



**NCSITE Board Meeting
June 15, 2007
Crowne Plaza Resort, Asheville, NC
In conjunction with NCSITE Mid-Year Meeting**

Attendees:

- Dale Privette (Town of Cary) President
- J. Kevin Lacy (NCDOT) Vice President
- Keith Lewis (Stantec) Treasurer
- Stephanie Privette (Kimley-Horn) Secretary
- Terry Arellano (NCDOT TPB) Affiliate Director
- Beth Royall (Gibson Engineers) Affiliate Director
- Bill Martin (Martin Alexiou Bryson) District Director
- Fred Burchett (Kimley-Horn) District Director
- Russell Dalton (Town of Apex) Council Director
- Bobby Croom (City of Raleigh) Traffic Engineering Council Chair
- Peter Trencansky (URS) Transportation Planning Chair
- Mark Freeman (Gibson Engineers) Consultant Vendor Council Chair
- Calvin Leggett (NCDOT) Administrative Council Co-Chair
- Mark McDonald (City of High Point) Membership Committee Chair
- Radha Swayampakala (RS&H) Operations Committee
- Andy Grzymiski (City of Charlotte) 2008 Mid-Year Meeting Chair
- Jim Westmoreland (City of Greensboro DOT) Guest

The June Board Meeting was held over breakfast during the mid-year meeting. Dale Privette opened the meeting at 7:25am. Kevin Lacy moved for approval of the May meeting minutes and Terry Arellano seconded the motion. Keith Lewis reported that finances are solid for the section to date and for the mid-year meeting. Mark Freeman reported that they collected \$3,000 in sponsorships, 12 holes were sponsored for the golf tournament. There were 15 unique sponsors and 27 attendees. Beth Royall requested that the profit from the meeting be directed to the scholarship fund. Keith noted that 20-30 checks have been rejected by banks in the past 6 months upon deposit due to the age of the check. Calvin Leggett asked that transmitting checks promptly to the Treasurer be added to the Operations Manual.

Jim Westmoreland reported on happenings from District 5. Jim was elected Secretary/Treasurer at the last meeting. Richard Atkins received money from the district for leadership development and will be sending out an electronic survey in the near future. Jim thanked the board for their support during his election campaign. Jim pledged to communicate all Southern District activities to the section so we may stay involved.

The 2008 Southern District Annual Meeting will be held in Charleston, SC in April. The event hotel is the Francis Marion, which is small so Jim advised booking early. Lastly, Jim noted that as a result of an earlier survey, the operating and organizational structure of the Southern District will be evaluated over the next year.

Dale noted that four Georgia Section ITE members are in attendance and that he planned to send a Thank You note to the Section president for rescheduling their meeting so members could attend this one.

Bobby Croom noted that the Traffic Engineering Council has scheduled the first Eat and Educate lunch. There will be an Accessibility Workshop in Raleigh in August. The signal system user group met in Fayetteville last month and Buddy Murr will be transmitting meeting minutes soon.

The TEC is working on the Annual Meeting planning. The committee would like to consider moving the meeting in future years to the new Raleigh Convention Center due to the growing number of attendees and limited space at the McKimmon Center. One potential drawback is that parking is not as convenient or free. The cost may be higher which might make a two day meeting downtown cost-prohibitive. The board agreed that the one-day format is preferable for the annual meeting for the foreseeable future and endorsed the committee researching and reserving the Convention Center in future years.

Peter Trencansky reported that the Transportation Planning Council has been fully-focused on the mid-year meeting. In August, the council will refocus on the Future Cities Competition.

Calvin said that the Admin Council met and brainstormed on future activities. The Council will hold a working session in August. The council has identified 4 key issues and will form committees to develop an action plan for each. One focus area is a driveway permit blue print or best practice to standardize and streamline the process. Another topic the Admin Council will be looking at is the change proposed in some states for the requirements to become a professional engineer. The concern is that the NCEES may require all test takers to meet the minimum standards set by a few states. Another concern is that the higher requirements and costs associated with them will drive students away from Civil Engineering. In addition, the public sector will suffer because it will be difficult for agencies to bear the additional costs for professional engineers.

