



**NCSITE Board Meeting  
March 20, 2007  
J. Douglas Galyon Depot  
236 East Washington Street, Greensboro**

Attendees:

- Dale Privette (Town of Cary) President
- Keith Lewis (Stantec) Treasurer
- Stephanie Privette (Kimley-Horn) Secretary
- Beth Royall (Gibson Engineers) Affiliate Director
- Terry Arellano (NCDOT TPB) Affiliate Director
- Fred Burchett (Kimley-Horn) District Director
- Russell Dalton (Town of Apex) Council Director
- Mark Freeman (Gibson Engineers) Consultant Vendor Council Chair
- Adam Fischer (Greensboro DOT) Section Director
- Jim Humphrey (City of Charlotte) Past President
- Radha Swayampakala (RS&H) Operations Committee

The board meeting came to order immediately following the student-led meeting. **Terry Arellano made a motion to approve the minutes from the January Board meeting and Beth Royal seconded. The Board vote was unanimous.** Keith Lewis presented a treasurers report by first noting that the NCSITE checking account balance is \$17,853.11. Keith noted some items have been paid forward from the account including the mid-year outing and some receipts yet to be received on current meetings. There is approximately \$118,000 in the scholarship fund as of the end of the first quarter 2007. Keith can provide hardcopies of the report upon request.

Fred Burchett provided a report of recent District 5 ITE activities. The upcoming Southern District annual meeting will be April 22 – 25 in Knoxville, TN. The website for registration and information is [www.sdite2007.org](http://www.sdite2007.org). Jim Westmoreland is nominated for the Secretary/ Treasurer for the District. Fred noted that all NCSITE members who can vote should show their support for Jim. Fred will send out reminders via Linda Collier to the membership as ballots are mailed and the voting deadline approaches. Fred noted that UNC-Charlotte will be representing NCSITE in the District Quiz Bowl.

Keith mentioned that the UNC-C students asked for an advance on the monies set aside for the trip to SDITE. Keith noted they would have to submit receipts for money spent. Dale Privette directed Keith to release funds to the students for travel to the meeting. Ashton Watson may be the contact person for the Student Chapter. Fred asked if we covered the cost of travel for the student chapter advisors. Keith noted that the Southern District reimburses the local chapter for student attendance including registration, hotel and travel and the NCSITE board agreed to reimburse the advisor as well.

Next, Russell Dalton, Council Director, and council chairs in attendance gave updates on council activities. The Trip Generation Task Force has counted traffic at chosen shopping center sites and is currently crunching the numbers. They are on the agenda to present at the Southern District meeting. Kevin Smith is planning "eat and educate" lunches to be held throughout the year as part of the Traffic Engineering Council. The Signal System User Group will host another meeting in May in Fayetteville. The model simulation users group (SimCap) may be sending out a survey to members in the near future. Todd Brooks and Lisa Moon are organizing a local meeting in

Wilmington in the second week in May with Don Bennett as the local contact. The TEC is also organizing an Accessibility workshop to be held in August in Raleigh. Bo Winstead is the new arrangements chair for the Annual Meeting, which will be held at the McKimmon Center again.

Beth Royall reported on the Transportation Planning Council activities. The TPC met last Wednesday to plan the mid-year meeting. They plan to have the agenda finalized by April 5 to give 2 months for registration. They plan to attend a baseball game as the social outing for the meeting.

There is a Charlotte area meeting on April 19. The presentation will be about goods movement with 2 guest speakers. A reminder was made at this time for the President or other board member to execute the mid-year and annual meeting contracts.

Mark Freeman stated that the mid-year meeting golf tournament, organized by the Consultant Vendor Council, has been arranged. It will be \$31 per player and Mark is seeking sponsors. Mark will forward the sponsorship checks in batches to Keith for deposit. Mark noted that the baseball game could be sponsored and a discussion followed about the number of times per year it is appropriate for NCSITE to ask vendors and consultants to sponsor events.

Mark noted that at the meeting last year in Wilmington the golf tournament was Friday afternoon after the meeting. In Asheville this year it will be held Wednesday afternoon before the meeting begins. The tournament will be at Broadmoor Links which is a wildlife preserve. Mark expects to make \$1 per player plus the profit from sponsorships.

