



**NCSITE Board Meeting
August 16, 2007 10:00 AM
North Carolina League of Municipalities
Raleigh, NC**

Attendees:

- Dale Privette (Town of Cary) President
- Stephanie Privette (Kimley-Horn) Secretary
- Terry Arellano (NCDOT TPB) Affiliate Director
- Russell Dalton (Town of Apex) Council Director
- Bobby Croom (City of Raleigh) Traffic Engineering Council Chair
- Jim Humphrey (City of Charlotte) Past President
- Jeffery Dale (Kimley-Horn) Operations Committee Chair
- Bill Martin (Martin Alexiou Bryson) District Director

Due to the fact that a quorum was not present at this meeting, it cannot be considered an official Board Meeting and no motions were taken at this meeting.

There were no comments to the minutes from the June Board minutes so they will be brought to the next Board Meeting for approval.

Keith Lewis was not present to provide a treasurer's report.

Bill Martin reported that ITE District 5 was moving forward with Strategic Planning. The next District 5 Annual Meeting will be in Charleston, SC in April 2008. The next District Board Meeting will be in Birmingham in December.

Russell presented the Council Reports beginning with the Planning Council. The TPC is coordinating with Andy Grzymiski for local arrangements for the 2008 Mid-Year Meeting. Andy is currently working with the Holiday Inn on 6th Street in Charlotte.

Kristen Tynch of Woolpert has extended an invitation to NCSITE to attend the VASITE mid year meeting in Virginia Beach June 26-27, 2008. There is a concern that the VASITE meeting may pull attendance down at the Charlotte mid-year meeting. Will Letchworth will be presenting at the VASITE fall meeting in Wintergreen on the activities of the NCSITE internal capture task force.

It was offered that one way to bolster attendance and add to the networking opportunities at the mid-year meeting could be to arrange a train ride from Raleigh to

the meeting in Charlotte. We did this to attend a Panthers game in 2003 and it worked well.

The TEC is planning a special meeting on August 28th for the annual meeting agenda.

The NCSU student chapter is planning a meeting as a fundraiser in the near future.

The next TPC meeting is scheduled for September 12th. At their last meeting they had 6 in attendance and 2 who dialed in. Their recent meetings have been more organizational in nature than focused on a topic or presentation.

The TEC held their first Eat n' Educate on 511. August 21st is the Accessibility Workshop which has 77 registrants.

The Annual Meeting planning is underway. Bo Winstead is the Chair and Daniel Carter is the Agenda Committee Chair. It was noted that someone from the Annual Meeting planning committee should attend the upcoming TPC meeting.

Mark Freeman with the Consultant-Vendor Council is planning a recreational golf tournament the afternoon before the annual meeting.

The Admin Council is meeting in the afternoon following this Board Meeting.

The Operations Committee reported that they are setting up registration for the annual meeting online. The website is undergoing improvements. The website has been converted to the Brinkster server and emails are being set up for board positions and information or contact info.

Mark McDonald is conducting a membership drive but needs to publicize this more widely to increase effectiveness.

Jim noted that the Nominating Committee met prior to the Board Meeting and has identified candidates for upcoming vacancies on the Board. Jim noted there were several worthy candidates to choose from. Dates for nominations and elections are as follows:

August 25th – submit slate of nominees to President and Board

September 9th – submit list to membership

September 24th – deadline for additional nominations to be submitted

October 9th – submit final ballot if a position is contested

November 8th – Annual Meeting – elections are held or nominees are confirmed

On the Workforce Development front, the Scholarship Restructuring plan must be presented to the Board for approval. It is hoped that this will occur at the next meeting.

Terry and Beth plan to address the Operations Manual comments and have an updated copy for consideration at the October Board meeting.

Dale announced that Danielle Brewer with TransTech Management will be our new Executive Associate and that we are currently working through executing the contract.

The Awards Committee has reorganized for 2007 and is scheduled to meet in October to consider awards nominations. Someone still needs to be identified to audit the financial report.

Dale noted that he attended an Elected Leaders Forum at the ITE conference in Pittsburgh and learned that some Sections across the country were subdivided into Chapters. This may be something for North Carolina to consider as the membership grows. Jim noted that when the Section went to a Council structure it was modeled on the APWA structure and he is not sure how NCSITE was structured before that. There is a concern that the Chapters would limit networking capabilities and severe centralization of NCDOT may limit the division of the Section.

Because a quorum was not achieved at this meeting, another meeting will be held prior to the Annual Meeting. October 16th was selected as the date.

The meeting was adjourned at 11:30am.