

MINUTES

NCITE Executive Board Meeting Thursday, December 8, 2005 Dunn Brothers Coffee

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: 2006 Board Members: Randy Newton, Lynn Kiesow, Chad Smith, Tom Peters

1. **Call to Order** - The meeting was called to order at 7:52 A.M.
2. **Review Agenda (Additions, Deletions):**
 - + Add Item – Destroy Ballots
3. **Meeting Minutes**
 - A. *Board Meeting Minutes* – Review of board minutes recorded by Carla Stueve due to absence of Marc Culver. Marc presented the minutes for review.

Marc C. motioned to approve the November 2005 board meeting minutes, seconded by Carla S., approved unanimously.

- B. *Section Meeting Minutes* – Marc forgot minutes. Table until January meeting. Short discussion on meeting. Everyone had a great time. Received good feedback on the event. About 80 people were in attendance.
- C. *Transfer of Secretary Duties* – Materials transferred to Wayne Sandberg.

4. Treasurer's Report

- A. *November/December 2004 Report* – Wayne gave a very detailed Treasurer's Report. Some good information showing expenses and income by month over the year. September joint meeting lost a total of about \$400, of which, \$130 was our share of the loss. Wayne noted there is apparently some confusion by our advertisers over payment they submitted for the Annual Meeting sponsorship versus 2006 advertising money. Need to work with Nick to overcome this problem. Why did it lose so much money? Plaques were in the wrong category.

Marc C. motioned to approve the November 2004 Treasurer's Report, seconded by Jerry K., approved unanimously.

- B. *Transfer of Treasurer's Duties.* – Materials transferred to Randy Newton.

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5. **2006 Budget** – Carla distributed the proposed 2006 budget. Lengthy discussion followed regarding line items.
- It was suggested that Annual Meeting be split out to its own line item instead of being included in the general Section Meeting line item.
 - Based on a recent budget meeting, it was suggested that we lower the Paper Award to \$500, keep scholarships the same and add an undergraduate scholarship which will be targeted at freshmen and sophomores. Also add a line item for Transportation Research.
 - Some ideas for research funding included before/after traffic calming studies, helping the planning committee with a comparison of Met Council's Travel Behavior Inventory vs. the ITE Trip Generation Manual.
 - Idea seems in line with our Section Charter
 - Should plan on using money from Professional Development revenue to fund the research
 - Yearbook discussions – try to keep printing and postage to budget. Make sure quotes are obtained for printing. Don't print entire yearbook every year.
 - Discussion on upcoming proposed Roundabout Conference which is likely to be organized by State Aid. Apparently they are looking for sponsors. Should NCITE sponsor? Added money in Professional Development expenses for this conference.
 - Combine several small items into one Miscellaneous line item (office supplies, postage, etc.)
 - Revised draft of budget will be presented at January Board Meeting for approval.
6. **Meetings**
- A. *Transfer of Materials* – Discussion on how planning of meetings works. Distributed schedule for meetings (see 2006 calendar below). Current Directors to meet with new Directors after meeting to give them a good start.
- B. *January Meeting* – Lynn Kiesow. The board discussed several potential meeting topics. Suggested date is Tuesday, January 17th. Mike Spack suggested Red Light Enforcement.
7. **2006 Calendar** – Carla distributed the proposed 2006 Calendar. She attempted to include events from other organizations to avoid conflicts. Discussed potential conflict with County Engineers meeting, but felt the 17th of January was still best date. Added dates for District IV meeting and ATTSA meeting. Discussion continued about potential conflicts, lunch versus breakfast meetings and when the best time for the Student meeting would be. Calendar should be finalized at next meeting.

ACTION ITEM: Wayne Sandberg to check with Sean Delmore about upcoming MSES events.

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ACTION ITEM: Lynn Kiesow to communicate proposed Annual Meeting date to firms to avoid conflicts with meetings if possible.

8. **Committee Updates** – Due to time constraints, very brief committee updates were given.

A. *Committees with nothing new to report:*

B. *Other Committee Updates*

- Communications – Nick needs help with graphics for Newsletter/Yearbook advertising. He is also following up with advertisers to make sure they commit before the next newsletter goes out.

ACTION ITEM: Marc C. to work with Nick to request specific graphics from advertisers.

- Newsletter – Chad Ellos from WSB has agreed to take on Newsletter Editor duties. Next issue due in mid January. Pedestrian and Traffic Safety committee to supply main article.
- Yearbook – Nothing to report.
- Website – Nothing to report.
- Student Activities – Jonette is trying to help ITSO track down their original ITE student chapter charter.
- *Career Guidance* – Had a meeting on Nov. 14th. Nine people attended, although over 20 people expressed interest in helping with future events. A CD toolkit was distributed to some of the attendees. Lynn Liebfried and Brian Sorenson will be presenting soon at Sibley High School. Brent talked about potentially posting a database on our web page of contacts for different schools in the area.
- Geometric Design – Chris Chromy reports that the committee continues to meet monthly although the committee took December off. The last meeting included a presentation of information from the International Symposium on Highway Geometric Design held last summer in Chicago. Their January meeting will include a presentation from Jim Rosenow and hopefully information from Dave Engstrom on Mn/DOT's new Intersection Control Evaluation (ICE) to replace the SJR process. Chris suggested that NCITE look at doing a presentation on the various committees we have at the District IV meeting in Rochester this June. Each committee could deliver a brief presentation to define its main purpose, some topics that have received attention, and feature a specific topic and what the committee did with it. Just a thought on how to continue promoting committee involvement.
- Planning Methods and Applications – Nothing to report.
- Professional Development – Nothing to report.
- Pedestrian and Traffic Safety – No meeting in December due to proximity to holidays. Will table the Crosswalk Guidelines for a bit in order to get a more complete document ready. January will be spent

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reviewing topics for 2006 and setting a preliminary schedule. Next topic is expected to be Pedestrians and Roundabouts.

