



**NCSITE Board Meeting Minutes
October 16, 2007
NCSITE Office, Greensboro**

Attendees:

- Dale Privette (Wilbur Smith Assoc) President
- J. Kevin Lacy (NCDOT) Vice President
- Keith Lewis (Stantec) Treasurer
- Stephanie Privette (Kimley-Horn) Secretary
- Jim Humphrey (City of Charlotte) Past President
- Terry Arellano (NCDOT TPB) Affiliate Director
- Beth Royall (Gibson Engineers) Affiliate Director
- Bill Martin (Martin Alexiou Bryson) District Director
- Russell Dalton (Town of Apex) Council Director
- Mark Freeman (Gibson Engineers) Consultant Vendor Council Chair
- Fred Burchett (Kimley-Horn) District Director
- Mark McDonald (City of High Point) Membership Committee Chair
- Adam Fischer (City of Greensboro) Section Director
- Danielle Brewer (NCSITE) Executive Associate

The October Board meeting opened at 10:00 am. June 2007 Board meeting minutes were amended as follows: page 1, Dale Privette is no longer with the Town of Cary he is now at Wilbur Smith Associates. Page 3, last paragraph, \$100 should be \$300. A motion was made by Kevin Lacy to approve the June minutes as amended, which was seconded by Mark Freeman and approved unanimously. At the August 2007 Board meeting a quorum was not met therefore a motion to approve the minutes was not made. However, it was noted that the minutes from the meeting were accurate.

Finance

Keith distributed a handout of a summary of NCSITE financial accounts. Jim asked what kind of interest the scholarship account was earning. Keith said it was a basic market account with a fairly low interest rate of less than 5%. He was advised this was a good account type to stick with because it has a steady interest rate. It was noted that the key was to keep a minimum in the account to sustain a good return. Keith also said the original goal of the scholarship account was to have it support itself. Dale asked if any fees were incurred on this account and the answer was that there are not.

The topic of a scholarship drive was raised. Keith and Bill stated that we have done them in the past. Keith mentioned that since the silent auction began people seem to prefer it for raising scholarship funds. Mark said that the balance remaining after the golf tournament also goes into the scholarship fund. In addition, revenue generated from the job and business ads placed in the *Involver* also go into the scholarship fund. Jim said at the Strategic Planning meeting there was discussion about whether we are going to be bringing in enough revenue to support the scholarships and other expenses such as the Executive Associate paid position. Kevin said he noticed that each year the account balances are increasing and Stephanie said that in the past few years we have been putting in about two times what is used.

Jim said that with the new paid staff position we need a strategic plan in place for costs going forward. Dale said that he and Jim had started a business plan and need to revive it.

District 5 Report

The next agenda item was a District 5 Report. Bill Martin noted that he will be attending the December District meeting in Birmingham. He also said the Southern District meeting will be in April 2008. Dale noted that money was given to the Southern District to update the website. Bill said he will have a more complete report of activities at the November meeting.

Traffic Engineering Council

Bobby Croom was not present but Russell Dalton gave an update on activities of the Traffic Engineering Council on his behalf. The TEC is working on the annual meeting activities. They have a meeting scheduled for Thursday at 6pm. There will be an Eat and Educate in January 2008. Russell reported that Buddy is stepping down from the signal system user group. The user group currently has two meetings annually but they are looking to cut that down to one meeting per year. He also noted that Bobby is also looking for someone to chair the TEC.

Transportation Planning Council

Peter Trencansky was not present at this meeting but an update of the Transportation Planning Council was given on his behalf by Terry Arellano. The Planning Council is working with the TEC on the Annual meeting preparations. They are also working on the Future Cities Competition and mentors for schools. They are in the process of looking for schools and mentors as well as judges for the competition. Meredith Harris has been identified as the council chair for the next two years. The student chapter-sponsored meeting was held on October 21st. They do not have the exact figures yet but NC State said it was very successful. The council did not meet last week as planned due to schedule conflicts.

