



MINUTES

NCITE Executive Board Meeting Thursday, February 13, 2003 City of Plymouth

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
John Crawford, President	X	
Bob Green, Vice President	X	
Mike Spack, Secretary	X	
Carla Stueve, Treasurer	X	
Tom Sohrweide, Past President	X	
Marc Culver, Director	X	
Bev Farraher, Director	X	
Randy Newton, Director	X	

VISITORS:

Yearbook Co-Chair – Nick Erpelding
Student Activities Chair – Jon Krieg

Outreach Chair – Jeff Preston

1. Call to Order

The meeting was called to order at 7:50 am.

2. Review Agenda

Add lapel pins under budget.

3. Minutes

A. Board Meeting Minutes

Tom Sohrweide motioned to approve January 2003 board meeting minutes as noted, seconded by Randy Newton, approved unanimously.

B. Section Meeting Minutes

Bob Green motioned to approve January 2003 section meeting minutes as noted, seconded by Bev Farraher, approved unanimously.

4. Treasurer's Report

A. January 2003 Treasurer's Report

Mike Spack motioned to approve the January 2003 Treasurer's Report, seconded by Bob Green, approved unanimously.

B. December 2002 Treasurer's Report Correction

Bev Farraher motioned to amend the December 2002 Treasurer's Report to include \$218 in the income line item which was included in the budget totals but not in the description section, seconded by John Crawford, approved unanimously.

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ACTION ITEM: Carla Stueve to make note on December 2002 Treasurer's Report in the 2002 NCITE Treasurer's Binder.

C. MUTEK

ACTION ITEM: Mike Spack to research the MUTEK sunset date in the 2002 Board Meeting Minutes.

ACTION ITEM: Carla Stueve to make note of MUTEK sunset date on subsequent treasurer's reports.

D. NCITE Dues check from ITE

Carla brought a check for \$2,213 for 10/99 to 03/00 dues from ITE. It was decided John and Carla will research this matter and present the results at the next board meeting. It is up to their discretion whether we should hold or deposit the check.

ACTION ITEM: John Crawford to research check and determine recommended action.

E. 2003 Budget

1. We will present one paper award in the amount of \$1,250 cash and four scholarships in the amount of \$750 cash. It was determined that there will be no requirement to go to the annual ITE meeting.
2. We will purchase 400 anniversary lapel pins to be distributed with the yearbooks. They will be accounted for under the miscellaneous expense item.

Bev Farraher motioned to approve the 2003 budget with the above clarifications, seconded by Carla Stueve, approved unanimously.

ACTION ITEM: Tom Sohrweide to research portfolios for speaker gifts.

5. Meetings

A. January 21, 2003 Lunch Meeting

Tim Worke from Mn/DOT spoke on Mn/DOT's legislative/organizational update at Lido's. Marc planned the meeting. Eighty people attended and there were 5 no shows.

B. February 20, 2003 Lunch Meeting

Mark Filippi of the Metropolitan Council will speak about the 2000 Travel Behavior Inventory at Awadas on Plato. Bev is planning the luncheon and all of the details are covered.

ACTION ITEM: Marc Culver to forward Bev and Randy the list of people to send hard copy notices to.

C. March 20, 2003 Breakfast Meeting

Randy is working to find a speaker to talk about the downtown Minneapolis multi-modal station. The meeting will be held at Jax.

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D. April Meeting

This is the meeting held on the U of MN campus.

ACTION ITEM: Marc Culver to invite Jennifer Clark at the University of Minnesota Institute of Technology's Dean's Office to speak about the Dick Braun endowed chair.

6. Committee Updates

A. Committees with nothing new to report: MCUTCD & Museum

B. Career Guidance

Brent Paulsen will be presenting at 3 upcoming career guidance events and continues to tutor elementary school kids.

C. Outreach

The Traffic Engineering Fundamentals Workshop was held in Rochester on 2-5-03. There were 69 attendees and approximately \$1,800 in revenues were generated. Jeff is looking for suggestions on how to expand the role of the committee.

ACTION ITEM: Jeff Preston to email the workshop survey results to the board and he is to come back in the fall of 2003 to discuss the 2004 workshop agenda.