Dale presented the Admin Council's activities. Calvin Leggett has agreed to chair the Admin Council. Calvin has nominated Stan Polanis as the co-chair. They are currently working to develop new goals and focus areas. One decision has been made – there will not be a Transportation Forum held in 2008 because no lead or partnering agencies have come forward. Troy Peoples has mentioned that the Mentor Program had difficulty recruiting protégés for the program this year. The Admin Council plans to track the protégé graduates of the program and take the lead in developing a longer list of candidates for next year's program.

Calvin would like to hold the next Admin Council meeting in the afternoon of May 8<sup>th</sup> and Dale would like to hold the next board meeting that morning. Jim Humphrey asked if the 2008 mid-year meeting could be held in Charlotte to showcase the new light rail transit.

Radha Swayampakala presented the recent activities of the Operations Committee. Radha asked to confirm that the board had previously set aside money for updating the website. Keith noted they have. The Operations Committee plans to move the website to a new host so they can take online payment. A discussion followed concerning online payment. Beth and Terry expressed concern with the ability to verify who paid for the meetings and how much. A suggestion was made to test the system on a local meeting before rolling it out for the Annual meeting. Fred suggested asking SDITE representatives about their experience using Paypal. Dale suggested that Beth work with Radha and Jeff Dale as they develop the online payment tool. Radha distributed printouts of the items they wish to add to enhance the website (see attached). The board agreed that Radha should proceed with the updates. Next Radha suggested opening an online message board at a cost of \$60 per year. Beth noted that this cost should come from the Operations Committee budget and Radha agreed that it would. They will try the board for a year to gauge interest and usage.

No one was in attendance to report on the activities of the Membership Committee.

From Old Business, Jim Humphrey provided an update on the hiring of an executive assistant (see attached). Tasks for the staff person will include attending board meetings, providing support for

annual and mid-year meetings, preparation of the *Involver*, and solicitation for advertising. The committee is compiling a list of firms and individuals who have expressed interest. Jeff Dale has prepared the request letter. The committee has set an April 30 deadline and plans to announce the request for letters of interest in the April *Involver*. The committee expects to conduct interviews in May and bring a contract to the board in July or August for hiring. Keith asked how the executive assistant position will affect the expenditures to ITRE. Keith noted that we are currently paying approximately \$6,000 per year to ITRE. Jim noted that their focus is to tailor the hired staff toward the higher priority tasks and that the committee will learn the cost implications when they know the skills of the persons or agencies who express interest in the position. Keith asked if ITRE could respond to the request for letters of interest and Jim noted they would add them to the list.

Fred Burchett provided an update of the Workforce Development subcommittee. They have had several meetings focused on the effectiveness of the scholarship program. They have determined that the scholarships are currently serving to reward those who have chosen the transportation profession rather than to attract new students to the transportation field. The committee is proposing to change the current program (see attached). First, they propose to create a video on what transportation engineering and planning is as a profession. They would like to show this video to new students with an undeclared engineering major who may have an interest in transportation. The committee proposes to increase the monetary value of scholarships for students to encourage them to continue in transportation. Lastly, they propose to increase the monetary amount for scholarships to students seeking graduate degrees. One key to continued success of the program is to be sure the scholarships are not reimbursing students who have graduated. The committee would like to have 2 representatives from each school on staggered 2 year terms to provide fairness and continuity of the committee.

The committee proposes to award scholarships in the fall of 2007 but in subsequent years, awards would be given in the spring for the following full school year. The cost of the awards would increase from \$5,000 annually to \$11,000 - \$13,000 per year. Fred proposed to keep a fixed amount in the scholarship fund (suggesting \$90,000) and use the remainder plus annual fundraisers to fund the scholarship awards. Fred noted that the scholarship committee should begin organizing and that the workforce development committee's involvement with the scholarships is complete.

Fred noted that the new scholarship committee would have to be formed and start in May to be ready for the fall. **Beth proposed that the new committee be formed and Jim Humphrey seconded the motion.** Dale recommended that Will Letchworth be invited to join the committee and that some members from the current committee continue with the new committee to provide consistency.

Dale recommended that the Operations Manual incorporate the activities and procedures of the new scholarship committee and its membership. Adam Fischer as the Section Director will form the new scholarship committee. This is a change from the current procedures that note the Past President is the chair of the committee. Adam committed to have nominations for the committee at the next board meeting.

On the next order of business, Beth and Terry reiterated that the Operations Manual updates won't be made until after the mid-year meeting.

Dale proposed to hold the next board meeting in Raleigh on May 8<sup>th</sup> in conjunction with the next Admin council meeting.

**Jim moved to adjourn. Fred seconded the motion and the meeting adjourned at 5pm.**