Calvin recommended that we develop a position on the issue. Peter noted that he is on the NCEES committee and could carry a statement to the Council. The impetus for the additional requirements is the introduction of humanities into university curricula meaning a BCSE may not contain as much technical information as it used to. The

proposed continuing education requirements could be a Masters degree or distance learning.

Bill Martin noted that ITE is continuing to develop and offer additional certifications with no input from the sections. NCSITE previously developed a statement of non-support of the PTOE certification created by ITE. Kevin noted that there are few NCSITE members with PTOE certifications. The board sentiment is that the position of the sections is irrelevant to the actions ITE takes. The PTOE board currently has autonomy from the ITE organization.

Skipping ahead to New Business, Dale noted that due to fiscal year constraints, some municipal members have asked that the mid-year meeting move to after July 1st. This would allow members to tap into new budget year money to attend meetings because moneys for travel and training are often spent at the end of the fiscal year in May and June. Concerns with this change were mentioned including the need to commit the money when registering which would be prior to July 1st. In addition, the ITE annual meeting and NCSITE annual meeting create conflicts to moving the meeting date later in the year.

Andy Grzymiski, chair of the 2008 mid-year meeting planning committee, asked if the board would support adding an additional half day to next year's mid-year meeting. The consensus is that the additional time would have to be completely optional for attendees because that would add an additional night stay to the meeting.

Radha Swayampakala provided the board with an Operations Committee update. The NCSITE website should be moved by July 1st from an NCSU server to another server. Online registration should be set up in August. Due to the need for alternate forms of registration and payment by members, the Operations Committee is proposing three alternatives:

- online registration and payment,
- online registration and later payment by cash or check,
- or mail/ fax registrations and payment in person or mail.

Radha mentioned that he spoke with the web host of the SDITE site that accepts online registrations and payment to get their lessons learned. Fred Burchett asked that if we accept payment online we would be considered a merchant and if we are liable for security of personal information. Radha noted that we are using a service to handle transactions and that the liability would be theirs. Radha noted there would be a nominal charge to process payments.

Mark McDonald announced there would be a membership drive this year through mid-October. Mark requested \$100 for incentives for the drive. Fred Burchett moved for approval of the request and Kevin Lacy seconded. Mark noted that we are currently 600 members strong.

As an update to the hiring of an executive associate, NCSITE received 6 applications. Applicants include 3 individuals and 3 firms. Interviews will be conducted in Raleigh on June 25th and in Greensboro June 28th. Dale proposed a conference call with the full board to discuss the recommendation before the next meeting.

Keith asked how the committee will compare all of the applicants. Dale replied that we will consider all and select the applicant that best fits our needs regardless if the applicant is an individual or a firm.

Fred reported that the scholarship committee met May 30th. The committee has provided updated language for the Operations Manual on the operations of the scholarship committee. Dale asked for the formal proposal to be brought back before the Board for approval before the language is incorporated. Calvin asked if the bylaws need to be amended as well. Fred said he will look into it.

Jim Humphrey provided an update on the nominating committee via email to Stephanie. Jim offered to chair the nominating committee and recommended they meet in the near future.

Dale proposed to hold the next board meeting the week of August 13 – perhaps in conjunction with the next Admin Council meeting.

Fred noted that the Regional Transportation Alliance (RTA) and NC Go! are in discussions to partner and sponsor a Transportation Forum in 2008 to raise awareness of the need to transportation funding. In upcoming months the board will need to discuss if we wish to partner and participate in this forum.

Fred moved to adjourn and Dale seconded.

Action Items Include:

- Dale will send out a thank you note to GA section president
- Calvin will let Dale know when the admin council meeting is scheduled so he can schedule the next board meeting
- Fred will bring the scholarship changes back to the board for approval
- Fred will investigate if changes to the bylaws are needed for the new scholarship program
- Jim Humphrey will form a nominating committee and meet to discuss nominations