

## MINUTES

NCITE EXECUTIVE BOARD MEETING  
THURSDAY, NOVEMBER 8, 2001  
BOLTON & MENK, INC.

### ATTENDEES:

#### EXECUTIVE BOARD:

Steve Manhart, President

Tom Sohrweide, Vice President

John Crawford, Secretary

Chris Chromy, Director

Mike Spack, Director

Daryl Taavola, Director

Joel Katz, Past President

#### MEMBERS ABSENT:

April Manlapaz, Treasurer

#### VISITORS:

Aaron Heumann

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### I. CALL TO ORDER

A. 7:50 a.m.

### II. REVIEW AGENDA (ADDITIONS/DELETIONS)

A. Added ITS MN meeting notice to communication committee updates

B. Add 2003 ITS conference under meetings

C. Add review of October 23 section meeting minutes

### III. MINUTES

A. October 11, 2001 Executive Board Meeting Minutes

Motion by Joel Katz to approve minutes, second by Daryl Taavola, approved unanimously.

B. October 23, 2001 Section Meeting Minutes

1. Motion by Chris Chromy to approve minutes, second by Tom Sohrweide, approved

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unanimously.

### IV. TREASURER'S REPORT

A. Treasurer April Manlapaz presented the monthly report for October.

1. October income: \$7,070.00, expenses: \$4,485.12, balance at end of month: \$15424.64, of which \$3,688.67 is dedicated to MUTECH.
2. Motion to approve Treasurer's report by Chris Chromy, second by Mike Spack, approved unanimously.

B. **Action Item; April Manlapaz:** Footnote budget comparison with note to indicate which line item the PTOE income and expenses are listed.

C. Steve Manhart thanked April Manlapaz for her outstanding job of coordinating the expenses for the PTOE course and exam.

### V. MEMBERSHIP

A. Three new applications for board to approve for section membership:

1. Jennifer Chaput, Mn/DOT
2. Rodney Rue, Eden Prairie
3. Gina Buss, URS

These new members were motioned for approval by Mike Spack, second by Daryl Taavola, and unanimously accepted by the board.

### VI. MEETINGS

A. October 23, 2001 – Steve Grans, Transportation coordinator for the State Fair at Jax Café. Forty-three people attended. Chris Chromy has sent a thank you letter to Mr. Grans.

B. NCITE Annual Meeting – Plans are for December 1 at the Palace Theater in St. Paul for Flanagan's Wake. Starts at 4:00 p.m., ends at about 7:30 p.m. Deadline for number attending is November 16. Cost will be approximately \$33 per person.

1. Steve Manhart has received five nominations for the Past Presidents' Award, and eight nominations for the Young Professional of the Year Award.
2. Year 2002 Board Nominations Committee has been formed with the following members:
  - a) Dan Meyers
  - b) Chuck Rickart
  - c) Dell Gerdes
3. **Action Item, Joel Katz:** Notify board nominees and award nominees that they are nominees, and that the results will be announced at the annual meeting.
4. Chris Chromy was appointed teller committee chair. He will recruit two members to assist with counting the secret ballots. The two members chosen shall not be nominees for the board.

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### VII. COMMITTEE UPDATES

#### A. Traffic Signals Committee

Committee needs a chair.

#### B. Outreach

Mike Spack is having Jim Grothaus (CTS) assist with an outreach seminar at the Maple Grove Community Center in mid February (previously planned for mid January).

#### C. Communications

Newsletter needs new editors.

### VIII. MONTHLY ACTION ITEMS

A. **Action Item, John Crawford:** watch for announcement of ITE award applications.

### IX. OTHER BUSINESS

A. ITS America Annual Meeting will be in the Twin Cities next spring. Planning committees are being prepared. **Action Item, Joel Katz:** check 1996 ITE Annual meeting post mortem for committee members, and for ideas to consider.

### X. ADJOURNMENT

A. Motion by Tom Sohrweide at 10:30 a.m. to adjourn, second by Chris Chromy, approved unanimously.

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### Next Meeting:

December 13, 2001, 7:45 to 10:30 a.m.

Hosted by Secretary John Crawford

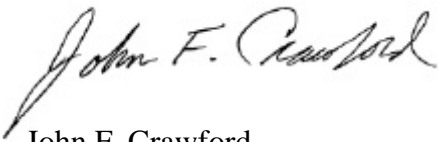
URS

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Respectfully submitted,



John F. Crawford

2001 NCITE Secretary

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Summary of action items:

### From 11-08-01 meeting

- A. **Action Item, April Manlapaz:** Footnote budget comparison with note to indicate which line item the PTOE income and expenses are listed.
- B. **Action Item, Joel Katz:** Notify board nominees and award nominees that they are nominees, and that the results will be announced at the annual meeting.
- C. **Action Item, John Crawford:** watch for announcement of ITE award applications.

### From 10-11-01 meeting

- D. **10-11-01 Action Item, April Manlapaz:** Send annual budget to Marcus Culver.
- E. **10-11-01 Action Item, Tom Sohrweide:** Include D4 charter changes for our section in policies and by laws updates.
- F. **10-11-01 Action Item, Steve Manhart:** Contact Todd Foster to discuss membership drive status.
- G. **10-11-01 Action Item, Steve Manhart:** Contact Aaron Heumann to discuss NCITE administrator position. Consider whether this role would be served as a member of the Membership Committee.
- H. **10-11-01 Action Item, Tom Sohrweide:** Ask Aaron Heumann to check on Kristi Sebastian's membership status. If she's a member, ask if she's interested in chairing the Traffic Signals Committee.
- I. **10-11-01 Action Item, Aaron Heumann:** Prepare a list of new members for Steve Manhart prior to the NCITE Annual Meeting.
- J. **10-11-01 Action Item, Gina Buss and Eric Padget:** Notify student chapters of chapter of the year competition, scholarship and paper awards. Applications due in February 2002.

### From 8-9-01 meeting

- K. **8-9-01 Action Item, Marcus Culver:** post annual budget on web site.
- L. **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.