



# MINUTES

## NCITE Executive Board Meeting Friday, August 11, 2005 TKDA

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Mike Spack, President	X	
Carla Stueve, Vice President	X	
Marc Culver, Secretary	X	
Wayne Sandberg, Treasurer	X	
Bob Green, Past President		X
Marc Briese, Director	X	
Jerry Kotzenmacher, Director	X	
Brent Paulsen, Director	X	

**VISITORS:** Jonette Kuhnau, Student Activities Chair; Nick Erpelding, Communications Chair

**1. Call to Order** - The meeting was called to order at 7:47 AM.

**2. Review Agenda (Additions Deletions) – No Comments**

**3. Meeting Minutes**

A. *Board Meeting Minutes* – Marc C. presented the board meeting minutes. Added District IV Scholarship Action Item.

*Jerry K. motioned to approve May 2005 board meeting minutes, seconded by Carla S., approved unanimously.*

*Marc C. motioned to approve the May 2005 Treasurer’s Report contingent on follow-up on Student Activities expenses, seconded by Brent P., approved unanimously.*

B. *Section Meeting Minutes* – No minutes presented. Brief description in newsletter. Will add blurb from newsletter into Secretary Folder.

**4. Treasurer’s Report**

A. *July 2005 Report* – No professional development activity which is a stark contrast from budget. No promotional materials. Board decided to purchase additional highlighters for upcoming PTOE course and Career Guidance events. NCITE to pay out \$383.43 towards Brit’s bill (half of remaining total after WTS’s \$200 contribution). Discussion on Student Activities expenses (did not seem to match up with what Jonette has seen for reimbursement requests). Based on discussion with Yearbook Editors, it seems \$2500 is a more appropriate budget for Yearbook Printing and Postage.

Discussion on District IV Checking Account and Committee. There is currently a \$2000 line item in the 2005 budget for the meeting which should be appropriate for seed money. To

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date, the committee has not requested any of the seed money. We would like monthly reports on the progress of the committee. They will be required once any money is sent.

***Marc C. motioned to approve the May 2005 Treasurer's Report contingent on follow-up on Student Activities expenses, seconded by Brent P., approved unanimously.***

**ACTION ITEM: Wayne S. to follow up with Kristi Sebastian about ordering more highlighters.**

**ACTION ITEM: Jonette K. to forward Wayne listing of Student Activities expense requests.**

### 5. Meetings

- A. *June Joint Meeting Recap* – 110 people attended. The topic was well received, but the tour would not be recommended in the future. The tour just took up too much time. This was a joint meeting with ITS MN and WTS.
  
- B. *Summer Social* – Brit's Pub. 55 people attended. Many members brought their spouses. Very successful and would suggest doing it again. The organization of the lawn bowling needs to be evaluated as many people asked to switch teams (arrived late, leaving early, etc.). Expensive, but a worthwhile event.
  
- C. *September Joint Meeting* – Mark B. called Jeff Lutz with ITS MN to get details. ITS MN has arranged for Tom Brams, CEO and Executive Director for ITE to speak on "Transportation Safety" as well as transportation funding. Lunch set for Wednesday, Sept 7<sup>th</sup> at the Holiday Inn North. Discussion on our desire to introduce the speaker. Mike also said he would contact Mr. Brahms to possible meet with him before the meeting (pick him up at airport, etc.).

**ACTION ITEM: Mike S. to contact Tom Brahms about visit.**

- D. *October Section Meeting* – Terry Ward from Mn/DOT has agreed to talk about the ROCK 52 project in Rochester, specifically about Traffic Engineering Lessons from the Design/Build Perspective. To be held at the South St. Paul Hotel near 494 and Concord. \$15 per person, Tuesday, October 25<sup>th</sup>.
  
- E. *Annual Meeting* – Brent P. spoke about the arrangements. The casino games are set although roulette and craps are still up in the air. They can accommodate about 70 people. Best location looks like Bandana Square which appears to offer the best bang for the buck. Including subsidy, this should be about \$35 per person. Next step to ask for sponsorships for prizes. Look for general sponsorships of \$150 each with a total of about \$1500.

### 6. Committee Updates - Carla

Carla reported on the current status of the NCITE committees:

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A. *Committees with nothing new to report: Museum, Planning Methods and Applications, Traffic Signals, MCUTC*

B. *Other Committee Updates*

- *Communications –*

- *Newsletter –* Summer Newsletter went out in July. Next newsletter scheduled for October. Need main article for October (Mike S. will write article on recent coffee shop trip generation). Also would like to place info on candidates for 2006 Executive Board in newsletter.
- *Website –* Everything going well but need to check for updates more regularly.
- *Yearbook –* Discussion on distribution date in order to save postage costs. Earlier distribution may get to more people at the meeting rather than mailing.

