



**NCSITE Board Meeting
January 22, 2007
League of Municipalities Building, Raleigh**

Attendees:

- Dale Privette (Town of Cary) President
- J. Kevin Lacy (NCDOT) Vice President
- Keith Lewis (Stantec) Treasurer
- Stephanie Privette (Kimley-Horn) Secretary
- Beth Royall (Gibson Engineers) Affiliate Director
- Terry Arellano (NCDOT TPB) Affiliate Director
- Bill Martin (Martin Alexiou Bryson) District Director
- Russell Dalton (Town of Apex) Council Director
- Peter Trencansky (URS) Transportation Planning Council Chair
- Jeffery Dale (Kimley-Horn) Operations Committee Chair

The January Board meeting opened at 1:35pm. The minutes for the December Board meeting were approved. Keith distributed a handout of the NCSITE financial accounts. The balances shown are as of 1/21/2007. The report separates income and expenses and includes the calendar year 2005 and the calendar year 2006 for the board to see how line items have fluctuated between each year. The carryover amount from 2006 to 2007 is \$19,136.97. The scholarship fund balance is \$68,029.20. There is also a CD in the amount of \$31,742.95 earmarked for scholarships. Keith noted a few particular line items such as the Signal System User Group that had a higher expense line than income line, and the line item for ITRE that increased from 2005 to 2006. A copy of the financial account is included with these minutes.

Bill Martin gave a Southern District update next. The District Annual Meeting is April 22-25 in Knoxville, Tennessee. The 2008 annual meeting will be held in Charleston, SC. Last year both Calvin Leggett and Phil Wylie won individual awards and the NC Section won an award. Bill noted that nominations will be due shortly for this year's awards.

Peter provided an update to the activities of the Transportation Planning Council and presented copies of the 2007 draft council budget. Peter noted at their last meeting the council members set goals and developed a budget which generated questions for the board. Council members wanted to know which council was responsible for the student-led meeting. Board members responded that the annual student meeting falls under the Administrative Council and the 2007 meeting will be hosted by NC A&T in Greensboro. The next question concerned suggestions for a "champion" for Triad meetings. The TPC had an initiative to hold meetings outside the Triangle area, but they need a local champion to help schedule and support attendance for meetings. Discussion concluded with the suggestion for Peter to email Brent McKinney, Greg Turner, Stan Polanis, Jim Westmoreland and Adam Fischer to let them know that a champion is needed in the Triad for meetings to continue.

The TPC plans to continue their NEPA and Environmental outreach on 2007. They also plan to continue the Future Cities Initiative. At the end of the Future Cities competition this year the council presented an award and check to the team with the best transportation system. Next year they hope to get involved earlier in the program. To grow the TPC, each member has been encouraged

to recruit a new member. Monthly meetings are held the second Wednesday and are followed by a social hour. The TPC is planning the mid-year meeting agenda and logistics.

As the board discussed the TPC budget presented, the conclusion was that many of the items should come from other line items in the budget and they should be removed from the TPC budget. These items include the Charlotte meetings, the Mid-Year and Annual meetings and the Future Cities Competition. Some of the line items attempt to cover the cost of student attendance, which is mandated by the board to be at no cost to student chapter members. Meeting planning should be done to absorb the costs if possible and should be borne by the board if not. Jeff Dale noted that the council budget allows the council to plan some meetings at a profit and others at a loss without having to request money from the board during the year. Peter will revise the TPC budget and present it for approval at the next meeting.

Russell noted that Anthony Butzek has left the City of Asheville and will not be the local contact for the mid-year meeting. James Voso and Reuben Moore have been contacted for assistance. The meeting is scheduled for June 14-15 with the Golf Tournament scheduled for June 13th. Russell is trying to schedule the meeting at the Renaissance Hotel downtown. While their conference rate is \$165, there are other hotels within walking distance that have a lower rate for government employees. Bill noted the Doubletree may be cheaper but Russell noted he would like to hold the meeting in the downtown area. Todd Delk is responsible for scheduling the off-site social and Mark Freeman is planning the golf tournament.

Beth reported for Mark that the golf tournament will cost \$31 without a box lunch and also presented the Consultant-Vendor Council budget to the board. Board members noted the "end of year" items should be removed from the C-V Council budget as they are captured in the Annual Meeting budget.

