



## MINUTES

### NCITE Executive Board Meeting Thursday, December 12, 2002 SEH

#### ATTENDEES:

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Tom Sohrweide, President	X	
John Crawford, Vice President	X	
Bob Green, Secretary	X	
Mike Spack, Treasurer	X	
Steve Manhart, Past President	X	
Mike Spielmann, Director		X
Carla Stueve, Director	X	
Gary Thompson, Director		X

#### VISITORS:

2003 Directors - Randy Newton, Beverly Farraher, Marcus Culver  
 Student Activities Chair - Jon Krieg  
 Membership Chair - Aaron Heumann

#### 1. Call to Order

The meeting was called to order at 7:50 am

#### 2. Review Agenda

Add District IV discussion

#### 3. Minutes

##### A. Board Meeting Minutes

Mike Spack motioned to approve November meeting minutes as noted, seconded by John Crawford, approved unanimously.

##### B. Section Meeting Minutes

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Mike Spack motioned to approve the December section meeting minutes, seconded by John Crawford, approved unanimously.

### 4. Treasurer's Report

#### A. November Report

Income -	\$	180.00
Expenditures -	\$	31.95
Balance -	\$	18,881.57
Mutec Dedicated -	\$	3,688.67

Bob Green motioned to approve Treasurer's report, Carla Stueve seconded the motion, and it was approved unanimously.

#### B. Accounting Software

Mike discussed permanently converting NCITE's bookkeeping to Quicken. It may require some expense if future treasurer's don't have Quicken, but it is a much more complete system than the existing Excel spreadsheet. The Board agreed that Quicken is a good way to go.

Mike motioned that the Treasurer be authorized to buy the Quicken software, Carla seconded the motion, approved unanimously.

#### C. Budget Surplus

The Board discussed alternatives about what to do with the relatively large balance that currently exists. One of the reasons for the surplus is the overwhelming success of the traffic engineering review class sponsored by NCITE as part of the PTOE examination.

Possibilities:

- Providing a contribution from NCITE to the ITE International Fund Drive.
- Increasing student scholarships (number or amount) or paper competition amount
- Offering scholarships to high school students
- Providing a contribution to the Dick Braun chair endowment for the University of Minnesota.
- Re-instituting the MUTEK meeting

ACTION ITEM: Bob Green will follow up with more information about the endowment fund.

ACTION ITEM: Marc Culver will explore setting up a MUTEK committee.

### 5. Membership

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Aaron provided a summary of the current membership issues (see attached) including new member certificates, the e-mail database, website revisions, a new update system, affiliate membership, and searching for a new chair.

### *A. Certificates*

Tom signed the new member certificates and Aaron will mail letter and certificates

### *B. E-mail database*

**ACTION ITEM:** Membership Chair will work with Marc and Adrian to update the e-mail database. The membership chair will then be responsible for updating the database.

### *C. Website Revisions*

**ACTION ITEM:** Membership chair will work with Marc and Adrian to simplify and streamline the membership application process (see attachment)

### *D. New Update System*

**ACTION ITEM:** Aaron and John will continue to synch ITE's list with our NCITE list. Eventually we'll consider eliminating the NCITE list, if all of the section's pertinent information (past presidents, distinguished members, etc) is archived elsewhere

### *E. Affiliate Membership*

Aaron asked for confirmation of Board's position on affiliate membership. Board confirmed that anyone could apply for affiliate membership and would be accepted. A mailing would be sent once a year (March?) to the affiliate list thanking them for participating in NCITE, and encouraging them to join International ITE.

### *F. New Chair*

Aaron is stepping down after five years of service as Membership Chair. The Board thanked him for his efforts, and for organizing and streamlining the membership process and database. Aaron recommends Craig Rasmussen as his replacement, and has a candidate for an assistant as well.

**ACTION ITEM:** Aaron will talk to Craig about assuming the Chair position.

## **6. Meetings**

### *A. Annual Meeting*

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76 people signed up, and 69 showed up. Famous Dave's worked out well, with guitar music during dinner. Comedy Sportz was entertaining. We pretty much broke even on costs.

