



MINUTES

NCITE Executive Board Meeting Thursday, November 11, 2005 Washington County Public Works

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: Nathan Aul, ITSO President, Jeff Preston, Outreach Committee, Bob Green, Past President.

1. **Call to Order** - The meeting was called to order at 7:50 a.m.
2. **Review Agenda (Additions Deletions)** – Add: Presentation by ITSO President.
3. **ITSO Presentation** – Nathan Aul, ITSO President, gave a presentation of a recap of ITSO activities for the last year. ITSO was founded in 2003, and their mission is to learn more about transportation through speakers and tours. They try and get a new speaker each month and provide lunch for the students. They have also gone on a variety of tours, including: LRT Maintenance Facility and St. Anthony Falls. Approx. 30-40 students come each month. This year big events will include a Steak House social on Nov. 14th, and a paper conference in the spring (planned for 3/3/06). The spring paper awards are typically given at Coffman Union, (2-\$500 awards). ITSO thanked NCITE for their continued support.

NCITE may possibly like to plan a lunch meeting to coincide with their spring meeting. The board will discuss this next month. Consider this possibly with the Career Expo. Estimate 30 students, and 40-50 NCITE members, if a lunch meeting.

4. **Meeting Minutes**
 - A. *Board Meeting Minutes* – Carla presented the board meeting minutes. Marc B. motioned to approve the October 2005 board meeting minutes, seconded by Jerry, approved unanimously.
 - B. *Section Meeting Minutes* – Carla presented the section meeting minutes. Bob G. motioned to approve October 2005 section meeting minutes, seconded by Brent P., approved unanimously.
5. **Treasurer’s Report** - Wayne gave the Treasurer’s Report for November 2005. The board questioned the cost of the web hosting. Bob G. motioned to approve November 2005 Treasurer’s Report, seconded by Jerry, approved unanimously.

MINUTES

NCITE Executive Board Meeting
November 11, 2005

Page 2

ACTION ITEM: Nick Erpelding to look into other web site hosts and provide a comparison of cost estimates to the board.

6. Meetings

- A. *October Section Meeting*– About 52 people were in attendance. Feedback indicated good presentation and location. The St. Paul Hotel gave ½ off the cost due to delay in serving the food, which was more than generous. Good location for future reference.
- B. *Annual Meeting* – Sixty people have signed up so far. Marc B. met with the caterer 11/9/05. The casino and games are set. There will be many great prizes and the poster-board of sponsors is set. Some of the agencies seem to be under-represented.

ACTION ITEM(S):

- **Carla to contact John Hagen from SEH to encourage attendance.**
- **Bob Green will talk with John Crawford (URS).**
- **Mike Spack will contact Steve Manhart from HR Green, a rep. from Bolton & Menk, and Lynn Kiesow from WSB.**

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

- A. *Committees with nothing new to report: Planning Methods and Application, Museum, Traffic Signals.*
- B. *Other Committee Updates*
- Membership – Craig Rasmussen passed off his duties to Michael Corbett with HDR.

ACTION ITEM: Mike Spack will send a certificate to Craig as a thank you for all his hard work.

Communications –

- Newsletter/Yearbook – Nick Erpelding sent out a letter requesting advertisers for the 2006 yearbook and newsletters. The deadline is the last week in December. If Lynn Kiesow wins a director position for 2006, she wants to pass on her newsletter duties. The next newsletter is set to go out in January, so all articles will be due in the first couple weeks of 2006. What should the main article be? Lynn is going to try and get Bob Peterson for the honoree.

ACTION ITEM: Carla contact Lynn and have her check with the Pedestrian or Geometric Design committee for a main article.

- Website – Nothing to report.

MINUTES

NCITE Executive Board Meeting
November 11, 2005

Page 3

- Student Activities – The U of MN Chapter (ITSO) elected new officers this fall and has asked about the District 4 Chapter awards. Jonette is getting examples of the application and will be working with them and the career guidance committee to start student-professional mentor relationships. The NDSU chapter has only had one meeting this fall, and Jonette has been unable to obtain their membership list from the current president.
- Career Guidance – Meeting Nov. 28th, 6-8 people attending. Very active committee.
- Professional Development – Sue Groth indicated that she would like to re-offer the Technical Presentation seminar that was cancelled last week. She estimates that at least 20 people will sign up if offered in the fall.
 - PTOE – 25 people attended the refresher course.
 - Outreach – Jeff Preston gave an update. The plans are being finalized. The date is set for Feb 15th at the Earl Brown Center on the U of MN St. Paul campus. Any ideas, e-mail Jeff Preston. The cost will be \$50 for NCITE members, and \$75 for non-members.
- Pedestrian and Traffic Safety Committee – Met in October to review a draft of the Crosswalk Guidelines. Some revisions were made after much discussion. The committee will meet again Nov. 17th to review the latest draft and discuss treatments (i.e. flashers, in-pavement lighting, ped. Signals, etc.) There was some concern that MN/DOT is in the process of adopting guidelines for crosswalks, and NCITE guidelines should be consistent.