In regards to the Annual Meeting, the Planning Council's biggest concern is session 2b because 3 speakers are not confirmed. Dale asked if there was anything the board could do to help their preparations for the meeting and the response was to set the start time and estimate the length of the next board meeting so that they could be sure the space is available and schedule the other agenda items accordingly. A 7:15am start time was agreed upon and the length estimated at one hour. It will be a meeting and breakfast at the McKimmon Center prior to the Annual Meeting start. Stephanie mentioned that Danielle is double booked during that time. She was scheduled to be at the registration table and at the board meeting to take the meeting minutes. It was agreed that Danielle's time would be of more use at the registration table so Stephanie will take the meeting minutes.

Consultant Vendor Council

Mark Freeman then gave an update on some activities for the Annual Meeting. He is responsible for the golf outing on November 7th prior to the Annual meeting. He said the golf will be held at the Crooked Creek course in Raleigh. Everything is moving along smoothly. Mark requested clarification on information for the scholarship letter. He wanted to verify that "each" award is \$1,000. It was confirmed that that is correct. He also wanted to clarify the wording in the letter that states "monies raised." He pointed out that the funds from Mr. Williford is an endowment. Dale agreed that we need to include something in the letter about that particular award being funded for the next ten years. **Mark said he will send a letter out today to the NCSITE members regarding the scholarships. He said Lisa Moon will be handling the letter for the silent auction and would be sending it soon.**

Mark's next issue was about the vendors for the Annual Meeting and the number of free lunches they would receive. It was agreed that vendors get free registration and two free lunches but will be charged for dinner if they stay. Mark is planning on having the vendors and sponsors register with him. Stephanie told Mark she has a spreadsheet that has a breakdown of the costs associated with the vendors that she would share with him. She said the spreadsheet was helpful if vendors complained about the charges for their spots. Mark noted that we have all six sponsors for the meeting and twelve of the sixteen vendor spots have been reserved. He is holding two spots for non-profit organizations. If he does not have interest from two non-profit organizations, then one of the spots will be used for NCSITE. However if we run out of spaces for paying organizations they can use the NCSITE space as a paid spot and NCSITE will set up their table anywhere room can be found.

The next item of discussion was the NCSITE booth and where it should be stored. It was agreed that it should be easily accessible. It's storage size is approximately the size of a golf bag and it is rather heavy. It is mainly used for the Annual and Mid-Year Meetings and was therefore decided it should be stored in Raleigh. Stephanie is going to keep it at Kimley-Horn and will keep up with who is using it. **It was also brought to attention that at the NCSITE booth at the Annual Meeting we will need to keep up with the lapel pins and membership handouts this year.** Stephanie said the caterers are lined up and everything is set. There will be a vegan option available for those who request it. **Keith added that if any of the caterers or expenses need to be paid upfront let him know and he will issue a check.**

Admin Council

Jim Humphrey and Bill Martin made a few remarks on behalf of the Admin Council. The last Admin Council meeting met in the afternoon following the last Board Meeting. Roberto Canales talked about the transformation team. The NCDOT will be presenting to the Legislative Oversight Committee next Tuesday. Jim will be serving on the transportation leadership team. **He said there is a lot going on and he needs to prepare an update for everyone.** Bill said the Coalition of Engineers for Transportation is to promote a need for highway improvement projects. Five groups are represented by the coalition. It is designed to put information in front of the legislature that is fact-based about transportation needs. They have been trying to get a meeting with North Carolina government leaders but have been unsuccessful.

Operations Committee

The Operations Committee is currently working on all the online needs for registering for the Annual Meeting.

