



MINUTES

NCITE Executive Board Meeting Tuesday, May 16, 2006 WSB & Associates

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Carla Stueve, President	X	
Marc Culver, Vice President	X	
Wayne Sandberg, Secretary		X
Randy Newton, Treasurer	X	
Mike Spack, Past President	X	
Tom Peters, Director	X	
Chad Smith, Director	X	
Lynn Kiesow, Director	X	

VISITORS: Sue Groth, Chair Professional Development Committee

1. **Call to Order** - The meeting was called to order at 7:51 AM.

2. **Review Agenda** – No Changes to Agenda.

3. **Meeting Minutes**
 - A. April Board Meeting Minutes –
Mike S. motioned to approve the April board meeting minutes, seconded by Randy N., approved unanimously.

4. **Treasurer’s Report** –
 - A. April 2006 – Randy N presented the April report. Based on the recent request for more frequent Treasurer’s updates he suggested attaching the Treasurer’s report to the end of the Board Meeting Minutes.
 - B. There was a brief discussion on the use of purchase orders. It was generally agreed that they should be avoided it at all possible, however they would be excepted if necessary.
 - C. The section dues letter was received in April. It was suggested to send this to the Membership Chair for his information and to inform ITE of any members that are being incorrectly billed.

ACTION ITEM: Randy N. to send Section dues letter to Mike Corbett.

MINUTES

NCITE Executive Board Meeting

May 16, 2006

Page 2

Mike S. motioned to approve the April 2006 Treasurer's Report, seconded by Marc C., approved unanimously.

5. Meetings

- A. *April Section Meeting Recap* – Lynn K. Approximately 50 people attended the meeting on Context Sensitive Design held at Jax Café. The meeting started about 15 minutes late. Lynn suggests that breaks should be provided in the future for longer section meetings. Potentially a 15 minute break with a light refreshment. It was also suggested that since it is more open, that the upstairs room at Jax should be considered.
- B. *May Section Meeting* - Tom P. The meeting is scheduled for later in the day and everything is ready to go. 48 people are registered for the meeting on Current Traffic Signal Software Tools which will be held at Green Mill – Hampton Inn.
- C. *June Joint Meeting with ITS and WTS* – Chad S. The meeting is scheduled for June 7th at the Holiday Inn North. The topic is the “The Future of Transportation: A Private Sector Perspective”.
- D. *Summer Social with ITS and WTS* – Chad S. The summer social is planned to be a Saints Game and tailgate on Thursday June 29th.
- E. *September Joint Meeting with ITS and WTS*. Ideas for the meeting include a History of Transportation, a General Legislative Update, and Training on the MVST referendum. It was generally decided that training on the MVST referendum should be avoided.

6. Committee Updates – Marc C.. reported on the current status of the NCITE committees:

A. *Committees with nothing new to report:*

B. *Other Committee Updates*

- *Communications*
 - Website – Nick E. has requested permission to purchase the Dreamweaver web software for \$400. The software is needed for him to perform his duties as webmaster and can be transferred if necessary. The purchase was approved by the board.
 - Yearbook – The yearbook has been completed.
- Student Activities – Wrapping up their activities with the end of the school year. Expected to have a wrap-up meeting soon.
- Professional Development –
 - P.T.O.E. – Sue Groth presented the results of the Professional Development web survey. The top four potential course offerings in order of preference are as follows

MINUTES

NCITE Executive Board Meeting

May 16, 2006

Page 3

- 1) Intersection Safety Workshop
- 2) Rodel
- 3) VISSIM
- 4) Advanced Synchro

An advanced Synchro class is scheduled for June 6th. After some discussion it was determined ideally NCITE would try and provide 3 training opportunities a year, spaced at regular intervals. One early in the year (Jan/Feb), one in the spring (May), and one in the fall (Sept/Oct).

It was also determined that an Intersection Safety workshop should be planned for the fall of 2006. Training for Rodel should coincide with the release of its updated software, which is expected to occur within the next year. Training for VISSIM can wait until 2007 as it will be more complicated to put together.

Web seminars were also briefly discussed. It was generally decided that NCITE could target a couple web seminars each year. It was thought that the best time to offer them is in the winter and that it would be good to get the information out well ahead of time.

- Pedestrian and Traffic Safety – May meeting planned for Thursday. Current topic of discussion is ADA Compliance.

- Geometric Design – Update was provided in Newsletter article.

7. Monthly Action Items - Monthly Action Items for *May*

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

- Present Monthly budget comparison to Board

TREASURER:

DIRECTORS:

- Coordinate the planning of monthly Section Meeting and Summer Social Event.

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR:

STUDENT ACTIVITIES CHAIR:

MINUTES

NCITE Executive Board Meeting

May 16, 2006

Page 4

8. Other Business –

- Tom P discussed Mn/DOT's involvement in NCITE. He has talked to Bernie A. about Mn/DOT's involvement and is working on passing the word internally. As the State Traffic Engineer Bernie A. should be the main NCITE contact person for Mn/DOT.
- Reminder to Directors to fill out and update Section Meeting binder
- Lynn K. will take minutes at the May Section meeting since Wayne S. will be absent
- Marc C. talked to JoNette K. about a possible Student Chapter at Mankato State
- A potential Legislative Committee was briefly discussed. It was determined that the Committee should be formed by sometime in the fall so that a platform could be developed in time for the next legislative session.
- Lynn K. mentioned that the article for the newsletter does not have to be about the current activities of the Technical Committee responsible for the article. The idea is for the Technical Committee to come up with and provide an interesting article for the newsletter.
- Carla S. will send a letter to Mn/DOT about including a Roundabout display at the State Fair. NCITE will offer to assist in the development of a display and manning the display during the Fair.