Dale noted for Bobby that the Traffic Engineering Council was requesting budgetary funds equal to the previous year. Dale also noted that while the Admin Council is currently without leadership, they did kick-off the 2007 Mentor-Protégé program in the past week. The Council, which was formed to serve directors of transportation, state DOT senior-level staff and high level consultants, plans to continue the Leadership Teams in 2007 and continue to implement initiatives developed when Jim Humphrey was Chair. Mark Ahrendsen, Brent McKinney, Greg Turner and Mark McDonald were all mentioned by board members as candidates for chair of the committee.

Jeff requested \$500 for the Operations Committee budget for 2007. He noted the Annual Report is in development and will be submitted to Jim Humphrey by January 31st. Beth asked when renewals were sent out for affiliates. Jeff explained that International sends notices for those they have record for in March and Jeff follows up with the remainder personally later in the year. Jeff noted that International is missing many of the affiliates and he is having difficulty getting them to update their records for billing and that it takes a significant amount of Jeff's time to bill the remainder of the affiliates. Dale asked if we should take the affiliate billing back from International. Keith noted that it is much easier on him to receive checks quarterly from International than checks from all of the members. Jeff asked for assistance in getting the International ITE records updated. Keith noted that he knows Peter Frentz and asked that Jeff copy him on correspondence with Peter and he will try to help.

Mark McDonald with the Membership Committee requested a budget of \$500 for promotional items and recruitment awards via an email to Dale.

At the last board meeting, Jim Humphrey proposed to form a personnel committee. Bill, Jim, Jeff and Dale comprise the committee and have a goal of a second quarter 2007 hire. They plan to have action items to present at the next board meeting.

Dale discussed comments received as the Operations Manual is undergoing an update. He explained that the affiliate directors were responsible for developing the original document and he asked that the 2007 Affiliate Directors take charge of getting it updated to reflect our current practices. Several board members have submitted comments that Dale will forward to Terry and Beth.

Adam Fischer submitted via email that the student-led meeting will be held March 20th at the Depot in Greensboro, hosted by NC A&T.

NC Go! submitted a request to Jim Westmoreland for 2007 membership which costs \$250. Discussion ensued on whether NCSITE should support NC Go! or not. Board members would like to see what benefits our membership gains. **Kevin moved to support NC Go!** and would like to get a teaser article from them on what they do, what their mission is, and what their activities are. The information can be included in the *Involver*. **Stephanie seconded the motion.** Keith noted that he will write a check and forward it to Jim for payment.

Kevin presented the plan for the Workforce Development subcommittee. They plan to meet to discuss the scholarship program and determine who we are targeting with the program and the most effective way to target these individual. The committee also plans to follow up with scholarship recipients to determine the effectiveness of the scholarships issued.

As that concluded the meeting, it was adjourned at 3:20pm.

Bill proposed that the next board meeting be held in Greensboro immediately following the student meeting to encourage attendance at the student meeting. Hearing no objections, Dale will look into a meeting location and notify the board of the meeting time and location.

Respectfully Submitted,
Stephanie Privette
Secretary

MBR Account Balances

(Includes unrealized gains)

As of 1/22/07

1/22/07

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Account	1/22/07 Balance
<u>ASSETS</u>	
Cash and Bank Accounts	
Checking	19,136.97
Savings	42.57
Scholarship Savings	68,029.20
TOTAL Cash and Bank Accounts	<u>87,208.74</u>
Other Assets	
Scholarship CD	31,742.95
TOTAL Other Assets	<u>31,742.95</u>
TOTAL ASSETS	<u>118,951.69</u>
LIABILITIES	0.00
OVERALL TOTAL	<u>118,951.69</u>

