



MINUTES

NCITE Executive Board Meeting Thursday, September 9, 2004 Dunn Bros., Minneapolis, MN

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Bob Green, President	X	
Mike Spack, Vice President	X	
Carla Stueve, Secretary	X	
Marc Culver, Treasurer	X	
John Crawford, Past President	X	
Jim McCarthy, Director	X	
Wayne Sandberg, Director	X	
Kristi Sebastian, Director		X

VISITORS: Jerry Kotzenmacher

-
1. **Call to Order** - The meeting was called to order at 8:00 a.m.
 2. **Introductions**
 3. **Review Agenda**
 4. **Meeting Minutes**
 - A. *Board Meeting Minutes* – Mike motioned to approve the August 2004 board meeting minutes, seconded by Marc, approved unanimously.
 - B. *Section Meeting Minutes* – Marc motioned to approve September 2004 section meeting minutes as amended, seconded by Wayne, approved unanimously.
 5. **Treasurer's Report**
 - A. *August 2004 Report* – Marc gave the Treasurer's Report for August 2004. Mike motioned to approve, seconded by Wayne, approved unanimously.
 6. **Meetings**
 - A. *September 1st Section Meeting* – Recap of the joint lunch meeting with ITS MN/WTS/NCITE. Jim was in charge of coordinating this meeting. There was a good turnout and good speakers.
 - B. *October Section Meeting* – Kristi is in charge of setting up this meeting. The meeting agenda is set with two presentations on Urban Renewal projects in Apple Valley and Maple Grove. The meeting is scheduled for Friday, October 29th at Jax to accommodate the NDSU Student Chapter to attend. However, the students may not be able to attend due to the FE Exam being held the following day.

MINUTES

NCITE Executive Board Meeting
September 9, 2004

Page 2

C. *Annual Meeting* – A Wild Game is tentatively planned, with dinner at the Arena or nearby location on December 9th. The mailing is planned to go out on September 20th.

Reservations will be due October 25th. The cost will be approx. \$50-\$55 per person. Students will be charged the cost of the game plus \$5 for the meal.

- Wild Jersey Drawing – Everyone who attends will have a chance to win a Wild jersey or hat.
- Contingency Plan – One option is a Timberwolves game. Another option is the Science Museum/Omni Theater across the street, and we could still have dinner at the Excel Center. In case of a lock-out a contingency plan will be announced. Full refunds will be provided if desired.

ACTION ITEM: Wayne will verify that dinner accommodations would still be available at the Excel Center.

ACTION ITEM: The board will discuss a more definite contingency plan at the October Board Meeting.

7. **Committee Updates** - Mike reported on the current status of the NCITE committees:

A. *Committees with nothing new to report:* **Career Guidance, Museum, MCUTCD, Planning Methods and Applications, Pedestrian Safety.**

B. *Other Committee Updates*

- Membership – Mike motioned to approve Todd Foster as an affiliate member, seconded by Bob, approved unanimously.
- Communications
 - Newsletter – The idea of having active committees take turns generating ideas for the next newsletter was discussed.

ACTION ITEM: Wayne will contact the MCUTCD committee for the October newsletter.

- Student Activities – The board received a request from ITSO for additional funding. They would appreciate continued support from NCITE.
- Professional Development – NCITE is currently looking for someone to chair this committee.

ACTION ITEM: Bob will follow-up with Sue Groth to find out if she is willing to take this over.

- P.T.O.E. – Upcoming refresher course - September 24th, upcoming exam - October 23rd.

MINUTES

NCITE Executive Board Meeting
September 9, 2004

Page 3

- Signal Committee – Jerry Kotzenmacher presented a registration form for a RR pre-emption course that is planned to be offered November 3-4.
 - The cost would be approx. \$100 per person, including lunch. The Mn/DOT RR Office will be covering the cost of lunch.
 - Mn/DOT will be paying for the manuals @ approximately \$100 each.
 - Steve Manhart will be collecting the payment for the class. The income received for the class will be distributed appropriately to NCITE and Mn/DOT. Some of the income may also be used to supplement the cost of lunch.
 - Rich Campbell will be the instructor for the class. FHWA will be covering the costs for his travel.
 - Mn/DOT employees will not pay for the class, since Mn/DOT is paying for the manuals. Jerry estimated that the Mn/DOT registration would be limited to 30 people.
 - The class could accommodate approximately 100 people.

