



## MINUTES

### NCITE Executive Board Meeting Thursday, June 12, 2003 Mn/DOT Waters Edge

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:** None

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#### 1. Call to Order

The meeting was called to order at 7:50 am.

#### 2. Review Agenda

#### 3. Membership

**ACTION ITEM:** John Crawford talk to Craig about membership committee progress. Coordinate the distribution of an email to encourage graduating students to sign up as new ITE members.

#### 4. Minutes

##### A. Board Meeting Minutes

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

##### B. Section Meeting Minutes

Bob Green motioned to approve May 2003 section meeting minutes, seconded by Marc Culver, approved unanimously.

#### 5. Treasurer's Report

##### A. May 2003 Treasurer's Reports

Mike Spack motioned to approve the May 2003 Treasurer's Reports, seconded by Marc Culver, approved unanimously.

#### 6. Meetings

##### A. May 13, 2003 Lunch Meeting

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Bev Farraher planned the meeting. The luncheon was held at the Roseville Radisson and was followed by a tour of the RTMC. 69 attended, 5 were students.

### *B. Summer outing with WTS and ITS MN*

**ACTION ITEM: Marc Culver** work with Kate Sanderson from WTS on event. Pursue evening Saints game. Invite ITS MN to attend once details are determined.

### *C. Annual Meeting*

Pursue bowling and dinner as first option.

**ACTION ITEMS: Randy Newton:** Get pricing and availability from the Medina Ballroom.  
**Bev Farraher:** Get pricing and availability from the Mermaid.

### *D. September Section Meeting (Joint Meeting with WTS and ITS MN)*

**ACTION ITEMS: Marc Culver:** Call Eric Minge to discuss meeting arrangements.

## **7. Committee Updates**

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

### *B. Student Activities*

Professor Levinson and several students are pursuing an interdisciplinary transportation student organization. The board is supportive of this.

### *C. Career Guidance*

Brent Paulsen is getting more speaking requests. He has notified the board that he will need more committee members in 2004.

## **8. Monthly Action Items for July**

PRESIDENT:

- Prepare a mid-year update report to present at District IV meeting.

## **9. Other Business**

### *A. July Board Meeting*

Mike Spack motioned to cancel the July board meeting, Bob Green seconded the motion, and it was approved unanimously.

### *B. Bylaws*

**ACTION ITEM: Bev Farraher** get quote for editing bylaw and policy language. The latest versions of each are on the website.

### *C. Aaron Heumann*

Aaron is moving to Illinois. The board previously approved presenting him a plaque for his work as the membership chair, which was intended to be presented at the Annual Meeting. We will need to present it sooner.

**ACTION ITEM: John Crawford** coordinate plaque purchase and presentation.

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### *D. District IV Award*

NCITE won the 2002 District IV section award.

### *E. Directors Binder*

**ACTION ITEM: Marc Culver** add note to binder encouraging future directors to plan locales for meetings so they will accommodate full demand.

### *F. New Life Member*

**ACTION ITEM: Marc Culver** call Mike Belrose and invite him to the annual meeting, where we would like to present his Life Member certificate.

## **10. Adjournment**

Marc Culver motioned to adjourn the meeting, Bob Green seconded the motion, and it was approved unanimously. The meeting was adjourned at 8:55 am.

## **11. Next Meeting Meeting**

Thursday, August 14, 2003 at 7:45 am

Hosted by Randy Newton at City of Eden Prairie

Respectfully submitted,

Michael P. Spack, PE  
2003 NCITE Secretary