ACTION ITEM: Carla S. to send State Fair Roundabout letter to Mn/DOT.

9. Adjournment

Lynn K. motioned to adjourn the meeting. Tom P. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:28 AM.

Next Meeting :

Thursday June 8, 2006 at Mn/DOT Waters Edge

Hosted by Tom Peters, Director

PTOE Committee Chair Invited

REVIEW OF ACTION ITEMS FOR THIS MONTH:

CARRY OVER ITEMS:

ACTION ITEM: Marc C. to follow up with retired members on possible Legislative Committee involvement.

~~**ACTION ITEM: Tom Peters to bring up issue of Mn/DOT involvement at upcoming Mn/DOT meeting**~~

~~**ACTION ITEM: Chad S. to follow up on Summer Social events.**~~

ACTION ITEM: Marc C. to follow up with Nick Erpelding on modifying the ads display on the home page.

~~**ACTION ITEM: Marc C. to ask JoNette K. to investigate opportunity for Student Chapter at Mankato State.**~~

ACTION ITEM: Marc C. to check with Jonathon E. on his feelings about offering a course on Cube Voyageur or some other planning topic.

MINUTES

NCITE Executive Board Meeting

May 16, 2006

Page 5

NEW ACTION ITEMS:

ACTION ITEM: Randy N. to send Section dues letter to Mike Corbett.

ACTION ITEM: Carla S. to send State Fair Roundabout letter to Mn/DOT.

Monthly Action Items for *June*

PRESIDENT:

- Evaluate need for July Board Meeting

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:

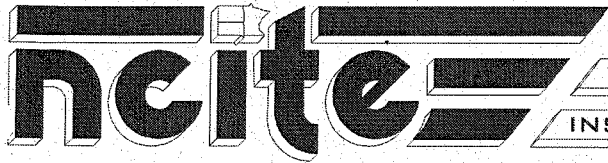
MEMBERSHIP CHAIR:

- Contact recent graduates to upgrade their membership status.

STUDENT ACTIVITES CHAIR:

Respectfully submitted,

J. Randall Newton
2006 NCITE Treasurer



NORTH CENTRAL SECTION

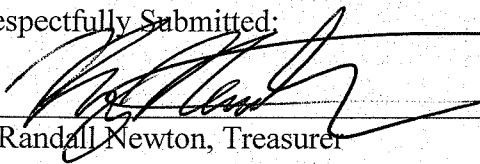
INSTITUTE OF TRANSPORTATION ENGINEERS

TREASURERS REPORT
MAY 15, 2006

ATTACHMENTS:

1. Checking and Savings Balance Sheet
2. 2006 NCITE Budget Summary

Respectfully Submitted:


J. Randall Newton, Treasurer

5/15/06

Date

Account Balances

As of 5/15/2006

5/15/2006

Page 1

Account	5/15/2006 Balance
Bank Accounts	
Checking	10,451.14
Savings-MUTEC Dedicated Savings Fund	5,000.00
TOTAL Bank Accounts	<u>15,451.14</u>
OVERALL TOTAL	<u>15,451.14</u>

2006 Budget Summary

1/1/2006 Through 12/31/2006 Using 2006 NCITE Budget

5/15/2006

Page 1

Category Description	1/1/2006 Actual	- Budget	12/31/2006 Difference
INCOME			
Annual Meeting Income	0.00	4,000.00	-4,000.00
District IV Surplus	0.00	0.00	0.00
Member Dues	2,300.80	4,500.00	-2,199.20
Miscellaneous	0.00	0.00	0.00
Newsletter, Yearbook, Web Advertising	4,300.00	3,500.00	800.00
Outreach	6,050.00	3,000.00	3,050.00
Professional Development	2,765.00	18,000.00	-15,235.00
Section Meetings	4,190.00	5,000.00	-810.00
TOTAL INCOME	<u>19,605.80</u>	<u>38,000.00</u>	<u>-18,394.20</u>
EXPENSES			
Certificates & Plaques	0.00	250.00	250.00
District IV Conference	0.00	0.00	0.00
Int'l & Dist. Mtg. for NCITE Presidents	0.00	500.00	500.00
Meeting Subsidy - Annual Section Meeting	0.00	5,000.00	5,000.00
Meeting Subsidy - Speaker Gifts	0.00	0.00	0.00
Misc.	0.00	200.00	200.00
Outreach Expense	3,367.67	2,500.00	-867.67
Prof. Development	2,345.71	16,000.00	13,654.29
Promotional Materials-Givaways, pens, logo it...	0.00	0.00	0.00
Scholarship-Undergrad: 1st, 2nd Year	1,000.00	1,000.00	0.00
Scholarships	4,000.00	4,000.00	0.00
Section Mtgs.	3,665.07	5,000.00	1,334.93
Student Activities	1,454.70	1,500.00	45.30
Student Paper Awards	500.00	500.00	0.00
Transportation Research	0.00	3,000.00	3,000.00
Website	0.00	300.00	300.00
Yearbook Printing & Postage	2557.77	0.00 2,500.00	0.00 -57.77 2,500.00
TOTAL EXPENSES	<u>18,895.92</u> 16,333.15	<u>42,250.00</u>	<u>23,359.05</u> 25,916.85
OVERALL TOTAL	<u>714.88</u> 3,272.65	<u>-4,250.00</u>	<u>4,964.85</u> 7,522.65