



MINUTES

NCITE Executive Board Meeting Thursday, August 14, 2003 City of Eden Prairie

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: Craig Rasmussen, Steve Manhart

1. Call to Order

The meeting was called to order at 7:55 am.

2. Review Agenda

3. Minutes

A. Board Meeting Minutes

Randy Newton motioned to approve June 2003 board meeting minutes, seconded by Carla Stueve, approved unanimously.

4. Treasurer's Report

A. July 2003 Treasurer's Report

Mike Spack motioned to approve the July 2003 Treasurer's Reports, seconded by Randy Newton, approved unanimously.

5. Membership

A. Plaque for service to NCITE presented to Aaron Heumann at URS

B. Membership Recommendations

Craig Rasmussen presented a memorandum detailing recommendations for cleaning up the membership list and procedures for future membership contact information. Craig will clean up the final list and get that information to ITE. ITE is maintaining our list currently.

ACTION ITEM: Bev Farraher forward contact information to Craig for Mn/DOT employees in the memorandum.

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C. Retired Life Members

ACTION ITEM: Chris Albrecht note in the upcoming newsletter that retired NCITE members can apply for NCITE Life Member status. Life Members do not pay NCITE dues.

6. Meetings

A. Summer outing with WTS and ITS MN

Approximately 30 people attended the Saints Game. It was a success.

B. Annual Meeting

Reservations at Medina Ballroom, 11/22/03.

Decisions made: Use \$1,000 subsidy as budgeted; assume 75 attendees; buffet dinner; bowl 2.5 hours; go with bar in our banquet room; registration/social hour from 5:30 to 6:30; dinner/meeting from 6:30 to 7:45; bowling from 8:00 to 10:30

ACTION ITEMS: Bev Farraher: Coordinate prizes for bowling and work with Marv Solo on invitation.

ACTION ITEMS: Randy Newton: Send invitation to Ken Voigt and Earl Newman – District IV representatives.

C. September Section Meeting (Joint Meeting with WTS and ITS MN)

Scheduled for 9/3/03. John Crawford has taken charge of NCITE duties. NCITE was responsible for invitations.

D. October 21, 2003 Breakfast Section Meeting

ACTION ITEMS: Bev Farraher: Check with Gary Thompson on presenting about new Mn/DOT ICI Office.

ACTION ITEMS: Randy Newton: Schedule restaurant (probably Jax).

7. Committee Updates

A. Committees with nothing new to report: MCUTCD, Museum, Outreach, Signals, Planning Methods, Student Activities, Career Guidance, and Pedestrian Safety

B. Communications

ACTION ITEMS: Chris Albrecht: Publish newsletter. Steve Manhart is willing to help.

ACTION ITEMS: Marv Solo: Not all website links are working. Please check.

C. PTOE

ACTION ITEMS: Steve Manhart: Develop plan based on comments in May 2003 board meeting minutes.

8. Monthly Action Items for August

PRESIDENT:

- Set up nominating committee (see pg. B-16 of NCITE Policies & Bylaws)
- Call for nominations for: Past Presidents Award, Young Transportation Professional of the Year Award

VICE PRESIDENT:

- Motivate the Career Guidance Committee to promote transportation at local High Schools for the next several months

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- Verify that planning has begun on the Annual Outreach Committee – Traffic Engineering Fundamentals Seminar (rotate locations around the State)

TREASURER:

- Present monthly budget comparison to Board

PAST PRESIDENT:

- Lead the nominations committee, set a meeting and generate a list of candidates

COMMUNICATIONS CHAIR:

- Decide whether or not to continue as chairperson for another year and if resigning, solicit and recommend a replacement volunteer to the Board
- Solicit and nominate to the Board, Yearbook editor(s) for the coming year
- Solicit and nominate to the Board, Newsletter editor(s) for the coming year
- Solicit and nominate to the Board, Web Master(s) for the coming year

MEMBERSHIP CHAIR:

- Decide whether or not to continue as chairperson for another year and if resigning, solicit and recommend a replacement volunteer to the Board

STUDENT ACTIVITIES CHAIR:

- Decide whether or not to continue as chairperson for another year and if resigning, solicit and recommend a replacement volunteer to the Board

9. Other Business

A. Nominations

ACTION ITEMS: John Crawford: Call Tom Sohrweide to begin nominations committee. Board has requested that the committee not actively recruit candidates as long as there is at least one candidate for each position. The board is fine with unopposed elections.

B. Bylaws

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

C. District IV Award

NCITE won the 2002 District IV section award, but did not win at the national level.

10. Adjournment

Randy Newton motioned to adjourn the meeting, Carla Stueve seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:55 am.

11. Next Meeting Meeting

Thursday, September 11, 2003 at 7:45 am

Hosted by Mike Spack at Dunn Brothers (530 University Avenue, Minneapolis, MN 55414)

Respectfully submitted,

Michael P. Spack, PE
2003 NCITE Secretary