:**

**SECRETARY:**

**TREASURER:**

- Present monthly budget comparison to Board

**DIRECTORS:**

**PAST PRESIDENT:**

**COMMUNICATIONS CHAIR:**

- Ads for yearbook are due

**MEMBERSHIP CHAIR:**

**STUDENT ACTIVITIES CHAIR:**

SUMMARY OF ACTION ITEMS FROM MEETING:

***ACTION ITEM:*** Marc B. will look into the logistics and costs of a post office box or similar service.

***ACTION ITEM:*** Marc C. will verify that the announcement for the upcoming Traffic Engineering Fundamentals Workshop has been posted on the website.

**MINUTES**

NCITE Executive Board Meeting

January 13, 2005

Page 6

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***ACTION ITEM:*** Wayne S. will make up some Thank You cards to be used for the Workshop and other events.

***ACTION ITEM:*** Marc C. will follow-up with previous advertisers who have not renewed.

***ACTION ITEM:*** Marc C. will post details of the upcoming Career Expo and ITSO Conference once details are provided by ITSO. ***ACTION ITEM:*** Mike S will work with Craig R to ensure that membership is up to date within agencies/organizations.

***ACTION ITEM:*** Marc C. will update the membership page of the website.

***ACTION ITEM:*** Bob G. and Mike S. will meet with Sue to jumpstart this committee.

***ACTION ITEM:*** Carla S. will talk to Randy Newton about trying to this new joint committee started.

***ACTION ITEM:*** Wayne S. will report to board interest accruing checking account options available through Hi-Way Federal Credit Union.

***ACTION ITEM:*** Bob G. to continue to work towards appointing 2005 District IV Meeting Committee Chairperson and establishing committee

Respectfully submitted,



Marcus J. Culver, PE  
2005 NCITE Secretary