



MINUTES

NCITE Executive Board Meeting Thursday, March 11, 2004 SRF Consulting, Plymouth

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Bob Green, President	X	
Mike Spack, Vice President	X	
Carla Stueve, Secretary	X	
Marc Culver, Treasurer	X	
John Crawford, Past President	X	
Jim McCarthy, Director		X
Wayne Sandberg, Director	X	
Kristi Sebastian, Director	X	

VISITORS:

1. **Call to Order** - The meeting was called to order at 7:55 a.m.
2. **Introductions**
3. **Review Agenda**
 - A. *Add a discussion for the following:*
 - Nametags for Section Meetings
 - Purchase of NCITE logo items (highlighters)
 - Past Presidents' Meeting.
4. **Meeting Minutes**
 - A. *Board Meeting Minutes* – Mike motioned to approve February 2004 board meeting minutes, seconded by John, approved unanimously.
 - B. *Section Meeting Minutes* – Marc motioned to approve February 2004 section meeting minutes, seconded by Mike, approved unanimously.
5. **Treasurer's Report**
 - A. *February 2004 Report* – Marc did not present a Treasurer's report for the month of February. However, he summarized the majority of the activity in the last month. Bruce Boje completed the 2003 audit and everything looked in order.

ACTION ITEM: Marc will send out the Treasurer's Report via e-mail for Jan. and Feb.
6. **Membership**

MINUTES

NCITE Executive Board Meeting
March 11, 2004

Page 2

7. Meetings

- A. *February 24 Section Meeting* – Wayne S. was in charge of this meeting on Commuter Rail that was held at O’Gara’s in St. Paul. Fifty-four people attended and he received positive feedback from members regarding the location.
- B. *March 23 Section Meeting* – Krisit S. is in charge of the breakfast meeting at Jax. The topic will be MUTCD Field Manual changes. Announcements were sent this week. Jon Jackels from Mn/DOT will bring some field manuals along to distribute and will provide an order form for additional manuals.
- C. *Future Meetings* –
- Past Presidents’ Meeting will be held March 23rd, and there has been a good response so far. The board discussed possible topics to discuss at the meeting.
 - Bring the results of the member survey that asked for feedback on section meetings.
 - Bring NCITE highlighters that were given to U of M students at the Career Fair.
 - Ask for ideas on future topics.
 - Feedback on the idea of holding potential out-state meetings.
 - Possibly discuss the idea of chapters for NCITE to reach members outside the metro area.
 - Ken Viogt will be attending the April Meeting. He will briefly speak (possibly about ethics). The board discussed meeting locations, since we did not have as good of luck last year at Sergeant Preston’s as we have had in the past. We could try Grandma’s or Bobby Z’s.

ACTION ITEM: Mike will contact Jon Krieg regarding promoting students’ attendance at the April Section meeting.

- Joint Meeting with ITS MN & WTS in June. We are going to start holding two joint meetings per year.
- July summer social event. Last year the Saints Game had a fairly good turnout. This year maybe we could try lawn bowling at Brit’s, although last year cost was an issue.
- Annual Meeting – The board discussed where this should be held this year. Some ideas include The Minneapolis Institute of Arts or ice skating at the Milwaukee Depot.

ACTION ITEM: Directors will begin looking into ideas for this year’s meeting.

- Name tags – Kristi reported that we are down to 3 sheets of name tags. Do we want to look into a different type, maybe plastic reusable ones? The board decided to stay with the adhesive kind that can be thrown away after each use.

ACTION ITEM: Directors will purchase new name tags for upcoming section meetings.

8. Committee Updates

Mike reported on the current status of the NCITE committees:

- A. *Committees with nothing new to report: Planning Methods and Applications, Museum, Pedestrian Safety, P.T.O.E., Yearbook, MCUTCD, Outreach.*

MINUTES

NCITE Executive Board Meeting
March 11, 2004

Page 3

B. Other Committee Updates

- Communications
 - Newsletter – Steve Manhart will be taking over the production of the INCITER.
 - Website – Possibly contact Mn/DOT to post information for their traffic modeling position.
- Traffic Signals – Synchro Training in April, the course has already filled up. There are a few slots left, and they expect them to fill soon. We are offering a great price of \$155 per person. They may need to start a waiting list as the remaining positions fill.
- Career Guidance – Brent is going to be attending the Chisago Lakes Career Fair. He will also be giving a presentation at Anoka Ramsey Community College.

ACTION ITEM: Directors will get the NCITE highlighters to Brent to hand out at colleges.

- Student Activities – March 3rd was the CTS Career Fair. Bob G. and John C. attended from NCITE and handed out highlighters. We need to brainstorm a way to catch students that are looking for jobs and show them why they should be involved with NCITE. Maybe post a sign next year that reads: “How Can NCITE Help Your Career Opportunities?”

9. Monthly Action Items

A. Monthly Action Items for March

PRESIDENT: Nominations due for ITE Transportation Achievement Award by 4/1/04.

VICE PRESIDENT:

SECRETARY:

TREASURER:

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

DIRECTORS:

PAST PRESIDENT: Write up previous year’s history for archives

COMMUNICATIONS CHAIR: Distribute yearbooks at the Section meeting & mail the rest (include District 4 Director).

MEMBERSHIP CHAIR:

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 March 31st 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

10. Other Business

- A. *Member Survey* – The board sent out a survey through “Survey Monkey” to the members regarding the format and timing of section meetings. Results will be distributed at the Past Presidents’ meeting.

MINUTES

NCITE Executive Board Meeting
March 11, 2004

Page 4

B. Logo items

- NCITE purchased NCITE highlighters to distribute to college students. The board discussed other items that could be purchased, such as: wall walkers, letter opener/staple remover, post-it notes. It was decided that we would stay with just the highlighters at this point.
- We also discussed ideas that we could give to Past Presidents', such as lapel pins.

ACTION ITEM: **Marc** will look into options for Past Presidents that we could pursue.

C. 2003 Annual Report - We received a request from District 4 with a form to fill out for the section awards.

ACTION ITEM: **Carla** will fill out the form and write a cover letter to submit for the Annual Section Activities Award. It is due April 1st. This task should be under February Action Items so that there is more time to gather the information.

ACTION ITEM: **John** will send information to Carla on the school speed zone legislation.

ACTION ITEM: **Bob** will change the monthly action items so this task is shown for February instead of March, due to the April 1st deadline.

11. Adjournment

Mike motioned to adjourn the meeting. Marc seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:25 a.m.

Next Meeting - Tuesday, April 20, 2004 at 3:00 pm: hosted by John Crawford at URS Corp.

Monthly Action Items for April

PRESIDENT: Present student paper awards at Section meeting (held at or near U of M.).

VICE PRESIDENT:

SECRETARY: Secretary files Section Annual Report with ITE

TREASURER:

- Prepare reminder notice for all Section Affiliate members who have not paid their dues, mail out with May meeting announcement.
- Present monthly budget comparison to Board

DIRECTORS:

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR:

STUDENT ACTIVITIES CHAIR: Student Chapters submit their reports to District 4 for Student Chapter of the Year

Respectfully submitted,

Carla J. Stueve, PE
2004 NCITE Secretary