

**MINUTES**  
**NCITE Executive Board Meeting**  
**Wednesday June 10, 2009 at HR Green**

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Randy Newton, President	X	
Kristi Sebastian, Vice President		X
Sue Zarling, Secretary	X	
Nick Erpelding, Treasurer	X	
Wayne Sandberg, Past President		X
Bryant Ficek, Director	X	
William Klingbeil, Director	X	
Peter Langworthy, Director	X	

1. **Call to Order** – Randy called the meeting to order at 11:12 AM.
2. **Review Agenda** – Section Affiliate Billing added.
3. **Secretary Report** – Bryant *motioned to approve the May board-meeting minutes, seconded by Bill, approved unanimously.*  
 Nick *motioned to approve the May Section meeting minutes, seconded by Bryant, approved unanimously.*
4. **Treasurer’s Report** – Peter *motioned to approve the May Treasurer Report, seconded by Bill, approved unanimously.*
5. **Section Meetings**
  - (1) **Summer Social** –Twins Construction tours start out in meeting room and then go out in groups of 20 for the tour. We would like to schedule no later than the end of July/beginning of August to allow for 3-4 weeks notice.
  - (2) **September – Joint meeting** – Bill will contact WTS and ITS. Joel Katz’s book on Transportation History could be the topic.
  - (3) **Annual meeting** – Still looking at possibilities including bowling, Mystery Theater or Dueling Pianos.
6. **Committee Reports / Updates** – No committee updates.
7. **Section Affiliate Billing** – Nick has drafted a letter stating what is happening and giving points as to why people should continue as a member. There will be a form for current info. It will also let people know that we are billing this time and in the future the billing will come from ITE. 50 – 70 notices have to go out. The money will be returned to Nick.
8. **Monthly Action Items, Duties and Responsibilities, Status of action items (updates shown in Bold).**
  - Nick** – Look into interest bearing accounts.
  - Randy** – Follow up with Paul Morris to see if there is anything that can be done to simplify offering pdh’s for training.
  - Randy** – Resend list of duties to Sue and Kristi for review.

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- **Kristi** - Make contact with the Traffic Control Technical Committee to see what they were thinking regarding becoming part of NCITE.
- **Sue** - Go through membership roster for the past 2 years to see who has dropped off.
- **Randy** - Get names of people that have requested to have e-mail addresses removed from list and find out why.
- **Board** - Review list of duties and comment.
- **Bryant/Nick** - Make checklist for directors' duties for section meetings with general overview and some direction on what meetings are technical, breakfast, longer...
- **Nick** - Send note to all Section Affiliates letting them know that we need to bill and do they still want to be an affiliate. Do they want to become a member?
- **Wayne** - Discuss with Jake what is needed to clean up the front page of the website. Look at web page improvement notes in the goals for ideas.
- **Randy** - Talk to Marc Culver about e-mails and how to get through firewalls. It was suggested to look at the gmail account.
- **Randy** - Talk to Steve Manhart about ITE giving sections guidance and recommendations on tax filing.
- **Sue** - Would Mn/DOT use an option for credit cards instead of purchase orders if this was available to them?
- **Randy** to develop electronic Archives data base inventory list.
- **Randy** - review the "monthly synopsis of action item" list and revise based on current practices, with the intent of bringing a draft to the June meeting. Issue to be reviewed with work to revise duties of the board members.

### 9. New Business

1. **Traffic Control Committee** - A letter requesting that this group become part of NCITE was sent. It is currently a group of city and county people that gets together to discuss traffic maintenance and operation issues/ideas/procedures. Most of the members should be eligible for affiliate membership of NCITE. One concern was that we make sure we don't put something on the website that gives our membership the idea that they are something other than what they are. Name change suggested to be Traffic Operation and Maintenance committee to give a better idea of what they do.


*Bryant motioned to accept as a group with the name change above, seconded by Sue, approved unanimously*

2. **City Engineer's Annual Meeting (CEAM) Meet and Greet** - Randy will be meeting with the City Engineer Board that is planning the annual meeting on Friday. He will discuss NCITE's involvement in their annual meeting.

**10. Adjournment:** *Sue motioned to adjourn the meeting, Bill seconded the motion, and it was approved unanimously.* The meeting was adjourned at 12:30 PM.

Next Meeting: Thursday, August 13th, 2009 8:00 AM to 9:45 AM at Mn/DOT Water's Edge Room 148.

Respectfully submitted,



Sue Zarling  
2009 NCITE Secretary