



MINUTES

NCITE Executive Board Meeting Thursday January 12, 2006 SRF Consulting Inc.

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Carla Stueve, President	X	
Marc Culver, Vice President	X	
Wayne Sandberg, Secretary	X	
Randy Newton, Treasurer	X	
Mike Spack, Past President	X	
Tom Peters, Director	X	
Chad Smith, Director	X	
Lynn Kiesow, Director	X	

1. **Call to Order** - The meeting was called to order at 7:50 am
2. **Review Agenda – Add February Meeting Review**
3. **Meeting Minutes**
 - A. Board Meeting Minutes – Marc Culver ***motioned to approve the December, 2005 board meeting minutes, seconded by Mike Spack, approved unanimously.***
 - B. November (Annual) Section Meeting Minutes – Mike Spack ***motioned to approve the Annual Section meeting minutes, seconded by Carla Stueve, approved unanimously.***
4. **Treasurer’s Report** – Randy and Wayne discussed the end of year treasurer’s report. There is currently missing 15 ITE Coupons. Wayne will review the records determine if any of the Coupons were misplaced.

Mike Spack ***motioned to approve the December 2005 Treasurers report, seconded by Marc Culver, approved unanimously.***
5. **Meetings**
 - A. January Meeting - **Lynn Kiesow**
 - The January meeting will be on Tuesday, January 17.
 - The topic will be Red Light Running.
 - Speakers will be Mpls Police Lt. Reinhold and Mpls P.W. Employee Dallas Hildebrandt.
 - Expected attendance is 60-65 persons.
 - Currently, only 1 Mn/DOT person is registered – could be a potential e-mail server problem.
 - **ACTION ITEM – Marc Culver will contact Tom Sohrweide of S.E.H. to discuss potential e-mail problems with the NCITE server.**
 - B. February Meeting - Tom Peters
 - Speaker will be **Ken Kohnstamm** from the Attorney Generals Office
 - Topic will be related to Tort Liability and Engineering

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- This will be a **luncheon** meeting
 - Location is TBD, **but looking around the east Metro Area.**
- B. March Joint Meeting with Students – **Chad Smith**
- The ITSO group is hosting a student career day/student paper presentation day on March 3rd at Coffmann Union.
 - The goal is to try to have our meeting the same day to improve student attendance.
 - The students already have a guest speaker for lunch, so NCITE should have a breakfast meeting.
 - We would also be looking to hand out scholarships at this meeting.
 - It was suggested that we also kick-off the NCITE Mentor program at this meeting also.
 - **ACTION ITEM – Carla Stueve will further develop the NCITE Mentor Program for possible inclusion into the March Joint meeting with students.**
- C. Other
- ACTION ITEM – it was agreed that anytime NCITE sponsors a course, that the official NCITE e-mail list be used to advertise the course.
6. **2006 Budget**
- Carla highlighted the 2006 proposed budget.
 - Highlights included decreased scholarships and increased transportation research.
 - Mike Spack ***motioned to approve the 2006 Budget report, seconded by Tom Peters, approved unanimously.***
7. **2006 Calender**
- Marc Culver ***motioned to approve the 2006 Calender, seconded by Randy Newton, approved unanimously.***
8. Committee Updates –
- Communications
 - Newsletter –
 - Nick Erpelding is going to e-mail ads in both the newsletter and the website.
 - **ACTION ITEM – Marc Culver will look into options for improving website advertising including adding a banner type ad.**
 - Website –
 - Marv Sohlo can no longer be webmaster.
 - **ACTION ITEM – Marc Culver and Nick Erpelding will work to find a new webmaster.**
 - Yearbook –
 - This committee is gearing up and getting ads ready for 2006.

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- Student Activities –
- Career Guidance -
- Professional Development –
 - Sue Groth can no longer devote the amount of attention that this committee needs.
 - **ACTION ITEM – Marc Culver will look into finding additional persons to help with this committee.**
- P.T.O.E.
- Outreach
 - Jeff Preston is handling the Traffic Engineering Fundamentals Course. Fifteen persons currently signed up, but registration is not due until February 10.
- Museum –
- MCUTCD –
- Planning Methods and Applications
 - **ACTION ITEM – Marc Culver will contact this committee to discuss options for finishing their trip generation study.**
- Pedestrian and Traffic Safety –
- Traffic Signal Committee –
 - Kristi Sebastian will be putting together an article for the current newsletter.
- Geometric Design –
- District IV 2006 Meeting –

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 Wayne Sandberg
- Begin working on annual report

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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:

- 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. Adjournment

Mike Spack *motioned to adjourn the meeting.* Carla Stueve *seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:35 AM*

Next Meeting -

Thursday February 9th

Marc Culver Host

City of Maple Grove

REVIEW OF ACTION ITEMS:

- **ACTION ITEM – Marc Culver will contact Tom Sohrweide of S.E.H. to discuss potential e-mail problems with the NCITE server.**
- **ACTION ITEM – Carla Stueve will further develop the NCITE Mentor Program for possible inclusion into the March Joint meeting with students.**
- **ACTION ITEM – Marc Culver will look into options for improving website advertising including adding a banner type ad.**
- **ACTION ITEM – Marc Culver and Nick Erpelding will work to find a new webmaster.**

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- **ACTION ITEM – Marc Culver will look into finding additional persons to help with this committee.**
- **ACTION ITEM – Marc Culver will contact this committee to discuss options for finishing their trip generation study.**

CARRY OVER ITEMS:

Monthly Action Items for *December 2005*

ACTION ITEMS FOR THIS MONTH:

ACTION ITEM (CARRY OVER): Marc C. to develop standard “Boiler Plate” email for section meeting announcements.

ACTION ITEM (ON GOING): Mike S. to clean up monthly action items.

ACTION ITEM: Marc C. to work with Nick to request specific graphics from advertisers.

ACTION ITEM: Marc C. to check with each individual Committee Chair about succession.

Respectfully submitted,

Wayne H. Sandberg
2006 NCITE Secretary