- Traffic Signals – In 2006 Kristi Sebastian of Dakota County will take over as Chair of this committee and Ted Schoenecker from Washington County will take over as Co-Chair. The committee discussed potential classes for signal related education that may need NCITE sponsorship. The advanced Synchro class is one that was sponsored two years ago in 2004. It is likely the committee will attempt to have one in 2006. The committee also discussed an Intro to Intersection Analysis or Intro to Traffic Flow class that would step back from the computer software packages and try to provide a better understanding of the basics. Jerry Kotzenmacher is taking the lead for this potential class. These two classes may come to the board in January or February for potential NCITE sponsorship. Any action the Signal Committee takes should be coordinated with the Professional Development Chair to make sure there is no overlap with any other courses/seminars.

ACTION ITEM: Marc C. to check with Howard Preston about the possibility of a short presentation by our Technical Committees regarding the work done recently.

ACTION ITEM: Marc C. to check with each individual Committee Chair about succession.

9. Monthly Action Items - 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

TREASURER:

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

DIRECTORS: Coordinate the transfer of this position to the incoming Board member

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

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR:

STUDENT ACTIVITIES CHAIR:

- + Incoming President should appoint/reappoint Membership Chair and Newsletter Editor (*p. B-2.*)
- + President presents proposed CY Budget and meeting schedule to Board (note possible schedule conflicts with District IV meeting, Transportation Conference, Fall Outing, MUTEK schedule,

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- WTS Annual meeting, and Traffic Engineering Seminar.)
- + Vice President should ask Student Chapter President to update the student member list.
- + Membership Chair should contact recent graduates to upgrade their membership status.

REVIEW OF ACTION ITEMS FROM NOVEMBER:

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

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 Isaacson from Mn/DOT.~~

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

10. Other Business –

- ITE Annual Meeting Proposal to Host in 2011 to 2015 – Mike S. sent letter to Tom Brahm about hosting a future ITE International meeting. Dennis Foderberg helped Mike with proposal.

- Transfer Duties – Materials transferred to appropriate new board members.

- Destroy Ballots -

Carla S. motioned to destroy the ballots from the 2005 board election. Mike S. seconded the motion, and it was approved unanimously.

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11. **Adjournment** - *Marc C. motioned to adjourn the meeting. Mike S. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:32 A. M.*

Thursday, January 12th, 2005 at 7:45 A.M.
Hosted by Carla Stueve, SRF Consulting Group

Respectfully submitted,

Marcus J. Culver, PE
2005 NCITE Secretary

ACTION ITEMS FOR THIS MONTH:

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

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

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

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

ACTION ITEM: Wayne Sandberg to check with Sean Delmore about upcoming MSES events.

ACTION ITEM: Lynn Kiesow to communicate proposed Annual Meeting date to firms to avoid conflicts with meetings if possible.

ACTION ITEM: Marc C. to work with Nick to request specific graphics from advertisers.

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Monthly Action Items for *January*

PRESIDENT:

- Host January Board Meeting
- Present proposed budget for the new year for Board approval
- Present the Calendar for the new year for Board approval
- Review Duties & Responsibilities for new year
- Complete transfer of records from previous President

VICE PRESIDENT:

- Visit with all committee chairs and establish monthly reporting schedule/program
- Complete transfer of records from previous Vice President
- Review Duties & Responsibilities for new year

SECRETARY:

- Forward list of officers with contact data to ITE
- Forward calendar for new year to ITE
- Complete transfer of records from previous Secretary
- Review Duties & Responsibilities for new year
- Archive all secretary records from two years previous with Tom Campbell

TREASURER:

- Coordinate audit of previous year's books with Board-approved auditor (NCITE Non-Board Member)
- Complete transfer of accounts and books from previous Treasurer
- Review Duties & Responsibilities for new year
- Present monthly budget comparison to Board

DIRECTORS: Coordinate the planning of monthly Section meetings and review duties & responsibilities for new year

PAST PRESIDENT:

- Attend all Board meetings to provide advice and continuity for the new Board
- Contact the District 4 Board and establish the office held and associated duties
- Provide District 4 information to the Board as deemed necessary

COMMUNICATIONS CHAIR:

- Announce schedules for yearbook and quarterly newsletters
- Meet with all subcommittee chairs and review duties and responsibilities
- Review Duties & Responsibilities for new year
- Complete transfer of books from previous Chairperson

MEMBERSHIP CHAIR: Establish and forward the latest membership information (pre-formatted) to the Yearbook editor(s) for the new year.

STUDENT ACTIVITIES CHAIR:

- Forward new calendar of events to student chapter leaders for distribution to their members
- Invite their participation in all Section events and activities