ACTION ITEM: Carla contact Marc C. and ask him to contact Casandra Isaccson from Mn/DOT.

- Geometric Design – Meeting November 16th at URS. The main topic will include a summary of the 3rd International Symposium on Highway Geometric Design held in Chicago (6/26 – 7/2/05).
- MCUTC – Ted Schonecker is going to attend the meeting. NCITE has one seat that could be filled by a member.

ACTION ITEM: Mike will send an e-mail to find out more about this possible open position.

- District IV 2006 Meeting – Bob G, gave an update – next meeting Nov. 22nd. Any ideas for events in Rochester? Possibly the street festival, Dates: June 14-16, 2006.

8. Monthly Action Items –

Monthly Action Items for *November*

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

MINUTES

NCITE Executive Board Meeting
November 11, 2005

Page 4

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.

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.

Monthly Action Items for *December*

PRESIDENT:

- Host the Joint Section Board Meeting
- Begin the transfer of documents from the current Board to the incoming Board
- Coordinate the transfer of this position to the incoming Board member

VICE PRESIDENT:

- Coordinate the transfer of this position to the incoming Board member
- Present the proposed budget for the coming year with comparisons to the current year's budget and actual expenditures
- Present a Draft Calendar of Events to the Boards and include as many related events as known

SECRETARY:

- Coordinate the transfer of this position to the incoming Board member
- Notify ITE of the new Board members, their contact information and the proposed meeting schedule

MINUTES

NCITE Executive Board Meeting
November 11, 2005

Page 5

TREASURER:

- Present quarterly budget comparison to the Board
- Coordinate the transfer of this position to the incoming Board member
- Present monthly budget comparison to the Board

DIRECTORS: Coordinate the transfer of these positions to the incoming Board members

PAST PRESIDENT: Coordinate the transfer of this position to the incoming Board member

REVIEW OF LAST MONTH'S ACTION ITEMS:

CARRY OVER 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.

NEW ACTION ITEMS:

ACTION ITEM: Bob G. to put together ballots and send to Marc C.

ACTION ITEM: Directors to print out invitations for Annual Meeting and deliver to Marc C.

ACTION ITEM: Marc C. to mail out ballots and invites to members.

ACTION ITEM: Bob G. to follow-up on Wilbur Smith award.

9. Other Business –

- Elections Teller Committee – Met 11/9/05 to count ballots.
- Plaques – Being taken care of.

Wayne motioned for Jerry Smrcka to become a section Life member, seconded by Jerry K., approved unanimously.

10. Adjournment

Brent motioned to adjourn the meeting. Mike seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:25 a.m.

Next Meeting - Thursday, December 8th, 2005 at 7:45 a.m.
At Dunn Bros. Coffee Shop, 530
Hosted by Mike Spack, TDI

MINUTES

NCITE Executive Board Meeting
November 11, 2005

Page 6

Respectfully submitted,

Marcus J. Culver, P. E.
2005 NCITE Secretary

REVIEW OF ACTION ITEMS FROM THIS MEETING:

ACTION ITEM: Nick Erpelding to look into other web site hosts and provide a comparison of cost estimates to the board.

ACTION ITEM(S):

- **Carla to contact John Hagen from SEH to encourage attendance.**
- **Bob Green will talk with John Crawford (URS).**
- **Mike Spack will contact Steve Manhart from HR Green, a rep. from Bolton & Menk, and Lynn Kiesow from WSB.**

ACTION ITEM: Mike Spack will send a certificate to Craig as a thank you for all his hard work.

ACTION ITEM: Carla contact Lynn and have her check with the Pedestrian or Geometric Design committee for a main article.

ACTION ITEM: Carla contact Marc C. and ask him to contact Casandra Isaccson from Mn/DOT.

ACTION ITEM: Mike will send an e-mail to find out more about this possible open position.

ACTION ITEM (ON GOING): Carla S. to budget for District IV Meeting Scholarship for 2006.

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