Membership

The next agenda item, Membership report was provided by Mark McDonald. Mark said that new member additions is down so far this year. He said to date there have only been about twenty new members versus seventy new members last year. He has not been pushing the membership as much as he should. He noticed that the new members are not marking on the registration form that there is anyone in particular recruiting them. He said that last year there were a lot of new members from the NCDOT and perhaps that exhausted that source. Mark is looking for ideas for recognizing this year's new members at the Annual Meeting. Previously we have done welcome gifts or door prizes in addition to recruiter gifts. One option was to hold off recognizing the new members this year and combining them with next year's new members. **Mark did say that last year during the social hour a slide show ran in the background and it listed the new members' names. He said he would like to do this again this year. Mark Freeman is responsible for the slide show this year and will work with Mark to do this.**

Keith mentioned that last year prior to the dinner speeches a final announcement was made to see Lisa Moon for results of the silent auction. He said a lot of people were unhappy because it caused a disturbance as a fair amount of people got up to go retrieve items and settle bids. Some people were also disappointed last year that due to time restraints the silent auction winners were not announced. People were interested to know who won the big ticket items. Lisa Moon told Keith that this year she will be announcing the auction winners for the big items. It was also brought to the board's attention that in previous years a group of people have assembled the night before the Annual Meeting to assemble the meeting folders. With the addition of an Executive Associate, Danielle Brewer, it is the hope that in future years this need will be eliminated. In order to allow for this, information to be included in the meeting folders must be submitted to the Executive Associate in a reasonable time frame to allow for printing and assembly time. **It was decided that the deadline for submitting material to be included in the meeting folders is October 31st.** Folks are still available to help with packets and name tags the evening prior to the meeting.

Nominations Committee

Jim Humphrey updated everyone on the Nominations Committee. He provided the slate of officers for 2008. They are:

- President (08) – Kevin Lacy, PE, Traffic Engineer and Safety Systems Branch, NCDOT
- Vice President (08) – Stephanie Privette, PE, Kimley-Horn Associates, Inc.
- Secretary (08) – Russell Dalton, PE, Town of Apex
- Treasurer (08) – Keith Lewis, PE, Stantec Consulting Services, Inc.
- Section Director (08-09) – Fred Burchett, PE, Kimley-Horn Associates, Inc.
- Affiliate Director (07-08)* – Terry Arellano, PE, Systems Planning Group, Transportation Planning Branch, NCDOT
- Affiliate Director (08-09) – Kevin Smith, PE, Kimley-Horn Associates, Inc.
- District 5 ITE Rep (08-10) - Mark McDonald, PE, City of High Point
- District 5 ITE Rep (06-08)* - Bill Martin, PE, Martin/Alexiou/Bryson, PLLC
- District 5 ITE Rep (07-09)* - Troy Peoples, PE, Stantec Consulting Services, Inc.
- Past President (08) – Dale Privette, PE, Wilbur Smith Associates

**Indicates previously elected positions*

Jim noted someone needs to contact Brent McKinney so that he is prepared for the swearing in at the Annual Meeting. Dale mentioned that the head of ITE, Earl Newman is going to be at the Annual Meeting and perhaps he could do it. It was agreed that it would be appropriate to ask Earl to do the swearing in of new members and Brent could assist with the installation of officers and invocation.

Awards Committee

The Awards Committee update was given by Stephanie Privette. Stephanie said there is a meeting scheduled this Thursday to select the recipients. She noted that they did not get nominations for all of the awards but they have nominees from the previous year that they will pull the information on and see if they still qualify. Again this year Burt will be getting the plaques for award recipients. Keith mentioned that he needs information about how to get the money to the scholarship recipients. Adam said previously they sent a letter to the university with a check and the university then dispersed the funds to the recipients.

Scholarship Committee

Fred Burchett and Adam Fischer presented their recommended changes to the NC Section ITE Scholarship Program "Guidelines and Operating Procedures." Comments received were as follows: on the first page, third paragraph delete the last word "Treasurer." On page two, paragraph four, a question was raised about whether or not to remove the \$90,000 amount and change the wording

