

MINUTES

NCITE Executive Board Meeting Thursday November 8, 2007 Dakota County

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Marc Culver, President	X	
Wayne Sandberg, Vice President	X	
Randy Newton, Secretary	X	
Kristi Sebastian, Treasurer	X	
Carla Stueve, Past President		X
Mike Anderson, Director	X	
Jeff Preston, Director	X	
Sue Zarling, Director	X	

VISITORS:

1. **Call to Order** - The meeting was called to order at 7:54 AM.
2. **Review Agenda** – No Additions.
3. **Meeting Minutes**
 - A. October Board Meeting Minutes –
Jeff P. motioned to approve the October Board Meeting Minutes, seconded by Sue Z., approved unanimously.
 - B. October Section Meeting Minutes –
Jeff P. motioned to approve the October Board Meeting Minutes, seconded by Mike A., approved unanimously.
4. **Treasurer's Report** –
 - A. November Treasurer's Report -
Sue Z. motioned to approve the November Treasurer's Report, seconded by Mike A., approved unanimously.
Treasurer's Report is attached
5. **Meetings**
 - A. *October Section Meeting* – The topic was very good and the meeting was very well attended. The meeting went well and Jax continues to be a good venue.

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- B. *Annual Meeting* – Jeff P. visited the St. Paul Boat House and it should meet our needs. The space is a little smaller than Jax but should be big enough. Registration so far for the meeting is lower than is normally expected. Hoping that the meeting reminder will generate a much larger number. The Directors plan on purchasing 5 large prizes to be used in the casino raffle. The remaining money will be used to purchase door prizes.
- C. *January Section Meeting* - Discussed possible ideas for January Section Meeting. Would like to have idea in place before Board meeting in December. Wayne S. did request topic ideas from all committees and should have complete list by December Board meeting. It was determined that a Director Transition meeting should be held in late November to get the new Directors on-board and actively working on setting up the meeting.
- ACTION ITEM: Wayne S. to coordinate Director transition meeting in late November.**

6. Committee Updates –

- A. *Membership* – Michael Corbett will remain as Chair for 2008.
- B. *Communications* – Peter Langworthy with WSB will be the new chair for the committee for 2008.
- Newsletter – No Update
- Yearbook – No Update
- Website – No Update
- C. *Student Activities / Career Guidance* – No Update
- D. *Professional Development* – Paul Morris with SRF will be the new chair for the committee for 2008.
- Professional Certification – George Stuempfig will remain as Chair in 2008.
- Training Opportunities – No Update
- Outreach – Sonja Piper will remain as Chair in 2008.
- E. *Geometric Design* – Joe Weaver with TKDA will be the new chair for the committee for 2008.
- F. *Pedestrian and Traffic Safety* – No Update

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G. Planning Methods and Applications – No Update

H. Intersection Control – Tom Bowlin with the City of Bloomington will be the new chair for the committee for 2008. Working on updating the Protected / Permissive Left Turn Guidelines.

I. MCUTCD – No Update

7. Action Items

A. Review of Past Action Items –

- **Marc C. to contact Transportation Alliance.**
- **Marc C. to contact Tom Brahms to determine if NCITE can be a member of the Transportation Alliance.**
- **Marc C. to work with JoNette K. to assist ITSO in getting involved with the Repository of Practical Problems initiative.**
- **Marc C. to talk to Bill K. about including MnDOT in the review and development of formal recommendations.**
- **Wayne S. to work on NCITE presence at NLATSSA How to Conference.**
- **Talk to Career Guidance Committee about promoting transportation at local High Schools for the next several months (Wayne S.)**
- **Talk to Committee Chairs about plans for continuing as Chair (Wayne S.)**
- **Prepare letter to solicit advertising for next years Yearbook and quarterly newsletters. (Communications)**
- **Randy N. to send out notification emails to members who do not have an email address on record.**
- **Identify all new members for recognition at the Annual Meeting (Mike C.)**
- **Notify Student Chapters about the Chapter of the Year Competition (JoNette K.)**
- **Send scholarship and paper award applications / announcements to the Student Chapters (JoNette K.)**

B. New Action Items –

- **Wayne S. to coordinate Director transition meeting in late November.**
- **Marc C. to contact Mike S. about hosting ATTSA webinar on Sign Retroreflectivity.**

