



MINUTES

May 2018 Board Meeting
Thursday, May 10th, 2018: 2:30pm-4:30pm
Location: MnDOT Waters Edge
Host: Mike Fairbanks

Table with 3 columns: Name, Present, Absent. Rows include Executive Board members (Scott Poska, Jeff Preston, etc.) and Guests (Shawn Leight).

1. Call Meeting to Order

Scott called the meeting to order at 2:36pm.

2. Review Agenda

The agenda was reviewed. The following changes were made:

- The "One ITE" initiative was added as item 2A.
"Email Issues" was added as item 10A.
"Professional Development Committee" was added as item 10B.

2A. One ITE

Scott and Shawn provided an overview of the "One ITE" initiative. Jeff Paniati, the ITE Executive Director and CEO, has been reviewing ITE's operations to ensure a consistent member experience. It has become apparent that ITE can be a different experience depending on location. Based on this ITE is looking to make some changes to the structure of ITE. This will be further discussed at upcoming ITE meetings. Possible changes include:

- Changing MOVITE from a Section to a District
Combining MWITE and GLITE
Re-assigning North Dakota and South Dakota to the Western District or MOVITE

3. April 2018 Secretary's Report

Jacob presented the April Board Meeting Minutes. A note was added to item 5 to indicate that other venues should be investigated for future ethics training events. Kevin motioned to approve as amended. Mike M seconded. Motion carried.

Jacob presented the April Section Meeting Minutes. A spelling error was identified. Tyler motioned to approved as amended. Mike F seconded. Motion carried.

**4. April 2018 Treasurer's Report**

Kevin presented the April 2018 Treasurer's Report. No comments were provided. Mike F motioned to approved. Tyler seconded. Motion carried.

**5. Recap April Section Meeting**

Mike F provided a summary of the April Section Meeting. Better participation from MnDOT was desired, but many MnDOT employees had already seen the presentation. When hosting future meetings at MnDOT, a topic should be chosen that will be of interest to MnDOT staff to encourage their attendance.

**6. Invited SimCap Committee Chair**

Derek Lehrke was unable to attend the meeting, so this item was not discussed.

**7. Invited Intersection Traffic Control Committee Chair**

Nik Costello provided an update on the Intersection Traffic Control Committee:

- The next meeting will take place on May 24<sup>th</sup> with Scott Poska presenting on Super Bowl Traffic Operations.
- The committee will take the summer off, per usual.
- The committee is considering meeting six times per year. Some of these meetings could be forums or workshops rather than a typical presentation.
- Future committee topic ideas include TSP, RICWS, and green wave for bicycles.

**8. Invited Membership Coordinator:**

Morgan Hoxsie provided an update on membership:

- Membership continues to increase, particularly student members.
- Morgan has created a mailing list that only includes ITE members for items such as MWITE or ITE voting.
- A membership handout will be available at the May Section Meeting.
- One of NCITE's 2018 Board Initiatives is to enhance the new member welcome experience. Scott will send an email out to coordinate this initiative.

**9. Upcoming Meetings**

**a. May Section Meeting**

The May Section Meeting will take place on May 22<sup>nd</sup> at Gasthof's. Registration and networking will begin at 3:00pm with the meeting and presentation beginning at 3:30pm. The meeting will conclude with the "Lake Name or Fake Name" game and happy hour (appetizers and cash bar). This meeting will also be part of the membership drive. Natalie will continue coordinating the event with assistance from Morgan Hoxsie for the membership drive and Cortney Falero for the "Lake Name or Fake Name" game.

**b. Summer Social**

The Summer Social will take place at Fulton Brewery in early-June (likely June 12<sup>th</sup>). Tyler will coordinate the event which will include a hammerschlagen tournament and raffle. A food truck will be available. Jeff will confirm the date with Fulton and confirm that hammerschlagen can be played.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## 10. Committee Updates

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

- Intersection Traffic Control Committee: May 24<sup>th</sup> – Super Bowl Traffic Operations
- Traffic Operations and Maintenance Group: June 6<sup>th</sup> – Digital Printing on Signs
- Young Member Committee: June 7<sup>th</sup> – Minneapolis Bike Tour

### 10A. Spam Filter

Several members have indicated that NCITE emails are getting caught in their company's spam filter. This will likely have to be addressed on the company's end. However, Jeff will reach out to Jonah to see if he can do anything to help prevent NCITE emails from getting caught in spam filters.

### 10B. Professional Development Committee

Jeff reported that Mark Wagner has expressed interest in leading the Professional Development Committee. Jeff will notify him that he can assume the role of committee chair.

## 11. MWITE Updates

Mike M reported that there are three candidates for the NCITE position on the MWITE Board. They are Scott Poska, Bryant Ficek, and Morgan Hoxsie. Jeff will send an email out with info from MWITE regarding the candidates.

## 12. ITSO Sponsorship

The group discussed the pros and cons of giving \$100 to ITSO to go towards ITSO t-shirts. Mike M motioned to approve giving \$100 to ITSO for t-shirts. Mike F seconded. Motion carried.

## 13. Section Insurance

ITE will be hosting a webinar regarding insurance for ITE Chapters, Sections, and Districts. In the past NCITE has elected not to pursue this. Scott and Jacob will attend the webinar and report back to the group.

## 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 June 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.

**Natalie** – Coordinate May Section Meeting.

**Tyler** – Coordinate Summer Social and Scholarship Fundraiser

**Scott** – Follow up with ITSO regarding \$100 sponsorship



**Scott** – Send out email to begin coordination of new member initiative

**Jeff** – Confirm summer social date with Fulton Brewery and verify that hammerschlagen is acceptable.

**Jeff** – Ask Jonah to investigate NCITE emails getting caught in company spam filters.

**Jeff** – Notify Mark Wagner that he can be the chair of the Professional Development Committee.

**Jeff** – Send out email to ITE members with info on MWITE Board candidates.

**Scott/Jake** – Attend ITE insurance webinar and report back to the group.

**16. Adjourn**

Tyler motioned to adjourn the meeting at 4:48pm. Mike M seconded. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacob Folkeringa".

Jacob Folkeringa  
2018 Secretary

June 7, 2018