



MINUTES

NCITE Executive Board Meeting Thursday, April 14, 2005 Alliant Engineering

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Mike Spack, President	X	
Carla Stueve, Vice President		X
Marc Culver, Secretary	X	
Wayne Sandberg, Treasurer	X	
Bob Green, Past President	X	
Marc Briese, Director		X
Jerry Kotzenmacher, Director	X	
Brent Paulsen, Director	X	

VISITORS: Bryant Ficek, Signal Committee Chair

1. Call to Order - The meeting was called to order at 7:46 AM

2. Review Agenda

A. *Add a discussion for the following:*

- Fargo ATSSA Meeting (discussed in Meetings Section)

3. Meeting Minutes

- A. *March Board Meeting Minutes – Bob G. motioned to approve March 2004 board meeting minutes, seconded by Jerry K., approved unanimously.*
- B. *March Section Meeting Minutes – Wayne S. motioned to approve March 2004 section meeting minutes, seconded by Jerry K., approved unanimously.*

4. Treasurer's Report

- A. *March 2005 Report* – Wayne S. presented the March Treasurer's Report. Mike noticed that the Income and Expense lines for the Section Meetings seemed to indicate that we have lost about \$500 on the three meetings to date. Mike S. questioned whether this was accurate. Wayne S. said he would look into the numbers.

Marc C. motioned to approve March 2004 Treasurer's Report subject to investigation of the Section Meeting Income and Expense line items, seconded by Bob G., approved unanimously.

ACTION ITEM: Wayne S. to investigate the reported totals indicated in the Section Meeting Income and Expense line items and report back to the Board at the May Board Meeting.

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- B. *2004 Audit* – Wayne S. has confirmed that Bruce Boje of Westwood Professional Services is willing to conduct an audit on the 2004 Treasurer’s Records. A meeting is pending to transfer the records to Bruce Boje.

ACTION ITEM: Wayne S. to deliver 2004 Treasurer’s Records to Bruce Boje for audit.

5. Meetings

- A. *April Section Meeting* – The meeting is scheduled for Tuesday, April 19th at Town Hall Brewery in Minneapolis. The main presentation will be the scholarship and paper award announcements as well as a brief presentation on the University of Minnesota’s Masters programs in Infrastructure Systems Engineering. According to Mark B. (who was not in attendance), about 20 people had registered for the meeting next week; 6 of those were students. The Board agreed to try to rally some attendance by making some phone calls.

- B. *May Section Meeting*– Jerry K. gave a brief update on this upcoming meeting. The meeting will likely be held at Degidio’s Restaurant on West 7th St in St. Paul. Jerry plans on having someone from Mn/DOT’s Land Management Office discuss land acquisition.

- C. *Summer Social* - Brent P. gave a brief update on the Joint Summer Social. Brit’s has been reserved for Aug. 1st. WTS is participating and Brent said he was going to contact ITS MN about their interest in participating as well. Brent will also be soliciting for sponsorships for this event.

ACTION ITEM: Brent P. to contact Greg Finstad of ITS MN and inquire about their interest in the Summer Social as well as the possibility of another Joint Meeting in June.

- D. *Past President’s Dinner* – Mike S. gave a brief review of the Past President’s Dinner. Approximately 10 people attended which represented a typical turnout. Among the topics discussed were the following: potential candidates for Distinguished Member status and a potential committee to suggest ways to spend down the current Section reserves.

- E. *NCITE/ATSSA Joint Luncheon*: Bob G. gave a brief review of the first ever NCITE/ATSSA joint lunch meeting. This meeting was held in Fargo in connection with the annual ATSSA Conference held by the local chapter. The meeting was well attended and Bob received many comments of appreciation from the North and South Dakota membership for making the effort to have this meeting. 30 people attended, 6 of which were students and about 7 were NCITE members from the area. Rick Lane gave a presentation on Main St in Fargo at the luncheon and some NDSU students spoke about a pedestrian study they recently performed for the State DOT. ATSSA will be billing us for the lunch which they paid for (approx. \$200). ATSSA reps expressed interest in maintaining this relationship and suggested working with them in June while they organize the meeting for 2006.

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6. Committee Updates

Marc C. / Mike S. reported on the current status of the NCITE committees:

A. *Committees with nothing new to report: Membership, Museum*

B. *Other Committee Updates*

- Communications
 - Newsletter: Lynn Kiesow reports that due to her new position at WSB, she will not get the Spring newsletter out until mid-May. She also suggested adding a “Where Are They Now” feature to the newsletter which would highlight a retired member each issue.
 - Website: Marv Sohlo is continuing to ask for updates to the Committee pages on the web.
 - Yearbook: The Yearbook was handed out at the March section meeting. The copies that were not picked up were mailed shortly afterwards.
- Student Activities– JoNette Kuhnau can not make the April 19th Section Meeting, but will give the certificates and info to Mike S. for awarding the Scholarships and Paper Awards. There were no scholarships winners from SD, one from ND and the remainder from the U of MN. Paper award winner was Wuping Xin, and his paper was forwarded to District 4 for consideration at that level. There was a good student turnout at the March breakfast meeting, and are encouraging even more to attend in April.
- Career Guidance – Carolyn is attending the Oakview Middle School (Andover) career fair on April 28. Brian Sorenson expressed interest in this committee but is not currently an NCITE member. It was suggested Brian look into Affiliate Membership.
- Professional Development – Sue Groth is working on setting up a course called “Design and Delivery of Technical Presentations” with Dag Knudsen. The tentative date is Wednesday, June 1, 2005. Another suggested offering is the Basic Synchro course which would be a one day course and not require a computer. Jerry K. said he would work with Sue G. on this and target a mid to late summer date. One other suggestion was a course on Traffic Study Basics which may be taught by Howard Preston. This would be targeted for fall/winter timeframe. Details will be worked out by the Committee.
- MCUTC – Wayne S. gave a brief update. The Committee is still working on the final details of the new State Manual. They haven’t gone to printer yet, but expect to do so relatively soon.

