



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

2022 Executive Board

Natalie Sager, PE

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Jeremy Melquist, PE, PTOE

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Phil Kulis, PE, PTOE

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Board Meeting Minutes

Wednesday, January 5, 2022

2:00pm – 4:00pm

Webex Meeting

Member	Role	Present	Absent
Natalie Sager	President	X	
Jeremy Melquist	Vice President	X	
Phil Kulis	Secretary	X	
Nik Costello	Treasurer	X	
KC Atkins	Director	X	
Justin Sebens	Director	X	
Kevin Peterson	Past President		X
Nick Erpelding	District Representative	X	
Mats Dale	ITSO President	X	
Ann Stewart	Student Outreach Coordinator	X	

2:06 p.m. - Meeting called to order by Natalie S.

- Review of agenda

2:15 p.m. – ITSO update from Mats Dale

- Successful new member sign up in fall – newsletter list grew by approximately two times
- Attendance up to pre-COVID numbers
- Concern with leadership succession
 - 20-25 active members and ~100 people signed up
 - Not as many members wanting to be officers and most of the current officers are juniors and seniors
- Trying to hold more in-person events
- NCITE typically teams with ITSO for an event annually

2:22 p.m. – Student Outreach update from Ann Stewart

- Awarded scholarships recently at the NCITE Annual Meetings
- Discussion every couple of months to talk about the Great Lakes District
- Historically have participated in event at the science center to increase exposure to upcoming students
- **Natalie to send list of NCITE past outreach to Ann**

2:30 p.m. – Great Lakes District update from Nick E.

- Upcoming Board Meeting on January 20th
- Traffic Bowl Committee is meeting on January 25th
- Local Arrangements Committee (LAC) for Duluth is meeting on January 27th
 - Jeff Preston is head of committee and there has been minimal activity so far



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- Trying to get call for abstracts and save the date for Duluth out to members
- Searching for endowment fund champion as the district is trying to grow this

2:35 p.m. – Secretary's Report by Natalie S. and Phil K.

- Nik C. motioned to approve Annual Meeting Minutes, Phil K. seconded, motion carried
- Jeremy M. motioned to approve December Board Meeting Minutes, Nik C. seconded, motion carried
- Nick E. motioned to approve Board Transition Meeting Minutes, Justin S. seconded, motion carried

2:50 p.m. – Upcoming Meeting Preparation

- Jordan Schwarze is the technology director, so coordination with need to occur with him for meetings
- Nick Grage is the advertiser coordinator, so directors will need to coordinate with him to obtain advertiser slides for meetings
- January Section Meeting
 - 19th at 2 p.m.
 - ~60 people are signed up
 - **KC A. to get slides from advertiser**
 - **KC A. to verify use of Teams for meeting**
- February Section Meeting
 - **Justin S. working with WTS to establish date – thinking middle to end of February**
 - Webinar option will be free
- **Everyone to investigate options for mics for speakers at in-person meetings**
- **Justin S. to reach out to Paul Morris about timing for March Section Meeting**
- **Justin S. to reach out to Hamline profession for April Section Meeting**

3:06 p.m. – Review of yearly schedule

- **Natalie S. to check if MN non-profit form was submitted**
- Jeremy M. motions to approve schedule, Phil K. seconded, motion carried

3:09 p.m. – Treasurer's Report

- Jeremy M. reviewed December monthly statement
 - Net decrease with \$1,200 in scholarships cashed
 - One more scholarship to go through in January
- Jeremy M. reviewed End of Year Report
 - ~\$24,000 in NCITE accounts
 - Net gain of \$3,670 without pass through items
 - Had two in-person meetings with expenses
 - Meetings lost ~\$5,200
- Nik C. motioned to approved December monthly statement and End of Year Report, Phil K. seconded, motion carried



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3:25 p.m. – 2022 Budget Review by Natalie S.