D. Planning Methods and Applications

The committee met on 2-5-03 at Parsons Transportation Group. Twelve were in attendance. The committee will meet from 11:30 to 1:30 on the first Wednesday of each month at PTG. They will be addressing agency responsibilities in modeling, the 2000 TBI, and how to resolve discrepancies between models.

E. Traffic Signals

They are meeting monthly and working on developing a SYNCHRO course, discussing video detection, and developing protected/permitted left turn phasing standards.

F. Student Activities

Jon Krieg introduced himself to the board as the new chair. Jon requested help for the NCITE booth at the 3-12-03 U of MN career expo from 4 to 8 pm.

ACTION ITEM: Jon Krieg –

- Coordinate the paper award so the section winner can be sent on to the district competition (we think the district deadline is 3-31-03).
- Call the professor advisors at each university to discuss the paper and scholarship awards.
- Make recommendation to board on a subsidy program that will encourage active professor advisor involvement.

ACTION ITEM: Marc Culver to forward banner and student member applications to Jon for career expo.

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G. Pedestrian Safety

They are continuing to meet and are hoping to complete their toolbox report mid-2003.

H. PTOE

Updated statistics from ITE: 906 PTOEs worldwide, 50 in MN, 2 in ND, 1 in SD. The committee will assess the viability of offering the course and exam in 2003 or 2004 later this year.

I. Communications

- Nick gave Marc the ads for 2003. He is still waiting for S.E.H.'s because it got sent to Mn/DOT.
- Newsletter – Next addition is almost together
- Website - The new site is up and running. Marv Sohlo is maintaining the website.
- Yearbook - Nick joined us to go through a list of questions regarding the yearbook, which will be printed in mid-February and distributed at the March section meeting. The following action items are the result of our discussion.

ACTION ITEMS:

- Nick: Do not publish Section E (Internet Links) in 2003 yearbook.
- Nick: Call the potential advertisers who have not responded.
- Aaron: Send Nick the updated membership list by the first week in February.
- John: Send Nick the approved calendar and budget after the February board meeting.
- John: Send Nick the president's message by the first week in February.
- Bob: Send Nick a synopsis of the section meetings by the first week in February.
- Bob: Find out the section founding date that is mistyped in the 2002 yearbook from Tom Campbell and report that to Nick by the first week in February.
- Tom: Send Nick the updated policies by the first week in February to make sure the most up to date policies are published.
- Nick: Purchase 100 ¾ inch, three-ring binders and turn them into yearbooks to be handed out to those members who do not have one.
- Nick: Print 50 extra yearbook inserts and give them, along with leftover binders, to Aaron for distribution to new members.
- Aaron: Update affiliate and membership numbers and forward them to Nick and Mike Spack by the first week in February.
- Mike: Forward the January minutes to Nick and webmaster.

7. Monthly Action Items for March

PRESIDENT:

- Nominations are due for ITE Transportation Achievement Award by April 1st

TREASURER:

- Audit report presented at Board Meeting
- Present monthly budget comparison to Board

PAST PRESIDENT:

- Write up previous year's history for archives

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COMMUNICATIONS CHAIR:

- Distribute yearbooks at the Section meeting & mail the rest (include District 4 Director)

STUDENT ACTIVITIES CHAIR:

- Submit recommendations for student chapter scholarship and awards
- Ask Student Chapters to update the student membership list
- Deadline for Student Paper submittals is mid-March at which time awards are determined
- Prepare Award Certificates for presentation at next month's Section meeting
- Submit winning student paper(s) to the District for further competition by March 31st

8. Adjournment

Bob Green motioned to adjourn the meeting. Randy Newton seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:49 am.

9. Next Meeting Meeting

Thursday, March 13, 2003 at 7:45 am

Hosted by Mike Spack at Lunds (community room)

On TH 55, west of Vicksburg Lane in Plymouth

10. Agenda Items for Next Month

- ND or SD chapter?
- How to keep those active who run but aren't elected to the board.
- Destroy ballots.
- Traffic engineering fundamentals course for engineers.

Respectfully submitted,

Michael P. Spack, PE
2003 NCITE Secretary