MINUTES

August 2018 Board Meeting
Thursday, August 9th, 2018: 2:30pm-4:40pm
Location: HDR
Host: Natalie Lindsoe

<table>
<thead>
<tr>
<th>Executive Board</th>
<th>Present</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Scott Poska, President</td>
<td>X</td>
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<tr>
<td>Jeff Preston, Vice President</td>
<td>X</td>
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<tr>
<td>Jacob Folkeringa, Secretary</td>
<td>X</td>
<td></td>
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<tr>
<td>Kevin Peterson, Treasurer</td>
<td>X</td>
<td></td>
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<tr>
<td>Mike Fairbanks, Director</td>
<td>X</td>
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<tr>
<td>Tyler Krage, Director</td>
<td>X (phone)</td>
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<tr>
<td>Natalie Lindsoe, Director</td>
<td>X</td>
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<tr>
<td>Mike Martinez, Past President</td>
<td>X (phone)</td>
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Guests:
Steven Ruegg, Planning Methods and Applications Committee Chair

1. **Call Meeting to Order**
Scott called the meeting to order at 2:33pm.

2. **Review Agenda**
The agenda was reviewed. No changes were made.

3. **July 2018 Secretary’s Report**
Jacob presented the July Board Meeting Minutes. The following comments were provided:
- Typo on top of page two
- Attach OneITE handouts to minutes

Kevin motioned to approve the minutes as amended. Mike F seconded. Motion carried.

4. **July 2018 Treasurer’s Report**
Kevin presented the July 2018 Treasurer’s Report. No comments were provided. Jacob motioned to approve. Jeff seconded. Motion carried.

5. **Upcoming Meetings**
a. **MWITE Traffic Bowl Social**
Tyler provided an updated on the MWITE Traffic Bowl Social. The event will take place before the MWITE Traffic Bowl which is happening at the University of Minnesota on August 17th at 5:30pm. Tyler is working with Jimmy Johns to get food for the event and will be coordinating to get drinks and snacks. One email has already gone out for the event with another one planned for Monday, August 13th.
b. **Student Leadership Summit Social and Career Fair**  
Scott provided an update on the Student Leadership Summit Social and Career Fair. The Younger Member Committee is helping with this event and will be sending out an email with more information.

c. **September Section Meeting**  
Tyler provided an update on the September Section Meeting. The meeting will take place in the Twin Cities, either at Hiway Federal Credit Union or Black Forest Inn. The meeting will likely take place on Tuesday, September 18th. The presentation topic of the meeting will be the Baudette Bridge.

d. **October Section Meeting**  
Mike F provided an update on the October Section Meeting. The meeting will take place at the University of Minnesota in conjunction with ITSO. Mike F is coordinating with ITSO to select a date. The speaker will be Nichole Morris.

e. **Annual Meeting**  
The Board discussed venues for the Annual Meeting:
- Can Can Wonderland – Natalie
- Chanhassen Dinner Theater – Tyler
- Curling (Four Seasons Curling Club) – Jacob
- Go Karts – Scott
- Science Museum – Mike M
- Axe Throwing – Scott
- Taprooms – Tyler

Due to costs several venues were eliminated. The Board discussed that the registration cost of the Annual Meeting may need to increase due to the increased costs of a venue, food, and entertainment.

The Board decided to move forward with the axe throwing idea. Scott will forward the relevant information to the Directors, so they can begin coordinating the meeting.

6. **Invited Planning Methods and Applications Committee Chair**  
Steven Ruegg provided an updated on the Planning Methods and Applications Committee:
- The committee focuses on traffic modeling and forecasting.
- The committee email list contains about two dozen people with 10-12 people typically attending each meeting.
- The committee is oriented towards completing projects. Their current project is putting together a user guide for the Met Council Activity Based Model. They would like to have a draft completed in late 2018. The committee would appreciate the Board’s help in sharing/distributing the user manual via a Section Meeting or article in the INCITER.

7. **Committee Updates**  
Jeff provided updates on the committees. Recent and upcoming committee meeting include:
- Planning Methods and Applications Committee: August 2nd – Activity Based Model User’s Guide
8. MWITE Updates
Scott provided MWITE updates:
- In the upcoming INCITER, the President’s Message will include information on the OneITE initiative.
- Scott has been elected for the NCITE position on the MWITE Board for 2019. The NCITE Board will need to determine who will be the at-large representative for 2019. This is typically the NCITE Past-President, but this will also be Scott in 2019. Potential at-large representatives include:
  - 2018 NCITE Past-President – Mike Martinez
  - 2019 NCITE President – Jeff Preston
  - 2019 NCITE Vice President – Jacob Folkeringa
  - Kevin Peterson

9. NCITE Transportation Achievement Award
The Board discussed the revised application and policies associated with the proposed NCITE Transportation Achievement Award. The Board decided to eliminate the second to last sentence of the proposed policies. Kevin F motioned to approve as amended. Jacob seconded. Motion carried. Jacob will post the updated policies posted on the NCITE website.

10. 2018 Elections
The Board discussed the upcoming 2018 NCITE elections. The Vice President (Jeff) is responsible for sending out the request for award and board of director nominations. Following is a high-level summary of the election schedule (the dates in parentheses are from 2017):
- Send out nominations email (September 15th) – two months prior to Annual Meeting
- Nomination due (October 6th) – six weeks prior to Annual Meeting
- Draft election newsletter (October 13th) – five weeks prior to Annual Meeting
- Final election newsletter (October 20th) – four weeks prior to Annual Meeting
- Send out election email (October 23rd) – four weeks prior to Annual Meeting
- Elections close (November 10th) – one week prior to Annual Meeting
- Election results (November 16th) – Annual Meeting

11. Section Insurance
Jacob provided a summary of the ITE insurance webinar that he attended. ITE recommends that Districts/Sections/Chapters consider the following insurance:
- Management Liability (approximately $865 per year)
  - Directors and Officers Coverage (claims related to breach of duty by directors/officers)
  - Employment Practices Liability Coverage (claims related to wrongful dismissal, employee discrimination, etc.)
  - Fiduciary Liability Coverage (claims related to financial wrongdoings)
- General Liability (approximately $500 to $1000 per year)
The Board discussed the insurance options and decided to not pursue any at this time due to the high costs and low risks.

12. 2018 Board Initiatives Update
Scott provided an update on the 2018 Board Initiatives:
• ASCE Civil Engineering Day at the Scient Museum – Complete, the event was a success.
• Road Show Section Meeting – Was considered for 2018 but was not feasible due to ITE Annual Meeting being in Minneapolis.
• Professional Development
  o Traffic Engineering Symposium – No update.
  o PE Exam Preparation – No update.
• Social Media – NCITE has been active on LinkedIn and is the responsibility of the Vice President.
• Mentorship Program – No update.
• New Member Welcome – The flyer has been completed and Morgan will be distributing soon.
• Board Duties Documentation – In progress.
• Section Awards – The Transportation Achievement Award has been added to NCITE for 2018.

13. 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.

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

Tyler – Help coordinate MWITE traffic bowl social.

Tyler – Coordinate September Section Meeting.

Mike F – Coordinate October Section Meeting.

Scott – Forward axe throwing information to Directors for annual meeting.

Directors – Coordinate annual meeting.

Jacob – Post updated NCITE policies with new award information on website.

Jeff – Coordinate NCITE election and award process.

Scott – Follow up with Student Outreach Coordinators on scholarships status.

14. Adjourn
Kevin motioned to adjourn the meeting at 4:40pm Mike F seconded. Motion carried.
Respectfully submitted,

Jacob Folkeringa
2018 Secretary

September 6, 2018