### *B. 2003 Monthly Meetings.*

Monthly meetings will generally be on the Tuesday of the month (board meetings are on the 2<sup>nd</sup> Thursday of the month).

Potential topics include a Mn/DOT legislative/organizational update (Tim Worke?), neotraditional development (similar to St. Louis Park), multimodal stations, commuter rail, pedestrian green flags, Met Council travel behavior inventory, and/or status of PTOE.

The first meeting is scheduled for January 28<sup>th</sup>. Marc Culver will organize the meeting.

**ACTION ITEM:** Bev Farraher will provide Marc with Tim Worke's contact information. Marc will contact Tim to discuss having someone give a presentation.

General comment: The Board needs to keep in mind that we are NCITE, and that there are two other states as well as non-metro Minnesota. The Board discussed potentially having one meeting in a non-metro location, potentially in coordination with the NDSU student chapter.

## **7. Committee Updates**

### *A. Career Guidance*

Brent Paulsen continues to promote NCITE through career guidance. Current activities include tutoring at an elementary school, giving a presentation to the APEX group at the U of M, presenting at the MN Business Lunch and Learn program, and sending a letter to local schools offering to present at career days.

### *B. Communications*

- Newsletter

Nothing new to report

- Yearbook

Nick and Vern will be sending out advertising notices shortly

**ACTION ITEM:** Marc will contact them and possibly add a plug for the Job Postings page.

- Website

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Adrian and Marc will work to update the website. A couple of things that were noticed: Steve Manhart is listed as Secretary, and on the Home Page, our reported membership is from 1999.

### *C. Outreach*

Jeff Preston is the new Outreach Chair.

### *D. Planning Methods and Applications*

Nothing new to report

### *E. Traffic Signals*

Nothing new to report

### *F. MCUTCD*

Nothing new to report

### *G. Museum*

Nothing new to report

### *H. Student Activities*

Jon Krieg will be the new Student Activities Chair

### *I. Pedestrian Safety*

Pedestrian committee is working on completing a Pedestrian Safety Toolbox.

### *J. PTOE*

The Board discussed promoting the PTOE examination again this year. The general feeling is that we have tapped a large majority of the current potential candidates, and that we may want to consider promoting the examination every other year from this point forward.

However, we could potentially sponsor the traffic engineering refresher course again as a continuing education option for our membership.

## **8. Monthly Action Items**

### *A. 2003 Calendar of Events*

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ACTION ITEM: John will put together a draft calendar and e-mail it to the Board.

### **9. Other Business**

#### *A. 40<sup>th</sup> Anniversary*

Marv Sohlo put together options for a 40<sup>th</sup> Anniversary logo (attached). The Board reviewed the options and selected a general concept.

ACTION ITEM: Steve Manhart will work with Marv to finalize design and to price lapel pins with the logo.

#### *B. Schedule Committee Chairs*

ACTION ITEM: Bob will schedule Committee Chairs to each attend a Board meeting (Marc will be at them all).

#### *C. District IV Update*

Steve provided a brief overview of District IV. Steve was Chair, Mike Gorman will be the new Chair. In years to come, the NCITE Past President will serve as follows: Tom will be Treasurer in 2003, John will be Secretary in 2004, Bob will be Vice Chair in 2005, and Mike will be Chair in 2006.

The Wisconsin section will elect the International ITE District IV Director for the next 3 years, and NCITE will elect the Director in 2006.

This year's District IV meeting will be in Winnipeg.

### **10. Adjournment**

Steve Manhart motioned to adjourn the meeting. Bev Farrarher seconded the motion, and it was approved unanimously. The meeting was adjourned at 10:00 am.

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### 11. Next Meeting

Thursday, January 9, 2003 at 7:45 am  
2003 Board Meeting  
Hosted by John Crawford  
S.E.H.

Respectfully submitted,



Robert J. Green, PE, PTOE  
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