Comparison Report by Year

1/1/05 Through 12/31/06

1/22/07

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Category Description	1/1/05- 12/31/05	1/1/06- 12/31/06
INCOME		
Annual Dues	10,443.50	12,227.00
Funds Dep. into Sch. Savings from C...	11,000.00	30,000.00
Interest	2,244.45	1,668.45
Meeting Income	46,259.90	41,203.38
Mentor Program Sponsors	0.00	1,000.00
Other Income	2,664.65	0.00
Scholarship Income	9,184.00	8,314.00
Student Chapter	825.00	1,000.00
TOTAL INCOME	82,621.50	95,412.83
EXPENSES		
Uncategorized	0.00	0.00
Awards	50.91	0.00
Bank Chrg	58.50	12.00
Board Expenses	835.29	3,047.34
Council Exp	4,065.51	980.64
Future Cities Competition Sponsor	500.00	0.00
ITRE Services	3,840.82	5,862.87
Meeting Expense	36,677.26	38,361.26
Membership	0.00	500.00
Mentor Program	27.31	1,426.32
Misc	370.00	0.00
Printing	0.00	110.26
Scholarship Expenses	11,050.00	36,000.00
Student Chapters	4,020.00	2,000.00
TOTAL EXPENSES	61,495.60	88,300.69
OVERALL TOTAL	21,125.90	7,112.14

MBR Category Comparison

1/1/05 Through 12/31/06

1/22/07

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Category Description	1/1/05- 12/31/05	1/1/06- 12/31/06	Amount Difference
INCOME			
Annual Dues	0.00	4,040.00	4,040.00
National ITE	4,428.50	0.00	-4,428.50
NCSITE	5,220.00	7,317.00	2,097.00
New Members	795.00	870.00	75.00
TOTAL Annual Dues	<u>10,443.50</u>	<u>12,227.00</u>	<u>1,783.50</u>
Funds Dep. into Sch. Savings from C...	11,000.00	30,000.00	19,000.00
Interest	2,244.45	1,668.45	-576.00
Meeting Income			
Annual Meeting - Golf	1,380.00	0.00	-1,380.00
Annual Meeting - Reg	16,855.00	14,380.00	-2,475.00
Annual Meeting - Reg 2004	285.00	0.00	-285.00
Annual Meeting - Sponsor	8,000.00	8,357.43	357.43
Asheville Ped Workshop 4-15-05	585.00	0.00	-585.00
Charlotte 10-19-06 Meeting	0.00	1,325.00	1,325.00
Charlotte 12-13-06 Meeting	0.00	384.00	384.00
Charlotte 9-14-06 Meeting	0.00	782.00	782.00
Charlotte Local Meeting	0.00	2,017.50	2,017.50
Charlotte Meeting 10-20-05	1,110.00	0.00	-1,110.00
Durham Bulls Game	0.00	40.00	40.00
Golf Outing	0.00	244.95	244.95
Greensboro 4-29-04	455.00	0.00	-455.00
Hickory Local Meeting	0.00	590.00	590.00
Mid-year Meeting	5,512.00	6,725.00	1,213.00
Mid-Year Meeting - Golf	4,160.00	2,810.00	-1,350.00
Miscellaneous	0.00	212.50	212.50
NC Transportation Forum	1,300.00	0.00	-1,300.00
Rocky Mount Meeting 8-25-05	1,350.00	0.00	-1,350.00
Signal System User Group	1,877.90	175.00	-1,702.90
Student Chapter Meeting 4-26-05	3,240.00	0.00	-3,240.00
Student Meeting 2006	0.00	3,160.00	3,160.00
Trans Planning Council	150.00	0.00	-150.00
TOTAL Meeting Income	<u>46,259.90</u>	<u>41,203.38</u>	<u>-5,056.52</u>
Mentor Program Sponsors	0.00	1,000.00	1,000.00
Other Income	2,664.65	0.00	-2,664.65
Scholarship Income			
Annual Meeting	2,564.00	2,939.00	375.00
Honor of Al Williford	1,050.00	0.00	-1,050.00
Newsletter	5,570.00	5,375.00	-195.00
TOTAL Scholarship Income	<u>9,184.00</u>	<u>8,314.00</u>	<u>-870.00</u>
Student Chapter			
Quiz Bowl Donation	825.00	1,000.00	175.00
TOTAL Student Chapter	<u>825.00</u>	<u>1,000.00</u>	<u>175.00</u>
TOTAL INCOME	<u><u>82,621.50</u></u>	<u><u>95,412.83</u></u>	<u><u>12,791.33</u></u>
EXPENSES			
Uncategorized	0.00	0.00	0.00
Awards			
Council Recognition	50.91	0.00	50.91
TOTAL Awards	<u>50.91</u>	<u>0.00</u>	<u>50.91</u>
Bank Chrg	58.50	12.00	46.50
Board Expenses			
Awards	585.29	1,697.29	-1,112.00
Meal	0.00	225.75	-225.75
Meetings	0.00	507.84	-507.84
NC GO! Membership	250.00	250.00	0.00
Student Chapter	0.00	30.00	-30.00
Supplies	0.00	58.85	-58.85
Travel	0.00	277.61	-277.61