- Natalie S. to review Professional Development budget
- Need to update procedures document to increase scholarship awards
 - \$500 to \$1,000
 - **Natalie S. to make updates and send out prior to next Board Meeting**

3:49 p.m. – Committee Updates

- Jeremy M. working with Tyler Krage to schedule transition meeting
- Geometric Design Committee looking for a Chair still
- **Jeremy M. to provide update on committees next Board Meeting**

3:52 p.m. – Brainstorm Meeting Topics

- **All to think of ideas**

3:53 p.m. – ITE Award Nominations

- **Natalie S. to lead these**

3:54 p.m. – INCITER

- **All to send information needed to Cortney Falero**

3:55 p.m. – Website and Technology

- Jonah Finkelstein to attend February Board Meeting
- **All to review website for updates**
- **Jeremy M. to investigate NCITE debit card**
- **Jeremy M. to investigate a Zoom account for NCITE**

4:00 p.m. KC A. motioned to adjourn, Jeremy M. seconded, motion carried



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Action Items:

Action	Responsible Party	Status
Add Section Representative and revise Past President duties	Nick E./Natalie S.	Nearly complete – post online
Coordinate with committees to determine attendance at Board Meetings	Natalie S.	In-progress
Review and add meeting topics to Google Drive	All	In-progress
Send list of NCITE past outreach to Ann	Natalie S.	Complete
Get slides from advertiser for January Section Meeting	KC A.	Complete
Verify use of Teams for meeting	KC A.	Complete
Working with WTS to establish date for February Section Meeting	Justin S.	Complete
Investigate options for mics for speakers at in-person meetings	All	Complete
Reach out to Paul Morris about timing for March Section Meeting	Justin S.	Complete – Changed to April
Reach out to Hamline professor for April Section Meeting	Justin S.	Complete – not moving forward
Check if MN non-profit form was submitted – need to submit, Nik C. to lead with 990-N form	Natalie S./Kevin P./Nik C.	In-progress
Make updates to procedures document to reflect increase in value of scholarships awards	Natalie S.	In-progress
Brainstorm ideas for meetings	All	In-progress
ITE Award Nominations	Natalie S.	In-progress
Send Board info to Cortney Falero for INCITER	All	In-progress
Review website for updates	All	In-progress
Investigate NCITE debit card	Jeremy M.	Complete
Investigate NCITE Zoom account	Jeremy M.	Complete

Respectfully submitted,

Philip Kulis
2022 Secretary
February 1, 2022



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Board Meeting Minutes

Wednesday, February 9, 2022

2:00pm – 4:00pm

Webex Meeting

Member	Role	Present	Absent
Natalie Sager	President	X	
Jeremy Melquist	Vice President	X	
Phil Kulis	Secretary	X	
Nik Costello	Treasurer	X	
KC Atkins	Director		X
Justin Sebens	Director	X	
Kevin Peterson	Past President	X	
Nick Erpelding	District Representative	X	
Cortney Falero	Newsletter Coordinator	X	
Jonah Finkelstein	Website Coordinator	X	
Nick Grage	Advertising Coordinator	X	
Jordan Schwarze	Technology Coordinator	X	

2:03 p.m. - Meeting called to order by Natalie S.

- Review of agenda

2:06 p.m. – Advertising update from Nick Grage

- Rolling two Gold level sponsors from 2021 into this year
- Helpful to have 1 rollover, but with combined Section Meeting with WTS in February there will be lots of rollover next year
- Decided to decrease from 6 to 5 gold level sponsors to get back on track

2:15 p.m. – Newsletter update from Cortney Falero

- Board to provide Meet the Board into to Corney by February 12

2:17 p.m. – Website update from Jonah Finkelstein

- Filling up admins for StarChapter, so switching to only per committee
- Jeremy M. sent website update out (StarChapter user guide)
- Natalie S. to review website to see if we can modernize it

2:24 p.m. – Technology update from Jordan Schwarze

- Posting videos to NCITE YouTube as needed



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- Ready to help out with in-person meetings when needed

2:26 p.m. – Great Lake update from Nick E.

- January 20th Board Meeting
 - International ITE looking at 1 storage location for all levels of ITE
 - Comes with Teams license that can host 300 people for all levels of ITE
 - Young Member Road Trip Challenge
 - District Meeting
 - Contract with the DECC is approved
 - Hotels at the Radison and Holiday Inn (primary)
 - NCITE will be used for registration
 - Working through the schedule
 - Great Lakes District is up for the Annual Meeting – targeting Detroit for 2028

2:31 p.m. – Secretary's Report from Phil K.