C. December Action Items –

- **Wayne S. to present 2008 Budget to the Board**
- **Wayne S. to present Draft Calendar to the Board**
- **All Board members to coordinate the transfer of position to new Board member.**

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8. Other Business –

- *Election Status* – Randy N. gave an election update. 127 votes have been cast to date. The majority of the votes came in over the first couple of days. Elections online reminder will be sent out today. Randy N. will follow-up with a final reminder next week. The election will close at 11 PM on Wednesday November 14th.
- *Additional Gifts* – Marc C. with feedback from Kristi S. and Randy N. purchased desk clocks as a gift item for Committee Chairs. The clocks will be given to Committee Chairs who have already received an NCITE pen.
- *ATTSA Webinar on Sign Retroreflectivity* – ATSSA will be having on webinar on the New National Standards for sign retroreflectivity. Everyone agreed that this would be a good webinar for NCITE to host. In addition it might me an opportunity to bring together potential City and County Engineer members. It will be good to get the word out early that we will be hosting the webinar to avoid duplication.

ACTION ITEM: Marc C. to contact Mike S. about hosting webinar.

9. Adjournment

Kristi S. motioned to adjourn the meeting, Sue Z. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:55 AM.

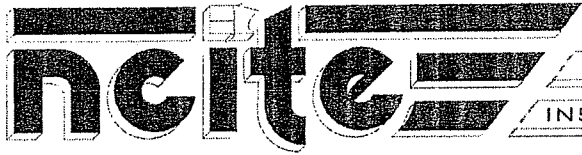
Next Meeting:

Thursday December 13, 2007 at City of Maple Grove
Hosted by Marc Culver, President

Respectfully submitted,



J. Randall Newton
2007 NCITE Secretary



NORTH CENTRAL SECTION
 INSTITUTE OF TRANSPORTATION ENGINEERS

TREASURERS REPORT
 November 7, 2007

Account Balance – 11/7/2007

Account	11/7/2007 Balance
Bank Accounts:	
Checking	16,698.81
Savings	5,000
TOTAL Bank Accounts	21,698.81
OVERALL TOTAL	21,698.81

Attachment:

2007 NCITE Budget Summary as of 9/11/07

Respectfully Submitted:

Kristi M. Sebastian
 Kristi M. Sebastian, Treasurer

11/7/07
 Date

Respectfully Revised:

Kristi M. Sebastian
 Kristi M. Sebastian, Treasurer

11/8/07
 Date

Budget 07

1/1/2007 Through 11/8/2007 Using 2007 NCITE Budget

11/8/2007

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Category Description	1/1/2007 Actual	- Budget	11/8/2007 Difference
INCOME			
Annual Meeting Income	0.00	2,994.46	-2,994.46
District IV Surplus	0.00	0.00	0.00
Member Dues	4,684.00	3,678.89	1,005.11
Miscellaneous	0.00	0.00	0.00
Newsletter, Yearbook, Web Advertising	4,600.00	3,593.33	1,006.67
Outreach	5,600.00	4,277.79	1,322.21
Professional Development	19,550.00	17,111.12	2,438.88
Section Meetings	7,994.20	4,705.56	3,288.64
TOTAL INCOME	42,428.20	36,361.15	6,067.05
EXPENSES			
Annual Section Meeting Expense	1,200.00	3,850.00	2,650.00
Certificates & Plaques	0.00	213.89	213.89
District IV Conference	250.00	0.00	-250.00
Int'l & Dist. Mtg. for NCITE Presidents	0.00	427.79	427.79
Misc.	309.25	171.12	-138.13
Outreach Expense	2,887.67	3,422.23	534.56
Prof. Development	14,894.73	15,400.00	505.27
Promotional Materials	408.37	641.67	233.30
Scholarship	1,000.00	855.56	-144.44
Scholarships	4,000.00	3,422.23	-577.77
Section Mtgs.	8,018.68	4,705.56	-3,313.12
Speaker Gifts	0.00	0.00	0.00
Student Activities	1,140.32	1,283.33	143.01
Student Paper Awards	500.00	427.79	-72.21
Transportation Research	0.00	4,277.79	4,277.79
Website	0.00	256.67	256.67
Yearbook Printing & Postage	3,005.46	2,310.00	-695.46
TOTAL EXPENSES	37,614.48	41,665.63	4,051.15
OVERALL TOTAL	4,813.72	-5,304.48	10,118.20

Revised →