MBR Category Comparison

1/1/05 Through 12/31/06

1/22/07

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Category Description	1/1/05- 12/31/05	1/1/06- 12/31/06	Amount Difference
TOTAL Board Expenses	835.29	3,047.34	-2,212.05
Council Exp			
Adm	292.68	397.44	-104.76
Signal Systems User Group	2,669.76	176.45	2,493.31
Traffic Engineering Council	599.90	242.69	357.21
Trans. Planning Council	503.17	164.06	339.11
TOTAL Council Exp	4,065.51	980.64	3,084.87
Future Cities Competition Sponsor	500.00	0.00	500.00
ITRE Services	3,840.82	5,862.87	-2,022.05
Meeting Expense	2,001.07	0.00	2,001.07
8-25-05 Meeting	1,037.35	0.00	1,037.35
Annual Meeting - 2005	0.00	1,835.05	-1,835.05
Annual Meeting - Golf	1,269.12	40.00	1,229.12
Annual Meeting - Meals	12,136.75	12,159.72	-22.97
Annual Meeting - Misc.	3,123.71	4,289.80	-1,166.09
Annual Meeting - Rooms	4,599.00	3,873.00	726.00
Annual Meeting - Speaker	444.42	0.00	444.42
Asheville 4-15-05 Meeting	659.76	0.00	659.76
Charlotte 10-19-06 Meeting	0.00	1,027.53	-1,027.53
Charlotte 10-20-05	1,604.13	0.00	1,604.13
Charlotte 9-14-06 Meeting	0.00	543.09	-543.09
Charlotte Local Meeting	0.00	2,381.53	-2,381.53
Durham Bulls Game	0.00	40.00	-40.00
Hickory Local Meeting	0.00	609.90	-609.90
Local - Charlotte 4-26-05	1,891.31	0.00	1,891.31
Meeting Folders	0.00	1,055.88	-1,055.88
Mid-Year Meeting	0.00	5,714.63	-5,714.63
Mid-year Meeting - Golf	1,957.04	1,500.00	457.04
Mid-year Meeting 2005	4,629.64	0.00	4,629.64
SDITE Speaker Support - TEC	0.00	100.00	-100.00
Speakers	899.62	341.06	558.56
Student Meeting	0.00	2,208.94	-2,208.94
Traffic Eng. Council	249.37	299.38	-50.01
Trans Planning Council	174.97	0.00	174.97
Trans Planning Council - Mid-Yr Me...	0.00	341.75	-341.75
TOTAL Meeting Expense	36,677.26	38,361.26	-1,684.00
Membership			
Recruitment Awards	0.00	500.00	-500.00
TOTAL Membership	0.00	500.00	-500.00
Mentor Program	27.31	1,426.32	-1,399.01
Misc	370.00	0.00	370.00
Printing			
Brouchere	0.00	110.26	-110.26
TOTAL Printing	0.00	110.26	-110.26
Scholarship Expenses			
Awards	0.00	6,000.00	-6,000.00
Deposit into ITE Savings Fund	11,000.00	30,000.00	-19,000.00
Newsletter	50.00	0.00	50.00
TOTAL Scholarship Expenses	11,050.00	36,000.00	-24,950.00
Student Chapters			
Traffic Bowl Award - SDITE	1,620.00	2,000.00	-380.00
Yearly Incentive	2,400.00	0.00	2,400.00
TOTAL Student Chapters	4,020.00	2,000.00	2,020.00
TOTAL EXPENSES	61,495.60	88,300.69	-26,805.09
OVERALL TOTAL	21,125.90	7,112.14	-14,013.76