



MINUTES

NCITE Executive Board Meeting Thursday, September 8, 2005 SRF Consulting Group

| 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: Eric Minge, SRF Consulting Group

1. **Call to Order** - The meeting was called to order at 7:50 AM
2. **Erik Minge Traffic Counting Presentation** – Eric gave a brief overview of a new non-intrusive detection product that he would like to present at an upcoming section meeting. The board told Eric that Section Meeting topics are set by the Directors, and that the new Directors would be in charge of setting the topics for the 2006 meetings. We told him this may make a good presentation in February or March, and that we would forward the suggestion to the new Directors in December.
3. **Review Agenda** – District IV Representation added by Bob Green.
4. **Meeting Minutes – Marc Culver**
 - A. *Board Meeting Minutes* –
Jerry K. motioned to approve the August 2005 board meeting minutes, seconded by Bob G., approved unanimously.
5. **Treasurer’s Report**
 - A. *August 2005 Report* – Wayne S. gave the Treasurer’s Report for August 2005. Wayne indicated that we have yet to receive payment from ITS MN for the Summer Social (Brit’s). They owe us \$393.43 (half of remaining balance after WTS contribution and fees from event). The payment for the PTOE course is also approaching. No income received for this to date.
Marc C. motioned to approve the August 2005 Treasurer’s Report, seconded by Mike S., approved unanimously.
6. **Meetings**

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- A. *September Joint Meeting* – As with most of the joint meetings, this went well and was easy on us from a logistics standpoint. There was a good turnout and the topic was well received (Tom Brahms spoke on Traffic Safety). Bernie Arseneau also gave a very good introduction.
- B. *October Section Meeting* – All setup. Terry Ward will speak on ROC 52 with an emphasis on Lessons Learned on Traffic Engineering in the Design/Build Arena. This breakfast meeting with held on Oct. 25th at the South St Paul Hotel.
- C. *Annual Meeting* – Directors met last week. Briese prepared a letter to send to consultants asking for a \$150 sponsorship of the event. Brent Paulsen volunteered to put together a board of all sponsors. Briese also bought raffle tickets. The Directors will also visit Bandana Square to check it out. List of prizes: Gift Certificates (Home Depot, Target), Sports Tickets, several smaller door prizes. Estimated \$1500 total. \$35 per person with subsidy. All attendees will get 5 raffle tickets to start and then can win more by gambling. Itinerary: 4:30-5:30 Registration/Happy Hour, 5:30-7:00 Dinner (with meeting towards end), 2 hours of gambling, 1 hour for prizes. Menu will be Chicken, Beef and Vegetarian dishes. Prior to annual meeting NCITE is hosting the District IV Officer Retreat. There will be about 8 people and they will meet 2-3 hours before annual meeting.

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

A. *Committees with nothing new to report:*

B. *Other Committee Updates*

- Membership – Craig R. sent two applications for Affiliate Membership. Brian Sorenson and Joe Gustafson, both of Scott County. After review of the applications there was a motion for approval.

Mike S. motioned to approve Affiliate Membership for Brian Sorenson and Joe Gustafson, seconded by Marc C., approved unanimously.

• Communications – Nick Erpelding

- Newsletter – Lynn Kiesow - The newsletter is anticipated to go out mid-October, with articles due at the end of September. The election information is a key part of this newsletter. Mike Spack is providing the main article. Ed Bather is the honoree (where are they now). Lynn is also adding a small section to announce what topics the technical committees are addressing.
- Website – It was suggested that future meeting announcements should direct people to the front page of the web site versus the specific page. That way we get more people looking at the actual website.
- Yearbook – Katie Bruwelheide – The editors are currently keeping tabs on the calendar and information from meetings that will eventually go into the 2006 yearbook.

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ACTION ITEM: Marc C. to develop standard “Boiler Plate” email for section meeting announcements.

- Student Activities – No big updates. Jonette has emailed the student chapters. ITSO doesn't have a meeting scheduled yet, and NDSU ITE's first meeting is September 20. Jonette talked to them about the mentor idea that was brought up at the last board meeting, but haven't heard anything from the students yet.
- Professional Development – Upcoming training class for Technical Presentations. Mike announced at joint meeting and announcement will go out later this week. Discussion among board about other courses. We are looking at a very basic Synchro course, and also offering the advanced Synchro course next spring. Some other courses that Mn/DOT and/or NCITE are looking to offer include: Advanced Controller Course, Spring '06; Roundabout Design Training, Spring '06? (Paul Stein at State Aid trying to put together a roundabout conference); Half day class on new railroad worksheet? (possible Feb meeting topic with workshop before or after lunch meeting) – Carla will ask Sue to start working on courses for next year and enlist help from others on various topics.

ACTION ITEM: Carla S. to get course ideas to Sue Groth for follow-up.

- P.T.O.E. – The PTOE sub-committee has approximately 25 people signed up for the PTOE Refresher Course this Friday (Sept 9th). Last Thursday was the registration deadline. Those wishing to take the Exam has until Thursday, Sept. 22nd to get their application and resumes submitted to the TPCB. The exam will be held on Oct. 22nd. To date, two Mn/DOT staff will be taking the exam. Steve Manhart has heard of 5 others considering taking the exam.
- Outreach – Nothing to report.
- Signal Committee – Nothing reported. Good information kept up on the website for this committee.
- Career Guidance: Brian Sorenson and Brent Paulsen will try to cold call people to recruit. Will distribute disk for presentations.
- District IV: Meeting yesterday. Road trip on October 3rd. Will meet with local arrangement committee and visit hotel.
- MCUTC: New manual out electronic version.
- Pedestrian and Traffic Safety: Committee is going strong. Working on guidelines for installation of crosswalks and treatments.

8. Monthly Action Items - Monthly Action Items for September

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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.
- 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.

ACTION ITEM: Mike S. to clean up monthly action items (carry over).

9. Other Business –

- District IV Representation: Past President no longer automatic board member. Acts as Section rep, votes and gives updates. Upon discussion, the Board supports Past President as Section Representative.
- Elections: Asked for all information from nominees to be back by Sept. 21st.

10. Adjournment

Marc C. motioned to adjourn the meeting. Carla S. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:27 A.M.

Next Meeting - Thursday, October 13, 2004 at 7:45 a.m.
Hosted by Marc Culver, City of Maple Grove

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REVIEW OF ACTION ITEMS:

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.

ACTION ITEM: Marc C. to develop standard "Boiler Plate" email for section meeting announcements.

ACTION ITEM: Carla S. to get course ideas to Sue Groth for follow-up.

ACTION ITEM (ON GOING): Mike S. to clean up monthly action items.

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:

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

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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,

Marcus J. Culver, PE
2005 NCITE Secretary