

MINUTES

**NCITE EXECUTIVE BOARD MEETING
THURSDAY, MARCH 8, 2001
URS/BRW**

ATTENDEES:

EXECUTIVE BOARD:

Steve Manhart, President	April Manlapaz, Treasurer	Joel Katz, Past President
Tom Sohrweide, Vice President	Mike Spack, Director	
John Crawford, Secretary	Daryl Taavola, Director	

MEMBERS ABSENT:

Chris Chromy, Director

VISITORS:

Eric Padget, Student Activities

I. CALL TO ORDER

7:52 a.m.

II. REVIEW AGENDA (ADDITIONS/DELETIONS)

No Additions or Deletions

III. MINUTES FROM FEBRUARY 9, 2001 EXECUTIVE BOARD MEETING

No comments on minutes. Motion by Joel Katz to approve minutes, Tom Sohrweide seconded, approved unanimously.

IV. MINUTES FROM FEBRUARY 20, 2001 SECTION MEETING

Section Meeting Minutes should include more information about main presentation. With addition of information regarding meeting presentation, motion by Daryl Taavola to approve minutes, April Manlapaz seconded, approved unanimously.

V. TREASURER'S REPORT

A. April Manlapaz distributed the February Treasurer's Report. The report showed an income of

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\$4338.99, expenditures of \$2565.24, with a balance of \$6211.33, of which \$3,688.67 is dedicated to MUTEK. Revision needed to budget comparison line 26: expense should be in year-to-date column, rather than February column. Also need to separate out details of income item 3 on the report.

B. Motion to approve Treasurer's report with changes by Tom Sohrweide, seconded by Joel Katz, approved unanimously.

VI. MEMBERSHIP

No report

VII. MEETINGS

A. February – Daryl Taavola reported O'Gara's was OK, maybe a little cramped and noisy, but value is great. Thank you letter has been sent to Keith Shannon for his presentation.

B. March – Chris Chromy is planning to have Mike Mauren from the Mn/DOT TMC. Meeting date has changed from March 15, 2001 to March 16, 2001.

C. April – Mike Spack is coordinating. Discussion about how much time students should have. Decided that we should ask them to give brief summary of report, and we'll possibly publish papers on our web site. In addition to students, another speaker may be invited.

D. Past Presidents meeting was held for February 27, 2001.
Record of discussions are included in minutes of meeting.

E. Future speaker ideas:

1. Dick Day
2. Minneapolis Bikeways (Jon Wertjes?)
3. ASSCI – Minneapolis Adaptive Signal Control
4. TH 62 / I-35W Commons project manager
5. Airport (wait for warmer weather)
6. Pedestrian Committee report on warrants for pedestrian signal count down timers.

F. 2002 District 4 Annual Meeting

1. District 4 has a professional meeting planner. Current efforts are focusing on determining location.
2. **Action Item; Joel Katz:** Request a report on planning progress.

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VIII. COMMITTEE UPDATES

A. Communications

1. Yearbook

- a) Advertising letter is out. Beginning to get responses
- b) Tom Sohrweide is working on updating policies and by-laws. Probably won't be in yearbook. Next Board meeting will need to spend a large portion of meeting on this.

2. Newsletter

- a) Next newsletter is anticipated at the end of April.
- b) **Action item: John Crawford** to look into cost of printing newsletter directly to a color printer.

3. Web Site

Some people did not receive a mass e-mailing to membership. **Action Item; Marcus Culver:** try to determine if there is a problem.

B. Neighborhood Traffic Control - No Report

C. Outreach - No Report

D. Planning Methods and Applications - No Report

E. Traffic Signals - No Report

F. Career Guidance - No Report

G. MUTCD - No Report

H. Museum

Gene Franchette will co-chair committee with Lyle Berg.

I. Student Activities

1. Seven students signed up for NCITE student membership at the CTS career expo.
2. Applications for student activities awards are available, none have been submitted yet. Deadline is March 31.

J. Pedestrian Safety - No Report

IX. MONTHLY ACTION ITEMS

A. Audit – **Action Item; April Manlapaz:** Ask Bruce Boje if he'll conduct an audit of the Year 2000 Treasurer's records.

B. **Action Item; Joel Katz:** update and refine action items.

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X. OTHER BUSINESS

A. Speaker Gift Order

Steve Manhart is moving ahead with caps as a speaker gift.

B. PTOE

1. **Action Item, Joel Katz:** determine deadline for NCITE to sign up to offer the PTOE exam.
2. NCITE is planning to offer the PTOE exam at the 2001 District 4 meeting.

C. Section Activities Award

Application deadline is May 1, 2001. **Action Item, John Crawford:** prepare application.

XI. ADJOURNMENT

Motion to adjourn the meeting by Mike Spack, seconded by Tom Sohrweide, unanimously approved at 10:50 a.m.

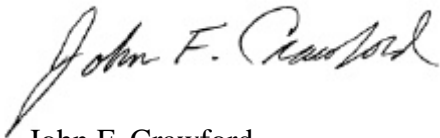
Next Meeting:

Thursday, April 12, 2001, 7:45 to 10:30 a.m.

BRW, Inc., 700 Third Street South, Minneapolis, MN

Treasurer April Manlapaz, Host

Respectfully submitted,



John F. Crawford
2001 NCITE Secretary
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