

MINUTES

NCITE EXECUTIVE BOARD MEETING
THURSDAY, SEPTEMBER 13, 2001
URS/BRW, INC.

ATTENDEES:

EXECUTIVE BOARD:

Steve Manhart, President
John Crawford, Secretary

April Manlapaz, Treasurer
Mike Spack, Director

Daryl Taavola, Director
Joel Katz, Past President

MEMBERS ABSENT:

Tom Sohrweide, Vice President
Chris Chromy, Director

VISITORS:

Eric Padget

I. CALL TO ORDER

7:53 a.m.

II. REVIEW AGENDA (ADDITIONS/DELETIONS)

- A. Add PTOE expenses.
- B. Add Sept. 5 section meeting minutes.
- C. Add NCITE Board nominations.

III. MINUTES

A. August 9, 2001 Executive Board Meeting Minutes

1. Bylaws / policies updating is an ongoing job, and vote of the membership is needed.
Action Item, Tom Sohrweide: Include e-mail policies in updated policies (no "spam").
2. Change Breeze to Briese
3. **Action Item, John Crawford:** Include committee chairs in mailings of minutes.
4. Motion by Mike Spack to approve minutes as revised, second by Joel Katz, approved unanimously.

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B. September 5, 2001 Section Meeting Minutes

1. Change "ITS President Douf Differt" to: "ITS Minnesota President Doug Differt".
2. Change "September 28, 2001 at Arden Hills" to "September 28, 2001 at Arden Hills Training Center".
3. Motion by Joel Katz to approve minutes as revised, second by Daryl Taavola, approved unanimously.

IV. TREASURER'S REPORT

A. Treasurer April Manlapaz reported on the months of June, July and August.

1. June income: \$0.00, expenses: \$2,842.75, balance at end of month: \$6,930.87, of which \$3,688.67 is dedicated to MUTECE.
2. July income: \$2,619.77, expenses: \$41.14, balance at end of month: \$9,509.50, of which \$3,688.67 is dedicated to MUTECE.
3. August income: \$0.00, expenses: \$759.74, balance at end of month: \$8,749.76, of which \$3,688.67 is dedicated to MUTECE.

V. MEMBERSHIP

- A. **Action Item, April Manlapaz:** Bring report of unpaid section affiliates to October Board meeting.
- B. **Action Item, Steve Manhart:** Contact Wendy Paxton Leyes about ITE collecting affiliate dues for NCITE.

VI. MEETINGS

A. ITE Annual Meeting

1. NCITE is an exception by not carrying insurance.
2. ITE will be offering web hosting.
3. ITE has a new push to include students and faculty advisers.

B. Joint Summer social will not be rescheduled.

C. September 5, 2001 Joint lunch with ITS and WTS

Daryl Taavola reported that approximately 120 were in attendance. Holiday Inn was very accommodating; however, price was a little high.

D. October 23, 2001 – Chris Chromy is looking into a meeting about the State Fair operations, possibly at Jax Café.

E. NCITE Annual Meeting – Probable plans are for December 1 at the Palace Theater in St. Paul for an interactive Irish Wake. Starts at about 4:00 pm, ends at about 8:00 pm. Deadline for number

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attending is November 16. Cost will be approximately \$33 per person. Invites should be sent about November 1.

Schedule for meeting:

- a) October 31 – Invitations sent to members
- b) November 14 – Meeting registration due to make November 16 deadline to theater
- c) December 1 – Meeting

VII. COMMITTEE UPDATES

A. Outreach

Through the League of Cities, Mike Spack has 9 presentations to give. He needs about three people to help make the presentations.

B. Student Activities

Planning pizza / lunch Wednesday September 19 at University of Minnesota.

VIII. MONTHLY ACTION ITEMS

A. **Action Item, Steve Manhart:** Consider nominating new distinguished Members

B. Action Item, Tom Sohrweide:

1. Career Guidance Chair to contact high schools to arrange presentations
2. Verify which committee chairs are continuing their term for another year and which are resigning. For those resigning, coordinate a nomination for consideration by the Board.

C. **Action Item, Joel Katz:** Firmly establish list of nominees for coming election and obtain the necessary profiles of information.

D. **Action Item, John Hagen:** Prepare letter to solicit advertising for next years Yearbook and quarterly newsletters. Ads are due by January 31st.

