



**NCSITE Board Meeting
May 8, 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
- Jim Humphrey (City of Charlotte) Past President
- Terry Arellano (NCDOT TPB) Affiliate Director
- Bill Martin (Martin Alexiou Bryson) District Director
- Bobby Croom (City of Raleigh) Traffic Engineering Council Chair
- Jeffery Dale (Kimley-Horn) Operations Committee Chair
- Stan Polanis (City of Winston Salem) Administrative Council Co-Chair
- Calvin Leggett (NCDOT) Administrative Council Co-Chair
- Adam Fischer (City of Greensboro) Section Director

The May Board meeting opened at 10:05 am. Jim Humphrey moved for approval of the minutes for the March Board meeting, which was seconded by Terry Arellano and approved by all in attendance. Keith distributed a handout of a summary of NCSITE financial accounts. Keith received deposits from ITE, which come quarterly from dues payments billed for the Section by ITE. Keith also provided membership updates from ITE to Jeff Dale for the Operations Committee records. Keith noted the handout is a summary of accounts but will provide details from the Quicken software upon request. Dale Privette asked if NCSITE has been cost neutral or income generating from the meeting in 2007. Keith reviewed the financial records and reported the Charlotte meeting was neutral or slightly in the red. The student chapter meeting lost money, as anticipated, but was well attended. Keith noted that he is not concerned by the expenses from the meetings. Terry Arellano noted that registrations had been coming in slowly for the mid-year meeting and that the registration and hotel deadline is next Tuesday the 15th.

The next agenda item discussed was a District 5 Report. Stan Polanis noted that at the Annual Meeting in Knoxville in April, Jim Westmoreland was elected Secretary/ Treasurer for 2008 and will be sworn in at the December Board meeting. Several NCSITE members were in attendance at the meeting. The Southern District met on Sunday before the meeting where they voted to appropriate funds to the Leadership Development Committee to advance the Strategic Plan. Richard Atkins has already produced a video and will use the \$8500 budget to develop additional leadership materials.

NCSITE was again awarded the Best Section for Large Sections in the District. NCSU was the runner-up for the Student Chapter Award bested by Clemson University. Bill Finger won the Herman Hoose award. NCSITE was well represented with presenters at the SDITE meeting. The website was given \$1000 for an update. Mike Reese has been the SDITE webmaster. In Stan's opinion, the *Involver* appears to be the best newsletter in the Section. The District credited the newsletter and the website and contributing factors in the selection of North Carolina as the Best Section.

Jim suggested that Dale send a letter to Stacie Phillips and Radha Swayampakala to commend their work on the newsletter and the website. Bill Martin also noted that Jeff did a good job with the annual section report.

Bobby Croom gave an update on the activities of the Traffic Engineering Council noting the signal system user group had a meeting in Fayetteville the following day. The Wilmington meeting scheduled for the following week had very low registrations and would likely be cancelled. The council is scheduling "Eat and Educate" lunches. The first one will feature JoAnn Oerter speaking on the 511 system. There will be an accessibility workshop in Raleigh on August 21st at the Fletcher Opera House at Memorial Auditorium led by representatives from Federal Highway Administration. TEC is expecting around 100 registrants.

Will Letchworth is wrapping up the research done by the internal capture task force and plans to have recommendations shortly. Bastian Schroeder is leading the SimCap User Group since Matthew Davis moved out of state. Bo Winstead has begun planning for the 2007 Annual Meeting. At this point, Dale noted that he has the Annual Meeting contract with the McKimmon Center that needs to be reviewed and approved by the board at this meeting. Bobby asked if we should consider changing venues. Discussion ensued on available venues including the Convention Center and the RBC Center in Raleigh. The consensus was that the McKimmon Center should be reserved for the 2007 and 2008 meetings but that the committee should investigate other venues for 2008 and beyond as the meeting attendance grows.

Terry presented the recent activities of the Transportation Planning Council by first presenting the contract for the upcoming mid-year meeting for the Dale to sign. Terry noted that she needs a head count for the board breakfast and if the board members attending were counted. Terry noted the TPC plans to hold their next lunch and learn in August, perhaps on an environmental topic. Jim noted CDOT personnel are beginning planning for the 2008 mid-year meeting by looking at hotel and meeting locations and possible technical tours.

The next Admin Council meeting is in the afternoon following this meeting. Calvin Leggett noted that they plan to discuss legislative activities, toll authority actions and hot topics in transportation. They also plan to decide how many meetings they would like to have in 2008. Jim asked Calvin if the Admin Council meeting attendees would have an opportunity to weigh in on the NCDOT study currently underway. Calvin replied that they could not schedule for the survey personnel to attend the meeting but that he could carry comments to the consultants from the committee meeting. Calvin noted the consultants will interview 2 or 3 municipalities about their working relationship with the Department.

Dale noted that he had asked Troy Peoples for a list of past protégés to contact and try to integrate into NCSITE activities. Attendees noted that they may have the lists if Troy cannot provide them.

The next agenda item, Operations Committee report, was provided by Jeff Dale. Jeff reported that Christine Kuchta with Wilbur Smith has taken over production of the Involver. Radha has purchased a brinkster account to host the webpage. They are waiting for ITRE to have time to update the website and copy it over to the new server. Radha wants to get the discussion boards up and running as soon as possible. Radha is aware that online payment is a priority for the Section also.

Jeff has received notification of 5 new members and has sent emails to the council chairs and will send new member packets to them also. Jeff noted the list received today from Keith may yield additional members. Jeff is concerned that according to the info received from Keith, ITE has not incorporated any of the membership information he sent meaning that many of the affiliate

members have not been billed. Dale asked if online payment will be operational this year. Jeff stated that it will.

Dale noted that there have been 2 respondents to date to the advertisement for the Executive Associate position. He suggested advertising outside NCSITE. They plan to follow up with those who have previously expressed interest. Bill Martin asked if we could put together a smaller, more concise work description to advertise outside the organization. Jim noted they would set up another committee meeting to follow up and re-advertise.

The Workforce Development Committee has been working to develop changes to the scholarship program to increase its impact with students. Jim felt the new scholarship committee should be formed before a formal proposal to change the program came before the board. Currently, Radha, Will, Deniece Swinton, Adam Fischer, Fred Burchett, Kevin Lacy and student chapter advisors are the committee members. Bill suggested the committee meet prior to the June board meeting and bring forward a formal proposal at that time. Keith noted that on average, the board votes to direct \$15,000 to the scholarship from the general fund each year. Funds come from advertising, the silent auction at the annual meeting, personal donations and the golf tournament at the mid-year meeting. Bill suggested that we restart the tradition to ask for personal contributions before the annual meeting or pass the Cribbins Cup for donations at the meeting.

Keith noted that he spoke with Peter Frenz about incorporating the organization. Dale mentioned that the Georgia Section recently incorporated according to their section report. Jim felt that ITE should be advising the sections what they should be doing since North Carolina probably isn't the only section with the question. NCSITE operated as a non-profit organization under the auspices of ITE International but we have a separate tax ID number. We may need to look at liability protection as a minimum. Calvin suggested that we look at purchasing insurance rather than incorporating. Bill will follow up with the GA ITE Section. Stephanie Privette will follow up with ITE about the insurance.

There are no updates to report on the Operations Manual.

Bill mentioned the need to form a nominating committee for the 2008 officers over the summer. Terry Arellano moved to adjourn the meeting, Dale seconded and all approved.

The next meeting will be held Friday morning over breakfast at the mid-year meeting in Asheville.

Respectfully Submitted,
Stephanie Privette
Secretary