



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

ITE NY Upstate Section Action Calendar 2019

Date	Action	Initiated by:
Jan-19		
1	Administration and Fiscal Year begins Distribute New Draft Action Calendar Distribute 2019 Draft Budget	President/President Elect Treasurer
7	Send out Executive Board Meeting Agenda	President
11	Executive Board Meeting Review and Approve 2019 Draft Budget Prepare Annual Report to District Signature & Bank Transaction Forms Select Annual Meeting location/Past President/Chair	President Treasurer Past President Treasurer ALL
25	Send out Executive Board Meeting Minutes, post to website, following approval	Secretary
TBD	NE District Executive Committee Meeting	Director & President
Feb-19		
11	Request Student Chapter Support from District Audit Treasurer's Report	President President
15	Send out Scholarship Announcement Select Scholarship Review Committee	Vice-President Vice President
Mar-19		
TBD	Local Activity	Local Coordinators
Apr-19		
1	Annual Report to District Due Submit e-file taxes Send Out Executive Board Meeting Agenda International Award Submission Deadline	Past President Treasurer President President
5	Executive Board Meeting Identify Election Nominating Committee (for Treasurer)	President President
9	Receive Section Dues from District Scholarship Application Deadline	Treasurer Vice President
19	Send out Executive Board Meeting Minutes, post to website following approval	Secretary
May-19		
1	Identify Section Awards Committee Members Scholarship Winner Selected	Vice President Review Committee
3	Send out Awards Nomination Package Present Scholarship Award to Winner	Vice President Vice President
8-10	Northeastern District Meeting, New Haven, CT	ALL
29	Identify Election Candidates	Nominating Comm (President Initiates)

Jun-19		
TBD	Local Activity	Local Coordinators
28	Publish List of Election Candidates	Nominating Comm.
Jul-19		
8	Send Out Executive Board Meeting Agenda	President
12	Executive Board Meeting	President
26	Send out Executive Board Meeting Minutes, post to website following approval	Secretary
Aug-19		
23	Award Submission Deadline	Vice President
Sep-19		
6	Select Award Winners	Vice President
TBD	Local Activity	Local Coordinators
	E-mail Online Election Notice (31 days prior to meeting)	Secretary
	Order Award Plaques	Vice President
	Follow-up election e-mail (one week following 1st notice)	Secretary
	Close Ballots (31 days after first notice)	Secretary
	Send out Executive Board Meeting Agenda	President
Oct-18		
TBD	Announce Election Results	President
	Annual Section Meeting – Buffalo	Past President/Chair
	Annual Awards Presentation	Vice President
	Executive Board Meeting	President
Nov-18		
4	Send Awards Results to Local Media	Vice President
	Send out Executive Board Meeting Minutes, post to website following approval	Secretary
8	Prepare Annual Meeting Report/Newsletter Article	Past President
22	Send out Holiday Party Invitations	Local Coordinators
Dec-18		
TBD	Holiday Parties (various dates)	ALL
13	Draft New Action Calendar	Vice President
	Update Officer List & Send to District Secretary/Treasurer	Secretary
	Update Leadership History Spreadsheet	Vice President