E. **Action Item, Eric Padget and Gina Buss:** Verify and update student membership lists and contact records.

IX. OTHER BUSINESS

A. PTOE

1. Issue of NCITE having to “lend” Mn/DOT money for registration. Conclusion was that NCITE will not send the checks for the test nor the review session until payment for these items has been received. If the money isn’t received prior to due date, we’ll work with ITE to get the deadline extended.

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2. **Action Item, Steve Manhart:** Inform Tom Campbell of this situation.

B. Professional of the year award

1. **Action Item, Steve Manhart:** Create process for the award. Probably have past presidents vote on nominated people. Have a distinguished member past president present the award at the annual meeting.

C. Nominations

1. Joel has a committee assembled.
2. Schedule for election:
 - a) October 1 – Identify Nomination candidates
 - b) October 10 – Nominations and resumes due
 - c) October 11 – Review nominations at Board Meeting
 - d) October 23 – Ballots addressed and brought to section meeting
 - e) October 23 – Remaining ballots mailed
 - f) November 14 – Mailed ballots due
 - g) December 1 – December 1- Announce election winners at the NCITE annual meeting

X. ADJOURNMENT

Motion by Joel Katz at 10:34 a.m. to adjourn, second by Daryl Taavola, approved unanimously.

Next Meeting:

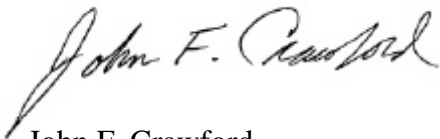
NOTE Change (originally scheduled to be at URS/BRW)

October 11, 2001, 7:45 to 10:30 a.m.

SEH, Inc., 3535 Vadnais Center Drive, St. Paul, MN

Vice-President Tom Sohrweide, Host

Respectfully submitted,



John F. Crawford
2001 NCITE Secretary
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E-mail: John_F_Crawford@urscorp.com

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Summary of action items:

From 9-13-01 meeting

1. **9-13-01 Action Item, Tom Sohrweide:** Include e-mail policies in updated policies (no “spam”).
2. **9-13-01 Action Item, John Crawford:** Include committee chairs in mailings of minutes.
3. **9-13-01 Action Item, April Manlapaz:** Bring report of unpaid section affiliates to October Board meeting.
4. **9-13-01 Action Item, Steve Manhart:** Contact Wendy Paxton Leyes about ITE collecting affiliate dues for NCITE.
5. **9-13-01 Action Item, Steve Manhart:** Consider nominating new distinguished Members
6. **9-13-01 Action Item, Tom Sohrweide:**
 1. Career Guidance Chair to contact high schools to arrange presentations
 2. Verify which committee chairs are continuing their term for another year and which are resigning. For those resigning, coordinate a nomination for consideration by the Board.
7. **9-13-01 Action Item, Joel Katz:** Firmly establish list of nominees for coming election and obtain the necessary profiles of information.
8. **9-13-01 Action Item, John Hagen:** Prepare letter to solicit advertising for next years Yearbook and quarterly newsletters. Ads are due by January 31st.
9. **9-13-01 Action Item, Eric Padget and Gina Buss:** Verify and update student membership lists and contact records.
10. **9-13-01 Action Item, Steve Manhart:** Inform Tom Campbell of this situation:
Issue of NCITE having to “lend” Mn/DOT money for registration. Conclusion was that NCITE will not send the checks for the test nor the review session until payment for these items has been received. If the money isn’t received prior to due date, we’ll work with ITE to get the deadline extended.
11. **9-13-01 Action Item, Steve Manhart:** Create process for the award. Probably have past presidents vote on nominated people. Have a distinguished member past president present the award at the annual meeting.

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From 8-9-01 meeting

1. **8-9-01 Action Item, Marcus Culver:** post annual budget on web site.
2. **8-9-01 Action Item, Aaron Heumann:** Send Lynn Keisow an acceptance letter, and keep track of new members for recognition at Annual Meeting.
3. **8-9-01 Action Item, Steve Manhart:** e-mail membership encouraging members to bring guests.
4. **8-9-01** District 4 meeting was well attended by NCITE members. Web site competition will probably take place in April. **Action Item, Marcus Culver:** keep web site frequently updated next April.
5. **8-9-01 Action Item, Tom Sohrweide:** Provide Marcus Culver with committee descriptions for posting to web site. Also ask committee chairs to include board@nc-ite.org on agendas and minutes (also for Marcus Culver to post to web site).
6. **8-9-01 Action Item, John Hagen:** Please create a proposal to present to the board for job postings. A possibility might include \$20 per posting for 2 weeks. This would be an excellent draw to our web site.