



MINUTES

NCITE Executive Board Meeting Thursday, April 10, 2003 Alliant Engineering

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: Aaron Heumann

1. Call to Order

The meeting was called to order at 7:54 am.

2. Review Agenda

3. Minutes

A. Board Meeting Minutes

Bob Green motioned to approve March 2003 board meeting minutes, seconded by Tom Sohrweide, approved unanimously.

B. Section Meeting Minutes

Tom Sohrweide motioned to approve March 2003 section meeting minutes, seconded by Randy Newton, approved unanimously.

4. Treasurer's Report

A. March 2003 Treasurer's Report

Carla found typos and will submit for approval in May.

B. 2002 Audit

Bruce Boje completed an audit of the 2002 NCITE treasurer's materials. Bruce noted the materials are complete and accurate.

Mike Spack motioned to donate a total of \$4,000 to the Dick Braun endowed chair at the University of Minnesota in honor of Matt Huber, seconded by Bob Green, approved unanimously.

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ACTION ITEM: John Crawford send letter with donation addressing ITE student chapter at U of MN.

ACTION ITEM: Marc Culver email scholarship winner names to Carla Stueve.

5. Membership

A. Section Affiliates

Mike Spack motioned to approve Mark Daubenberger and Steven Elmer section affiliate membership, seconded by Bob Green, approved unanimously.

ACTION ITEM: Craig Rasmussen mail applications to ITE and send welcome letter to new section affiliates.

B. Database

Aaron Heumann has reviewed the ITE member database and will be forwarding them corrections. After that, we will use ITE's database exclusively (scrapping the NCITE database).

ACTION ITEM: Craig Rasmussen request email addresses as part of Change Logs from ITE.

ACTION ITEM: Marc Culver change the website and newsletter to reflect that membership inquiries go directly to ITE.

C. Email List

ACTION ITEM: Aaron Heumann clean up the email address distribution list.

6. Meetings

A. March 20, 2003 Breakfast meeting.

Jon Wertjes and Jack Byers of the City of Minneapolis spoke about the downtown Minneapolis multi-modal station. The meeting was held at Jax.. Approximately 41 attended.

B. April 15, 2003 Dinner Meeting

Jennifer Clark from the University of Minnesota Institute of Technology's Dean's Office will speak about the Dick Braun endowed chair. Marc Culver is planning the meeting.

C. March 25, 2003 Past President's Meeting

Approximately 7 attended the meeting at Timberlodge. John Crawford is preparing minutes from the meeting.

D. May Section Meeting

Bev is planning the meeting and it appears that it will involve a tour of the new Mn/DOT TMC.

E. Summer outing with WTS and ITS MN

ACTION ITEM: Marc Culver work with Kate Sanderson from WTS on event.

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F. Annual Meeting

ACTION ITEM: Randy Newton, Marc Culver, and Bev Farraher to start planning annual meeting. Potentially bowling at Coffman Union at U of MN.

7. Committee Updates

A. *Committees with nothing new to report:* MCUTCD, Museum, Career Guidance, Outreach, PTOE, Planning Methods, and Pedestrian Safety

B. Traffic Signals

They are working on developing a SYNCHRO course for the fall. The board agreed in concept to partially funding the course development. The board wants to see a proposal. The committee is reviewing left turn detection standards.

C. Student Activities

Received 7 applications for scholarships and 3 applications for paper award.

D. Communications

- Yearbook – Will be distributed at May meeting.
- Newsletters

ACTION ITEM: Marc Culver speak with Chris Albrecht about desire to have 4 newsletters per year. Ask him if he needs a co-editor.

8. Monthly Action Items for April

PRESIDENT:

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

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

STUDENT ACTIVITIES CHAIR:

Have Student Chapters submit to District 4 their reports for Student Chapter of the Year

ACTION ITEM: John Crawford update monthly action items: Move delivery of student report to March and delete delinquent payment reminder from April.

9. Other Business

A. School Speed Zone Legislation

Letter was sent to key legislators.

B. Big Transportation Book

ACTION ITEM: Bob Green purchase 2 copies to show membership and get ordering details.

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10. Adjournment

Marc Culver motioned to adjourn the meeting, Mike Randy Newton seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:32 am.

11. Next Meeting Meeting

Thursday, May 8, 2003 at 7:45 am

Hosted by Marc Culver at the City of Maple Grove

Respectfully submitted,

Michael P. Spack, PE
2003 NCITE Secretary