



MINUTES

NCITE Executive Board Meeting Thursday, May 13, 2004 FHWA

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:*
 - Timeline to discuss bylaws.
4. **Meeting Minutes**
 - A. *Board Meeting Minutes* – Wayne motioned to approve April 2004 board meeting minutes, seconded by Mike, approved unanimously.
 - B. *Section Meeting Minutes* – Mike motioned to approve April 2004 section meeting minutes, seconded by Kristi, approved unanimously.
5. **Treasurer's Report**
 - A. *April 2004 Report* – Marc distributed the Treasurer's Reports for April 2004. Mike motioned to approve the April 2004 Treasurer's Reports, seconded by Carla, approved unanimously.
6. **Meetings**
 - A. *April 20 Section Meeting recap* – Jim was in charge of the dinner meeting with the student chapters at Sergeant Preston's. Fifty-four people attended, including 20+ students. The members of ITSO liked the idea of the traditional evening meeting. Next year we will need a larger room. Ideas for next year include: Stub & Herbs, Kitty Kat Club.

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B. *May 25th Section Meeting*– Wayne is in charge of setting up this meeting which will be held at the Peking Chinese Restaurant. The topic will be on speed limits. Gary Davis and Dan Brannon will be presenting.

C. *June 2nd – Joint meeting with NCITE/WTS/ITS MN.* Kristi is in charge of coordinating this meeting with the other organizations. The topic will include a legislative wrap-up. NCITE has set up the flyer and the notices have been sent out.

D. *July/August summer social outing* - Joint meeting with NCITE/WTS/ITS MN. Wayne will be in charge of this meeting. Possible outings include: Twins game, Saints game, Lawn bowling at Brits.

ACTION ITEM: Marc will contact Brit's.

E. *Annual Meeting* – A potential idea is a Wild Game, with dinner at the Arena or nearby location. Other ideas include: Minneapolis Institute of Arts, U of MN Campus Club.

ACTION ITEM: Directors will look into getting 100 tickets for the game.

F. *September Meeting* – Jim will coordinate this meeting with ITS.

G. *October Meeting* – Kristi will be in charge of this meeting. This could either be a lunch or breakfast meeting.

7. 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, Career Guidance.**

B. *Other Committee Updates*

- Communications

- Newsletter – Steve Manhart is doing the newsletter on an interim basis only. He would like to pass this off next year.

- Traffic Signals – The Synchro Training course was successful. They want to go through the feedback forms and try to offer this course again or another course next year.

- Outreach - NCITE will form a Professional Development Committee, which could also include the Outreach Committee.

ACTION ITEM: Bob will rename the Outreach committee to “Professional Development” Committee. The new committee will also take over the PTOE.

ACTION ITEM: Mike will call Jeff Preston to explain the committee change and ask if he would like to chair the new committee.

ACTION ITEM: Bob will ask for volunteers to help with this committee at the next section meeting.

ACTION ITEM: Bob will update the monthly action items.

- Student Activities – ITSO is very organized and active. They are going to have a softball party this weekend and are scheduling presentations for upcoming meetings. NCITE will help them generate ideas for speakers. They are also talking about a mentoring program for

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section meetings. They are also requesting funding to accommodate their preliminary budget for next year. They would like NCITE to contribute \$2,000 for various activities. The board will need to discuss this request further. A couple ideas that were generated include: taking one of the two scholarships that are given to the U of MN, and specify that it goes to an ITSO member. The scholarship is for \$1,000. In addition, our current student activities budget is \$750. We could specify that half of this goes to the U of MN (ITSO) and half goes to NDSU, since the SDSU Student Chapter is not currently active. Then the total being contributed to ITSO would be \$1,375. If they do some kind of fundraising, we could also match that. ITSO will send a proposal with a plan for the career expo. The board will proceed with further discussions at a later meeting.

8. Monthly Action Items - 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:

9. Other Business –

- Review survey results. Based on the results of the survey, NCITE may try a combined technical/social outing (1 day event) for the annual meeting.
- Bylaws – To make changes would require a membership vote.

ACTION ITEM: **Mike** will read through the by-laws and see if there are any red flags. If NCITE is violating the existing by-laws, we should consider updating them. The board will discuss at a future meeting.

- Professional Development Hours – NCITE may want to become more active in helping members to obtain pdh's for sections meetings.

ACTION ITEM: **Carla** will find out what the Board of AELSLAGID will require for proof of meeting attendance to obtain pdh's.

10. Adjournment

John motioned to adjourn the meeting. Jim seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:35 a.m.

Next Meeting - Thursday, June 10, 2004 at 7:45 am
Hosted by Wayne Sandberg, Washington County

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Monthly Action Items for *June*

PRESIDENT: Evaluate need for July Board meeting (often cancelled due to lack of activity).

VICE PRESIDENT:

SECRETARY: Prepare the mid-year Section report for presentation at District 4 Annual Meeting

TREASURER: Present monthly budget comparison to Board

DIRECTORS:

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR:

- Members with Delinquent dues are dropped from Section Mailing list
- Membership Chair should contact recent graduates to upgrade their membership status.

STUDENT ACTIVITIES CHAIR:

Respectfully submitted,

Carla J. Stueve, PE
2004 NCITE Secretary