to “an amount to be determined by the board.” It was decided to leave it as is for the time being and perhaps just outline the rationale as to how this amount was derived. Page three, paragraph three, first bullet, add “Planning” to Engineering/Transportation. First we need to confirm with ITE that a scholarship recipient can be in a North Carolina school with an ABET accredited Planning department. Also on page three, paragraph three the schools eligible for the scholarship program are NCSU and UNC-Charlotte and NC A&T State University. It was mentioned that we would be interested in looking at other schools too. Again we need to check with ITE that this is an option. On page five, Fred suggested removing the signature requirement. On page seven, paragraph two, the procedures currently states that a continuing scholarship plaque will be maintained at each school for a total of three plaques. At this time the plaques have not been started or maintained. It was decided to leave the plaque requirement in the procedures, and it would be decided at a future date which is the best option for recognition at the universities. If it is decided if a plaque is the best way to go it will be the responsibility of the Scholarship Committee to update the plaques annually. A motion was made by Russell Dalton to approve the scholarship guidelines with changes noted and seconded by Keith Lewis.

Operations Manual Revisions

Terry Arellano and Beth Royall gave an update on the Operations Manual revisions. In the Missions and Goals section of the Manual it was noted that it should reference the 2020 plan. In determining what role ITRE will be filling in regards to NCSITE, it was determined that additional revisions will need to be incorporated due to the addition of an Executive Associate. The job responsibilities of the Executive Associate will need to be outlined and added to the manual so that the role of ITRE can be better defined going forward. **To update the manual, current operations also need to be defined. Terry said they will work with Jeff Dale to update this.**

The next item addressed was that of Council Director. The Council Director currently reports to the Vice President. Kevin suggested that they make the Council Director a full voting member. Bill mentioned that in order for that to happen they would need to change the by-laws. Currently the by-laws state that the past president is a voting member and that the past president can also be a district director. We need to maintain an odd number of voting members. **Dale agreed that the Council Director should be a voting member. This cannot be changed for the year 2008 but are among changes to recommend for the year 2009.**

Terry and Beth noted that everything is spread haphazardly throughout the manual and would like to make it more organized so that the whole manual flows better.

The next part addressed was the Student Chapter Section. Currently it does not say much. Terry and Beth would like to update it with the changes they recommended on the printed handout. Everyone agreed that it looked ok. Part of the section addresses the incentives the student chapters receive. NCSITE supports them financially, and they receive the cash incentive for providing us with an annual report. Bill noted that no incentives were given out in 2006 or 2007. Keith confirmed this. Stephanie suggested that we add this to the Operations Manual so that we make sure it is done each year. The last thing noted was that they are going to update section VII.E based on Fred’s comments today.

New Business

Next on the agenda was New Business. Jim asked if we were getting what we needed from Andy for the mid-year meeting. It was mentioned that the Holiday Inn has great rates and if nothing else is found soon, we will be using the Holiday Inn.

Bill spoke a few minutes about the Engineers Coalition. He said the '05 transportation forum was very successful so they are looking at the possibility of holding another one in '08. NC GO! is looking to do it and if it happens it may affect the mid-year meeting. Mark asked for a recommendation for a golf course in Charlotte and was told to contact Andy for suggestions.

The next Board Meeting will be held on November 8, 2007 at 7:15am at the McKimmon Center in Raleigh.

The meeting was adjourned at 12:20pm.

Action items include:

- **Dale and Jim need to revive the business plan they had started.**
- **Mark will send a letter out to the NCSITE members regarding the scholarships.**
- **Lisa Moon will be handling the letter for silent auction donations.**
- **We need to keep up with the lapel pins and membership handouts at the NCSITE table at the Annual Meeting.**
- **If any of the caterers or expenses need to be paid upfront for the Annual Meeting let Keith know and he will issue a check.**
- **Admin Council will prepare an update for everyone as to what has been going on.**
- **Mark said last year during the social hour a slide show ran in the background that included new members. He will work with Mark Freeman to add the new members to the slide show this year.**
- **Deadline for submitting material Danielle to be included in the Annual Meeting folders is October 31st.**
- **Terry will work with Jeff Dale to define and update current operations.**
- **Dale agreed that the Council Director should be a voting member. This cannot be changed for 2008, but are changes to recommend for 2009.**