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- Planning Methods and Applications – There have been some complaints about this committee and the fact that meetings keep getting postponed. It was suggested that the committee begin writing up minutes and try a wider variety of topics to get more people interested.

ACTION ITEM: Mike S. to follow-up with Greg Gaides regarding the condition of the committee and offer some suggestions for a better overall structure.

- Traffic Signals – The last couple of meetings have dealt with the National Report Card on Signal Operations due out in late April. The committee has been working on providing responses to any media coverage the national event may generate locally. The committee meetings continue to be well attended by many public agencies and consultant organizations.
- Geometric Design – Chris Chromy is working on the final details for the first meeting to be held on April 21st. About 25 people have expressed interest in the committee and will likely attend the first meeting. Apparently there is a very good representation of agencies and organizations on the list. No one has volunteered a location. Due to the desire to have a central location for the first meeting, the board felt it would be appropriate to rent a room if necessary at NCITE's cost. Chris will provide a brief article on the first meeting for the newsletter.
- Pedestrian Safety Committee – There has been talk among some of the past committee members and other interested parties in reorganizing this committee into a Neighborhood Safety Committee/Local Traffic Safety Committee. The intent would be to discuss signing/stripping issues, pedestrian safety, traffic calming, etc. that are issues on a more local level. Don Sobania has expressed interest in being the first chair of the committee. Marc C. also expressed interest in participating. It was agreed that Marc and Dan should work together to get this committee going.

ACTION ITEM: Marc C. to work with Don Sobania and Randy Newton on formation of committee.

7. Monthly Action Items - 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:

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MEMBERSHIP CHAIR:

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

REVIEW OF LAST MONTH'S ACTION ITEMS:

~~**ACTION ITEM: Bob G. to send out notice to the general membership about the upcoming lunch meeting. COMPLETE**~~

ACTION ITEM: Marc C. to establish policy on supplemental Newsletter Advertisements and send information to all current advertisers and post on the web. CARRY OVER

ACTION ITEM: Marc C. to establish proposed policy for section meeting sponsorships and present at the next board meeting CARRY OVER

~~**ACTION ITEM: Wayne S. to transfer money to the Savings Account so that the balance is \$5000. This money will be used as an overrun account for future Professional Development events. COMPLETE**~~

ACTION ITEM: Marc C. to contact Chris Chromy about a small blurb in the upcoming newsletter regarding this new committee. Also ask Chris to mention something briefly at the next Section Meeting. REVISED

ACTION ITEM: Bob G. to follow up on ITE Transportation Achievement Award and if it is still an active award. CARRY OVER

ACTION ITEM: Marc C. to contact Jerry Smrcka regarding his interest in Life Membership. CARRY OVER

8. Other Business –

- A. CitiLabs Advertisement – CitiLabs has not returned any phone calls or communication regarding their original interest in a supplemental ad to our Newsletter. We will establish a policy in any case so that other companies can ad a full page ad into the newsletter for \$500 per issue.
- B. Annual Report – Bob G., who is this year's District IV Section Activities Coordinator, is looking for volunteers to review and judge the Section Annual Reports for the District's Section of the Year award.
- C. Scholarships – JoNette will be delivering certificates to Mike S. for distribution at Tuesday's section meeting.
- D. American Public Works Association – APWA will be holding their annual International Meeting in Minneapolis this September. Marc C. mentioned that this may a good opportunity for NCITE to recruit new members in the area.

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E. Annual Meeting – The board suggested that the Directors begin looking into potential sites/activities for the annual meeting. December 3rd is the target date.

ACTION ITEM: Marc C. to investigate the cost of a booth at the APWA meeting.

F. District IV Meeting – Bryant Ficek suggested that NCITE offer a “scholarship” which could be applied to the cost of attending the District meeting. The scholarship could be awarded through a paper contest or some other means.

ACTION ITEM: Carla S. to consider this item for 2006 budget and follow-up.

9. Adjournment

Bob G. motioned to adjourn the meeting. Marc C. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:15 A.M.

Next Meeting - Thursday, May 12, 2005 at 7:45 A.M.
Hosted by Marc Briese, Mn/DOT Water’s Edge

Monthly Action Items for *May*

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

TREASURER: Present monthly budget comparison to Board

DIRECTORS:

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR: Coordinate contacting members with unpaid dues and establish their desire to pay or drop.

STUDENT ACTIVITIES CHAIR:

Respectfully submitted,

Marcus J. Culver, PE
2005 NCITE Secretary

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