



MINUTES

April 2018 Board Meeting
Thursday, April 5th, 2018: 8:30am-10:30am
Location: Stantec
Host: Kevin Peterson

Table with 3 columns: Executive Board, Present, Absent. Lists board members and their attendance status.

- 1. Call Meeting to Order
2. Review Agenda
3. March 2018 Secretary's Report
4. March 2018 Treasurer's Report
5. Recap Ethics Training

6. Invited Traffic Operations and Maintenance Group Discussion Group Chair

Adam Bruening was unable to attend the meeting in person but provided an update to Kevin. Kevin reported that the group is doing well. They have recently been reaching out to city staff to get more cities involved in the group.

7. Upcoming Meetings

a. April Section Meeting

The April Section Meeting is scheduled for Tuesday, April 24th, 2018 at MnDOT Waters Edge. Ken Johnson, MnDOT Pavement Marking, Work Zone, and Product Evaluation Engineer, will be presenting on the updated 2018 Temporary Traffic Control Field Manual. Mike F will send out email reminders as the meeting approaches.

b. May Section Meeting

The May Section Meeting will take place at Gasthof's and be in the afternoon to encourage people to stay and around and socialize after the meeting. It is tentatively planned that Todd Clarkowski (MnDOT) will be presenting on the St. Croix Loop Trail. If he is unable to present Steve Mosing (City of Minneapolis) may be able to present on the Super Bowl event traffic management. Cortney Falero (2018 ITE Annual Meeting LAC) will be at the meeting and coordinating the "Lake Name or Fake Name" game to help advertise for the 2018 ITE Annual Meeting. This meeting will also be part of the membership drive which Morgan Hoxsie will help coordinate. Natalie will be coordinating the overall event.

c. Summer Social

The Summer Social will take place in June to avoid the timeframe of the ITE Annual Meeting. Jeff is looking into reserving the meeting room at the Fulton Brewery. The event will include a scholarship fundraiser and some type of entertainment (trivia, for example).

8. Committee Updates

Jeff provided updates on the committees. Recent and upcoming committee meeting include:

- Intelligent Transportation Systems Committee: April 3rd – Truck Parking Availability for Rest Stops
- Intersection Traffic Control Committee: April 5th – Utah DOT's Signal Performance Measures Software
- Pedestrian and Traffic Safety Committee: April 17th – Jackson Street Protected Bikeway

9. MWITE Updates

Mike M provided MWITE updates:

- The MWITE District Meeting will take place on August 19th, 2018 as part of the 2018 ITE Annual Meeting.
- NCITE won the 2018 MWITE Section Activities Award and the 2018 Section Communication Award.
- MWITE is still looking for another candidate for the NCITE position on the MWITE Board. The only candidate currently is Scott Poska.

10. ASCE Civil Engineering Day & Expenses

NCITE will have a booth for the ASCE Civil Engineering Day at the Science Museum on April 28th from 12:00pm to 4:00pm. As part of this, NCITE will be hosting three activities:

- Crash attenuator demonstration
- Signal timing iPad app
- Presentation on “what traffic engineers do” and how they might see real-life examples while riding in the car

To build the crash attenuator demonstration, up to \$50 has been requested to help reimburse for the cost of building supplies. Mike M motioned to approve up to \$50 to reimburse for the construction of the crash attenuator demonstration. Kevin seconded. Motion carried.

11. Affiliate Member Application – Don Sobania

The group discussed Don Sobania’s NCITE Affiliate Member application. Tyler motioned to approve Don Sobania as an affiliate member. Mike M seconded. Motion carried.

12. ITSO Sponsorship

Scott presented an email he received from ITSO requesting \$100 to sponsor ITSO’s new membership program. The \$100 would go towards ITSO t-shirts which would include the sponsors’ logos. The group discussed this request and would like additional information before deciding. Scott will follow up with ITSO and request the following information:

- What is ITSO doing with the \$250 they were recently given for completing the Student Chapter Annual Report?
- Will this \$100 request be recurring on an annual basis?
- Can ITSO share more information about their operating budget so NCITE can have a better understanding of the annual financial support they are seeking from NCITE?

13. LinkedIn User Guide and Demo

Scott provided an overview of the NCITE LinkedIn page and instructions on adding NCITE positions to an individual’s LinkedIn profile. All members holding positions within NCITE are encouraged to add this to their NCITE profile. Scott will send out updated instructions with responsibilities for updating the NCITE LinkedIn page. Going forward, the NCITE Vice President will be responsible for updating the LinkedIn page as they are already obtaining updates from the Directors and Committee Chairs.

14. 2018 Board Initiatives

Scott sent out the list of 2018 Board initiatives after the March Board Meeting. Further discussion on these topics was tabled due to a lack of time and will be included on the agenda for the May Board Meeting.

15. Review Action Items

The updated list of action items is as follows:

Scott – Review Board duties and prepare draft document for review.

Jeff – Scan remaining paper newsletters.

Mike F – Coordinate April Section Meeting.



Natalie – Coordinate May Section Meeting.

Jeff – Inquire with Fulton regarding meeting room for June Summer Social.

Scott – Follow up with ITSO regarding \$100 sponsorship

Scott – Send out updated LinkedIn user guide with Vice President's responsibilities identified.

16. Adjourn

Jeff motioned to adjourn the meeting at 10:37am. Natalie seconded. Motion carried.

Respectfully submitted,

Jacob Folkeringa
2018 Secretary
May 10, 2018