

MEETING MINUTES

ITE NY Upstate Section Executive Board Meeting

Location: C&S Offices, Syracuse, NY
Date: January 9, 2009

<u>Meeting Attendees</u>	<u>Position</u>	<u>Contact Number</u>	<u>Initials</u>
Mike Wieszchowski	President	518-458-7112	(MW)
Tim Trabold	Vice-President	716-856-2026	(TT)
Kim Fabend	Secretary	315-455-2000	(KF)
Meaghan Partelow	Treasurer		(MP)
Amy Dake	Immediate Past President	585-272-4660	(AD)
Paul Pfleuger	Member At Large	716-836-1540	(PP)
Jim Napoleon	Immediate Past Vice-President	315-452-9611	(JN)
Aileen Maguire Meyer	Technical Committee Chairperson	315-455-2000	(AM)
Lynn LaMunyon	International Director (by phone)		(LL)
Christina Douglas	Communications Chairperson (by phone)	518-453-4586	(CD)

The following is a summary of issues discussed at the meeting in the order of the agenda (attached):

- I. Call to Order:
AD called the meeting to order at 10:00 am
- II. Affirmation of Elected Officers:
Due to the resignation of JN, AD swore in the following officers:
 - a. MW – President
 - b. TT – Vice President
 - c. AM – Treasurer
- III. Appointment of Open Positions:
AM resigned as Treasurer. Runner-up to election, MP accepted position.
MW moved to appoint KF to open Secretary position. PP second the motion. Motion passed.
MW swore in MP (Treasurer) and KF (Secretary).
- IV. Reading and Approval of Minutes:
TT moved to forego the reading of the minutes from previous meeting. PP second the motion. Motion passed.
MW noted there were some changes to the minutes. TT moved to approve the mended minutes. AD second the motion. Motion passed.
- V. Reports from Section Officers:
 - a. AD had no comments as Immediate Past President
 - b. MW welcomed and thanked the 2009 Board for their commitment and attendance at the meeting.

MW asked for comments regarding the 2009 Action Calendar (see attached) within a week or two

Wants to discuss by-law amendments regarding electronic balloting and Member At Large positions

Announced AM as Technical Committee Chair

Desire to update website and increase student involvement in upcoming year

c. TT reviewed 2008 & 2009 budgets

There was discussion involving Engineers Week & BEAM. Monies will remain in 2009 budget but will not seek out donations. MW asked if Section should man a booth at these events.

Action: TT will talk to Jeff Lebsack regarding a table for Buffalo's Engineers Week

TT noted that University at Buffalo hired 2 more transportation professors and one was interested in advising student chapter

Action: TT will talk with Mike Salatti to let him know there is budget for traveling regarding creating of student chapters

TT noted there is budget item for local meetings & activities (\$200 per area)

TT noted that the Section was running out of checks

Action: MP will order new checks and change accounts into her name
JP passed on scholarship information, including past review committee comments, to TT.

MW moved to approve budget for 2009. AD second the motion. Motion passed.

d. MW passed on Secretary files to KF and will forward revised minutes from last meeting.

e. MP had no comments as Treasurer

f. MW noted he would like to see changes to the by-laws regarding the Member At Large position. He recommends a change to 1 District Director. AD mentioned that Mike Rourke was updating by-laws for Met & NE Section.

PP had no comments as Member At Large

DA forwarded comments to KF regarding the next District Executive Board meeting on 1/20 in Newburgh and that Gary Hebert (NE Section) is Secretary Treasurer.

VI. Reports from District/International Officers:

a. LM noted that ITE is trying to ensure a part of the Economic Stimulus Package for transportation efforts, focus on young memberships and trying not to spend money. She noted that there was a conference call on 1/28 and to let her know if there were any questions or comments.

PP asked a question regarding the possibility/responsibility of hosting international meeting. LM noted that district would run meeting & hire international to assist. Meeting typically results in loss for district. There was discussion of Niagara Falls or Lake Placid as possible locations.

Action: LM to send PP space requirements for international meeting

b. Mike Salatti not present

VII. Reports from Section Committees:

a. **Action: MW will contact MR regarding increase in budget for local activities**

b. Discussion regarding manning a booth at Engineers Week in each area.

Action: MW will contact MR regarding pens or other gifts with logo for tables

Need to locate banners – TT has one, maybe DA has one?

Action: PP will make contact with other technical societies in different areas

Action: AM will research Rochester Engineering Society

Table could either promote membership in ITE (publications, conference, PDHs) or promote transportation field. MW suggested a committee be formed to pull together what the table should include.

Action: MW will contact Carl Ast regarding table

Action: All Board members are to research opportunities for a table and forward information to Carl.

c.

i. CD noted that Winter newsletter was behind but hopes to get it out in a couple of weeks.

Action: TT will provide CD with scholarship information ASAP (*TT has sent draft scholarship information to Board for review since meeting*).

CD proposed to distribute newsletter electronically exclusively. MW suggested running an article in next issue to announce change to paperless as well as distributing newsletter to other D1 sections.

MW moved to distribute newsletters electronically. AD second motion.

Motion passed.

It was recommended to provide a link to a pdf copy of the newsletter when website is redesigned.

CD plans to develop a logo for the section.

ii. PP is taking lead in website redesign with CD and Cory Greene.

d. MW asked PP with work on language to change the Members at Large positions to one District Director position and to change future elections to electronic balloting – will require a special election with whole section to vote on changes

Action: KF to provide election information for Spring newsletter

e. AM will draft language to describe role of technical committee chair including tracking presentations, research projects and training materials.

Action: PP will send copy of by-laws to the Board including information on roles of committee chairs.

f.

i. DA noted via email that next D1 Executive Board meeting is 1/20/09 in Newburgh, NY at 11am. Gary Hebert from the New England section is elected Secretary Treasurer.

DA also reported on D1 Annual Meeting in Saratoga Springs, NY at the Gideon Putnam. There are a number of abstracts already submitted but are still looking for ideas for a training session. The meeting will include a welcome reception, 9-hole golf tournament, traffic bowl and awards banquet.

ii. AD noted that the 2009 Section meeting will be held in Rochester and asked the Board their preference on the length of the meeting – 1 day vs 2 day. MW mentioned that is depended on the location within the state and TT prefers the awards banquet vs a luncheon. It was decided that the format from the 2008 meeting in Ithaca will be followed.

AD will look for a downtown location so as to provide more options for social events.

Section should push for nominations for the awards.

VIII. Old Business:

- a. Nomination package for awards will be sent in June with a deadline for nominations at the end of July.
Action: AD will send previous award packages to TT
- b. April 15th is deadline for scholarship applications.
Action: Make sure that awards packages are sent to managers and public sector members to increase nomination packages.
- c. **Action: AD to find someone to audit treasury books.**
- d. **Action: AD needs to determine deadline for submittal of Section awards.**
- e. **Action: Carl Ast to follow up with RIT. TT to follow up with UB.**
- f. As stated previously, PP to lead website redesign.

IX. New Business:

- a. Discussion regarding table/booth at job fairs/career fairs. Possibility of two table types: promotion of profession vs promotion of membership. MW recommended giving students free registration to Section meeting.
- b. Education – technical committee chair to maintain opportunities for training, materials and webinars
- c. Business opportunities – MW suggested the creation of a Section directory for contacts/networking
- d. **Action: KF to research cost for online elections for current membership of 189. Check with Steve Gayle.**

X. Adjournment:

AD moved to adjourn the meeting. TT second motion. Motion passed at 1:26pm.

Please report any errors or omissions in these minutes to Kim Fabend at kfabend@cscos.com by March 1, 2009.