**ACTION ITEM: Mike S. to organize Nominating Committee.**

- *Student Activities –* Jonette was at the meeting and provided a very thorough update. Financially, NDSU and ITSO are the only two chapters requesting money. NDSU requested about \$300 and ITSO used up the rest (total currently in question – see Treasurer's Report). Jonette will get an update on any changes in officers at the chapters. She will also encourage the student chapters to apply for the District Student Chapter Award. Jonette will look into a fall kick-off event and also a potential mentoring program (may work with Career Guidance on this).
- *Career Guidance –* August 18<sup>th</sup> Brent, Carolyn Brown and Brian Sorenson will meet to discuss '05-'06 activities. Also have been considering a mentoring program which may lead to some overlap between Career Guidance and Student Activities.
- *Professional Development –* Will be offering Design and Delivery of Presentations on October 21<sup>st</sup>.
  - *PTOE –* Exam set for Oct 22<sup>nd</sup>. Refresher course on September 9<sup>th</sup>.
  - *Outreach –* No news.

**ACTION ITEM: Mike S. to give a short plug for Presentation Course at September meeting.**

**ACTION ITEM: Brent P. to give pens/highlighters to Jonette.**

- *Pedestrian and Traffic Safety Committee –* Marc C. reported that the committee is going strong in it's second official month. The current topic is Guidelines on the use and design of Pedestrian Crossings. The goal is to prepare a short paper detailing when to use crosswalks

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and what treatments to use. This could be a future (winter '06?) newsletter article. The committee meets on the third Thursday of each month.

- Geometric Design – This committee continues to meet on the third Wednesday of each month. There has been about 10-15 people at each meeting, but the mail list is much larger indicating a large interest in the committee. Information is available on the NCITE website. Next meeting is at Mn/DOT Water's Edge and the topic is "Use of Dual Right Turns and Free Right Turn Lanes."

### 7. Monthly Action Items - 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
- Verify that planning has begun on the Annual Outreach Committee – Traffic Engineering Fundamentals Seminar (rotate locations around the State)

#### **SECRETARY:**

**TREASURER:** Present monthly budget comparison to Board

#### **DIRECTORS:**

**PAST PRESIDENT:** Lead nominations committee, set a meeting and generate candidate list.

#### **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 AND 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.

### **REVIEW OF LAST MONTH'S ACTION ITEMS:**

**ACTION ITEM:** ~~Wayne S. to change categorization of 2005 Yearbook printing and postage expenses.~~

**ACTION ITEM:** ~~Directors to report on Annual Meeting progress at informal meeting in July.~~

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~~**ACTION ITEM: Carla S. to contact Sue Groth and give go ahead to re-offer the Technical Presentation seminar.**~~

**ACTION ITEM: Bob G. to follow up on ITE Transportation Achievement Award and if it is still an active award.**

~~**ACTION ITEM: Marc C. to investigate the cost of a booth at the APWA meeting.**~~

**ACTION ITEM: Marc C. to forward a copy of the meeting minutes to Tom Campbell.**

**ACTION ITEM: Carla S. to add 2006 District IV Meeting Committee to list of active committees and request a monthly update including financial reports.**

**ACTION ITEM (ON GOING): Carla S. to budget for District IV Meeting Scholarship for 2006.**

### 8. Other Business – None.

### 9. Adjournment

*Marc C. motioned to adjourn the meeting. Carla S. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:26 AM.*

**Next Meeting -** Thursday, September 8<sup>th</sup>, 2005  
SRF Consulting Group

Respectfully submitted,

Marcus J. Culver, P. E.  
2005 NCITE Secretary

### REVIEW OF ACTION ITEMS FROM THIS MEETING:

**ACTION ITEM: Wayne S. to change categorization of 2005 Yearbook printing and postage expenses.**

**ACTION ITEM: Jonette K. to forward Wayne listing of Student Activities expense requests.**

**ACTION ITEM: Mike S. to contact Tom Brahms about visit.**

**ACTION ITEM: Mike S. to organize Nominating Committee.**

**ACTION ITEM: Mike S. to give a short plug for Presentation Course at September meeting.**

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