ACTION ITEM: Jerry is going to verify that the cost of the lunches will be covered.

We also discussed the possibility of offering an advanced Synchro Training Course next spring. If we want to pursue this, the board should start planning this.

ACTION ITEM: Jerry will begin the process of setting up the Synchro Training Course.

8. Monthly Action Items - Monthly Action Items for *September*

PRESIDENT: Consider electing Distinguished Member(s) (see p. B-4.) (Contact Tom Campbell if a plaque is needed.)

VICE PRESIDENT:

- Career Guidance Chair to contact high schools (deal with specific counselors) to arrange presentations
- 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.

SECRETARY: Present monthly budget comparison to Board

TREASURER: Present quarterly budget comparison to Board

DIRECTORS:

PAST PRESIDENT: Firmly establish list of nominees for coming election and obtain the necessary profiles of information

COMMUNICATIONS CHAIR: Prepare letter to solicit advertising for next years Yearbook and quarterly newsletters. Ads are due by January 31st.

MEMBERSHIP CHAIR:

STUDENT ACTIVITIES CHAIR: Verify and update student membership lists and contact records

- Career Guidance Chair to contact the Universities to see about presenting the Career Guidance program to the Engineering Seminar Classes. Also, could discuss student paper awards and encourage ITE involvement.
- Career Guidance Chair to contact high schools (deal with specific counselors) to arrange presentations.

MINUTES

NCITE Executive Board Meeting
September 9, 2004

Page 4

- Yearbook Editor will ensure that the logos of governmental agencies affiliated with NCITE are put in the yearbook.
- Annual Outreach Committee Traffic Engineering Seminar is held.

9. Other Business –

- Revisions to by-laws: The board discussed changes being proposed to the NCITE by-laws. The board will vote on the proposed changes at the October board meeting.
- NCITE Marketing Materials: NCITE needs more supply of portfolios. We are also out of highlighters, which are good to hand out during training classes.

ACTION ITEM: Wayne will contact Tom Sorhweide for information on the last order, so that we can order a similar number and design.

ACTION ITEM: Kristi will reorder highlighters.

- Other event co-sponsor opportunities with Mn/DOT – Make sure that North Dakota and South Dakota DOT's and the RR receive an invite to the RR pre-emption training.

10. Adjournment

Jim motioned to adjourn the meeting. Mike seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:35 a.m.

Next Meeting - Thursday, October 14, 2004 at 7:45 a.m.
Hosted by Carla Stueve – SRF Consulting Group

Monthly Action Items for *October*

ELECTION SCHEDULE:

- First notice of candidates and requests for write-ins to be mailed out with October Section meeting announcement (no later than October 1)
- Write-in Candidates are due to the Secretary by 4pm the Friday that is at least 4 weeks prior to the Annual Meeting
- Official ballots mailed out with Annual Meeting Announcement (at least 3 weeks prior) to the meeting date. Color coded ballots should be sent with a dues reminder to those members who have not paid their dues for the current year

PRESIDENT: Invite District 4 Director to attend Annual Section meeting

VICE PRESIDENT:

- Order the recognition plaque for the soon-to-be Past President (to be presented at the Annual Meeting)
- Order plaques for Past Presidents' Professional of the Year, and Young Professional of the Year Awards.

SECRETARY: Mail ballots for Board election.

TREASURER: Present monthly budget comparison to Board

DIRECTORS:

MINUTES

NCITE Executive Board Meeting
September 9, 2004

Page 5

PAST PRESIDENT: Coordinate the nomination and election scheduling and keep the Board up to date on events.

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR: Identify all new members for the current year for recognition by the President at the Annual Section Meeting. Consider "Certificates of Membership" for presentation.

STUDENT ACTIVITIES CHAIR:

- Notify Student Chapters about the Chapter of The Year Competition
- Send scholarship and paper award applications / announcements to the Student Chapters (direct mail to U of M student members, also.). Applications are due in February of the coming year.
- Section Student Paper Award competition is announced by the Student Activities Chair/Vice President of the Universities.

STUDENT ACTIVITIES CHAIR/VICE PRESIDENT:

- Meet with U of M Student chapter Officers to establish contacts and correct names of student members.
- Mail student members a meeting schedule for the rest of the CY and invite their participation.

Respectfully submitted,

Carla J. Stueve, PE
2004 NCITE Secretary