

**MINUTES**

NCITE Executive Board Meeting  
 Thursday, February 12<sup>th</sup>, 2015 - 8:30-10:30 a.m.  
 Location: Washington County  
 Host: Joe Gustafson

<b>Executive Board:</b>	<b>Present</b>	<b>Absent</b>
Katie Schmidt, President	X	
Joe Gustafson, Vice President	X	
Mike Martinez, Secretary	X	
Scott Poska, Treasurer	X	
Derek Nieveen, Director	X	
Kevin Peterson, Director	X	
Kate Miner, Director	X	
Mike Anderson, Past President		X
<b>Guests:</b>		
Adam Bruening, Signal Operations and Maintenance Chair		

- 1. Call Meeting to Order**  
 Katie called the meeting to order at 8:37am.
- 2. Review Agenda**  
 The agenda items were reviewed. Derek added an item regarding Communications
- 3. Secretary's Report**  
 Mike M presented the January board meeting minutes. Derek moved to approve, Scott seconded. Motion carried.
- 4. Final 2014 Treasurer's Report**  
 Mike M presented the revised version of the 2014 Year-End Treasurer's report. The main change was to add line items for the PayPal income to the year-end banking summary. Joe moved to approved, Scott seconded. Motion carried.
- 5. Treasurer's Report**  
 Scott presented the January report. Further discussion was had on how to account for PayPal income. The January section meeting expenses were higher than expected. A fair amount of the advertising income has come in. Minor edits will be made to the report. Joe moved to approve, Kevin seconded. Motion carried.

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**6. Committee Updates**

- a. Traffic Operations and Maintenance Chair, Adam Bruening mentioned that historically, the group has focused on signing and pavement marking topics, though there have been attempts to incorporate topics related to signals. The committee has helped provide another way for maintenance staff to communicate in the metro area. In January, the group visited the Dakota County shop, specifically to look at the emergency response trailers. In February, the group visited the shop at the City of Cottage Grove.
- b. Pete Lemke is still looking for someone to take over the Pedestrian and Traffic Safety Committee.
- c. Intersection Traffic Control Committee will meet on February 18<sup>th</sup> instead of the usual 1<sup>st</sup> Wednesday of the month due to speaker availability.
- d. Derek will meet with Jake F, Cortney and Jonah to discuss the format of future INCITER editions. Jonah will also be taking the lead in populating website updates to for the technical committees. Derek will host a webinar to demonstrate how to navigate the administrative side of our website.

**7. Section Meetings**

- a. Derek mentioned that there were 43 attendees at the January Section meeting, as well as two others that tried to participate online. There were some technical issues that prevented the webinar from occurring.
- b. Kevin mentioned that Derek Leuer will present on rural safety at the February section meeting at Jax Café on February 25<sup>th</sup>.
- c. Kate will contact Mark Dierling to see if TH 610 can be presented at the March Section meeting.
- d. Derek to look back at brainstorming session for ideas for the May section meeting.

**8. 2015 Budget**

Katie presented the updated 2015 budget. A line item will be added to the income category for PayPal. Mike M motioned to approve. Kevin Seconded. The motion carried.

**9. StarChapter Conference Call Discussion**

The group reviewed the webinar held on January 29<sup>th</sup> that Katie, Joe, Derek and Mike M attended. Overall, appears to be a user friendly tool that addresses many of our needs in one spot. Go to Meeting will still need to be done separately. It has a lower 1<sup>st</sup> time cost, but there is a monthly fee that we currently don't have. The monthly fee is accounts for support and any updates that are needed. The package also includes training for new board members. The group noted that it may not necessary end up being more expensive than what we currently pay, but the monthly cost would be easier to budget for. The board agreed to explore other alternatives to make a more informed decision.

**10. 2014 Annual Report / MWITE Section Activities Award**

Please send Joe 2014 section meeting photos and award winner pictures.

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**11. Review Monthly Action Items**

The updated list of action items is as follows:

- Board** – Consider section insurance. This will be discussed at future Board meetings pending resolution of the Tax ID # and nonprofit status.
- Katie** – Follow up with Pete Lemke regarding Pedestrian and Traffic Safety chair transition.
- Katie** – Send Joe an email template for the Vice President to request information monthly from the committee chairs prior to each board meeting.
- Joe** – Request passwords for the new board and committee members from Windmill so they may edit website content.
- Derek** – Buy new speaker gifts.
- Board** – Research 1 or 2 other hosting sites.
- Mike M** – Contact WI ITE section to see what their experience has been with StarChapter.
- Mike M** – Contact Tom Campbell to transfer historical section items to safety deposit box.

**12. Miscellaneous/Additional Discussion**

The 2015 ITE/WTS/ITS joint fundraiser will be held at Tin Wiskers on June 8 from 5 to 7 PM.

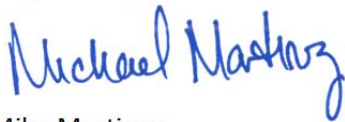
**13. Adjourn**

Joe motioned to adjourn at 10:28 and Scott seconded the motion. Motion carried unanimously.

**14. Next Meeting**

Thursday, March 12, 2015, 8:30 a.m. to 10:30 a.m. at HDR.

Respectfully submitted,



Mike Martinez  
2015 NCITE Secretary

**March 12, 2015**

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Date: