



MINUTES

NCITE Executive Board Meeting Thursday, September 12, 2002 URS/BRW

ATTENDEES:

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Tom Sohrweide, President		X
John Crawford, Vice President	X	
Bob Green, Secretary	X	
Mike Spack, Treasurer	X	
Steve Manhart, Past President		X
Mike Spielmann, Director		X
Carla Stueve, Director	X	
Gary Thompson, Director		X

VISITORS:

Aaron Heumann

1. Call to Order

The meeting was called to order at 8:00 am

2. Review Agenda

No changes to the agenda

3. Minutes

A. Board Meeting Minutes

Revisions - Correct Typos

Mike Spack motioned to approve as amended, seconded by Carla Stueve, approved unanimously.

4. Treasurer's Report

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A. August Report

Income -	\$ 3683.77
Expenditures -	\$ 1965.00
Balance -	\$18,040.24
Mutec Dedicated -	\$ 3,688.67

Bob Green motioned to approve Treasurer's report, Carla Stueve seconded the motion, and it was approved unanimously.

5. Membership

Aaron reported on current membership application guidelines. The current NCITE application is for both member and affiliate. Since ITE is handling member applications, this process is redundant for members. Application should probably be for affiliates only.

ACTION ITEM: Aaron will review and revise application, and coordinate with the website manager to revise the instructions for application that appear on the NCITE website.

Aaron is holding two previous affiliate applications prior to the Board's reversal, and is wondering if follow-up is required.

ACTION ITEM: Has Tom Sohrweide already informed previously denied affiliates that they are now eligible for affiliate membership, or should Aaron contact them?

6. Distinguished Member Discussion

The Board discussed potential candidates, and reviewed the Policies/Bylaws to determine if there is selection criteria. The criteria appears to relate to both service to NCITE activity, and service to the Transportation field in general.

The Board will continue to research potential members for discussion in October.

7. Meetings

A. August

The joint meeting with ITS and WTS had a large turnout (approximately 180 persons) to listen to a presentation by Charlie Weaver, Minnesota Department of Public Safety on "Transportation Related Security Issues".

B. Annual

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The Annual meeting is set for December 7th at the Smiling Moose and Comedy Sportz. The schedule for the evening is 5:00-5:30 happy hour, 5:30-6:30 Dinner, 6:45-7:30 Business Meeting, 8:00 Show.

Carla presented draft copies of the Annual Meeting Notice, and the RSVP form. The cost will be approximately \$25/person.

C. October

The October meeting will be a breakfast meeting on October 22. The meeting will be held at the Hampton Inn near I694 / Lexington Avenue in Shoreview. Ken Schroeper, or another Mn/DOT designate will give a presentation on the major changes to the MnMUTCD.

8. Committee Updates

A. Communications

Nothing new to report

- Newsletter

Nothing new to report

- Website

B. Outreach

Jeff Preston has volunteered to be the new Chair. Jeff and Mike Spack will be meeting with CTS to begin planning the 2002 Outreach Program. The Outreach Program is expected to be located in St. Cloud or Rochester.

C. Planning Methods and Applications

Nothing new to report

D. Traffic Signals

Nothing new to report

E. Career Guidance

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Brent Paulsen is continuing his tutoring efforts at Prosperity Heights Elementary School. He also is giving a presentation to a group of minority students at the University of Minnesota discussing careers in Civil Engineering.

Brent has also been asked to attend the Minnesota Business Academy's "Lunch and Learn" program once a week between 11am to 1pm. The program provides information to students about planning careers in different fields, and what can be done in high school to best position themselves for various careers.

Brent will be unable to attend the program every week, and if a volunteer is available would appreciate the assistance.

F. MCUTCD

Nothing new to report

G. Museum

Nothing new to report

H. Student Activities

Nothing new to report

I. Pedestrian Safety

Nothing new to report.

J. PTOE

PTOE Committee held a Refresher Course on September 6th. There over 30 participants.

9. Monthly Action Items

A. Nominations Committee for Section Board

Steve Manhart is leading the Nominations Committee. The Board reviewed the Monthly Action items for September and October. The first notice of nominations typically goes out with the October Section meeting notice, meaning that the nominees should be finalized by October 1st.

ACTION ITEM: John Crawford will contact Steve Manhart for an update from the nominations committee. John will also forward lates electronic version of Monthly Action Items to Bob. The Secretary will update the Monthly Action Items and keep a current file.

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B. *Call for Award Nominations and Review Committee*

Joe Kern and Todd Foster will serve as Past President representatives for the Past President's Awards

10. Other Business

Nothing additional

11. Adjournment

Bob Green motioned to adjourn the meeting. Carla Stueve seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:28am.

12. Next Meeting

October 10, 2002
Hosted by Bob Green
Alliant Engineering, Inc.
233 Park Avenue South, Suite 200
Minneapolis MN 55415

Respectfully submitted,



Robert J. Green, PE, PTOE
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