- **Nick E. to get an update on endowment champion from District Board**
- January Board Minutes reviewed. Jeremy M. motioned to approve, Kevin P. seconded, motion carried
- January Section Meeting Minutes reviewed. Jeremy M. motioned to approve, Nik C. seconded, motion carried

2:51 p.m. – Annual Report discussion from Natalie S.

- **Natalie needs to have it completed by March 1.**
- **Kevin P. and Phil K. to assist as needed.**

2:53 p.m. – Section Meeting Review by Natalie S.

- Turn out was really good (~103 people)
- Use NCITE for reply to email so people receive invites and doesn't get filtered out.
- Setup meetings so someone doesn't need to admit people in
- Consider charging for non-NCITE members to attend virtual meetings
 - **Board to explore webinar pricing options – thinking \$5 for webinar and need to be clear it's for an individual registration**

3:07 p.m. – Upcoming Section Meetings from Justin S.

- Ethics training coming up with WTS
 - Justin S. to send out reminder
- March event might be at Jax
- **Need to coordinate with Paul Morris about April location and date**
- **Justin S. to connect with Paul Morris about submitting on District Award**

3:14 p.m. – January Treasurer's Report from Nik C.

- Nik C. will send out reports a day or two before next Board Meeting



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- No balance in PayPal currently
- Last 2021 scholarship was cashed
- Kevin P. motioned to approve report, Jeremy M. seconded, motion carried
- NCITE Zoom account is active and login info on Google Drive
- Have the debit card, but need to setup the pin
 - **Nik C., Kevin P., and Jeremy M. to meet with Hiway to sort out account info**

3:25 p.m. – 2022 Budget by Natalie

- Propose to increase scholarships from 4 \$500 ones to 4 \$1,000
- Modified travel stipends. Board agrees with changes.
- Leadership ITE stipend update. Board agrees with changes.
- **Natalie S. to send student scholarship opportunities to Ann Stewart once approved**
- Phil K. motioned to approve budget updates, Justin S. seconded, motion carried
- **Natalie S. to email budget to Board for review and approval**

3:52 p.m. – Committee updates from Jeremy M.

- Had meeting with committees to discuss best practices
- **Jeremy M. to connect with Emerging Technologies Committee about not posting NCITE technical committee events to ITE International website**

4:00 p.m. Board Meeting ended

Respectfully submitted,

Philip Kulis
2022 Secretary
February 21, 2022



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Action Items:

Action	Responsible Party	Status
Add Section Representative and revise Past President duties	Nick E./Natalie S.	Nearly complete – post online
Coordinate with committees to determine attendance at Board Meetings	Natalie S.	In-progress
Review and add meeting topics to Google Drive	All	In-progress
Check if MN non-profit form was submitted – need to submit, Nik C. to lead with 990-N form	Natalie S./Kevin P./Nik C.	In-progress
Make updates to procedures document to reflect increase in value of scholarships awards	Natalie S.	In-progress
Brainstorm ideas for meetings	All	In-progress
ITE Award Nominations	Natalie S.	Complete
Send Board info to Cortney Falero for INCITER	All	Complete
Review website to see if we can modernize	Natalie S.	In-progress
Get an update on endowment champion from District Board	Nick E.	Complete
Complete Annual Report by March 1	Natalie S./Kevin P./Phil K.	Complete
Explore webinar pricing options	All	Complete
Coordinate with Paul Morris about April Section Meeting location and date	Justin S.	In-progress
Connect with Paul Morris about submitting on District Award	Justin S.	Complete
Meet with Hiway to sort out account info	Nik C./Kevin P./Jeremy M.	In-progress
Send student scholarship opportunities to Ann Stewart once approved	Natalie S.	In-progress
Email budget for to Board review and approval	Natalie S.	Complete
Connect with Emerging Technologies Committee about not posting NCITE technical committee events to ITE International website	Jeremy M.	In-progress



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