



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

ITE NY UPSTATE SECTION BOARD MEETING MINUTES

October 9th, 2009 12:00 noon
Annual Meeting, Canandaigua, NY

<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	585-753-7753	(MP)
Paul Pfleuger	Member At Large	716-206-5117	(PP)
Amy Dake	Immediate Past President	585-272-4660	(AD)
Carl Ast	Membership Chair	585-512-2000	(CA)
Don Adams	District Vice Chair		
Jim Pond	Fellow Member		
Mark Sargent	Treasurer Elect		
Christina Douglas	Newsletter Editor		(CD)
Terrence Rice	Fellow Member		
Steve Gayle	District Administrator		
Frank Bonn	Member		
Paula Benway	Past Officer		
Siva Jonnavithula	Member		
Chris Lilholt	Member		
Aileen Maguire	Technical Committee Chair		
Mike Schauer	Past District Chair		

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

- I. Call To Order
MW called the meeting to order at 12:02pm.
- II. Reading and Approval of Minutes
TT moved to forego the reading of the minutes from previous meeting. PP second the motion. Motion passed.
TT moved to approve the minutes. PP second the motion. Motion passed.

III. Reports from Section Officers

a. Immediate Past President - None

b. President

- Noted that the new logo, website, conference tables and membership actions will get the ITE name out there and attract members
- Potential UB advisor asked if they need to obtain the charter or become members first. Steve Gayle will see what he can find out but it might be the action of the Section associated with the university.
- District has an initiative set up from budget surplus to help financially – just need to send proposals/requests

c. Vice-President

- CD & TT to look into a press release regarding award winners including scholarships
- Should include award winners, presentations and photos from annual meeting on the website
- Asked if award nominations should be broken down into categories (this year's nominations were diverse)
 - Terry Rice noted at it might be hard if we don't get enough submittals every year
 - Award nomination format will remain the same unless we continually get a lot of submittals
- Distributed new logo (see attached) and asked for feedback
 - KF motioned to accept logo as Section's official logo. PP second the motion. Motion passed.
 - Logo will be included on website, newsletter and any other materials or correspondence

d. Secretary

- 2010 election ballots were counted (MW, Keith Mortimer, Gordon Stansbury)
- 2010 officers are as follows:
 - Tim Trabold, President
 - Kim Fabend, Vice President
 - Meaghan Partelow, Secretary
 - Mark Sargent, Treasurer
 - Amy Dake, District Director
- By-law amendments regarding electronic elections and member-at-large change to district director were approved
- PP motioned to accept results of election. TT second motion. Motion passed.
- TT motioned to destroy ballots. PP second motion. Motion passed.

e. Treasurer

- Provided budget update (see attached)
- Asked what to do with CD since current rates are not good. Bank of America rates are more profitable with a \$3000 min checking account balance and 1.6% for 18 months
- TT moved to change Section banking from Key Bank to Bank of America. AD second motion. Motion passed.
- Don Adams noted that the Section's seed money from the District meeting was returned

- Steve Gayle noted that there will be a second distribution from 2009 dues (approximately \$165) and that we have \$20 district dues that members pay but no section dues

f. Members At-Large – None

IV. Reports from District/International Officers

- ITE's finances are challenged (6 positions eliminated at headquarters)
- Section annual meetings have the best member participation at approximately 30% but lacking in student attendance.
- UMASS chapter is willing to help establish other student chapters
- District willing to help finance student attendance
- Steve Gayle noted that timing of District meeting is not good for students (mid May) so the student traffic bowl will be held at the symposium in the fall
- District is working to bring down the cost of the annual meeting (meeting in Saratoga Springs raised \$8000 for District)
- The Section will need 2 candidates for District offices next year
- Need candidates for Lynn LaMunyon after 2010

V. Reports from Section Committees

- a. Local Activities – None from Chair – MW believes that increasing local activities may help to increase membership. He noted that anyone can run an event not just area coordinator.

i. Buffalo - None

ii. Rochester – Keith Mortimer is stepping down as Rochester local coordinator. CD will put notice in newsletter & send out email looking for volunteer.

iii. Syracuse - None

iv. Albany – Shelly Johnson mentioned via email that the 19th Annual Transportation & Planning Symposium will be on Nov 2 & 3 in the Capital District. They are looking for corporate sponsors.

v. Southern Tier – Steve Gayle noted that Southern Tier has less than 10 members but they do have webinars

- Jim Pond asked about the cost of webinars. The Section would be willing to help subsidize cost if it's advertised to membership

- Mike Schauer recommended creating an email list for each area to help advertise events

- AD will look into creating new Section banners with new logo – group decided gifts for distribution not necessary (2 banners)

b. Membership

- No action on conference table setup

- Table to provide membership, certification, example publications

- Headquarters is willing to provide publication materials

- Need to provide UB chapter information

- Membership was up to 240-250 5 or 6 years ago (current membership at 180)

- Potential reasons for decrease: poor economy, most companies only paying for 1 professional membership, NYSDOT involvement in NYSATE, lack of AICP credits for planners

- Companies/agencies are down to 1 paid membership for employees (NYSDOT)
- There are not a lot of planners in the membership – maybe provide AICP credits at conferences?

c. Communications

- i. Newsletter – CD is looking for materials for newsletter (personal & professional) and will include new logo and website link, will include project descriptions for award nominees and member spotlights
- ii. Website – Include new logo, award information and pictures

d. Charters & Bylaws – PP will revise by-laws based on approved changes and submit to the District, headquarters and Cory Greene for inclusion on website

e. Technical

- There is a technical contact at district level
- Aileen Maguire participated in the technical committee for the Section's annual meeting
- Recommend creating a checklist of creating technical program for annual meeting
- Recommend establishing another person that is PIE certified (PIE can provide training) – possibly Keith Mortimer or Terry Rice

f. Meetings

- i. 2009 Section Annual Meeting – Rochester
 - AD thanked the LAC for their work
 - Next year's meeting will be held in Albany – joint with Symposium (1st week of November)

VI. Old Business

- a. Conference tables – Discussed earlier
- b. Red-light Camera Position – There were minor comments to the paper including the use of the new logo. Paper will be sent to major cities in Section (Buffalo, Rochester, Syracuse, Albany) and to Terry Rice for distribution among County Highway Superintendents
- c. BEAM, TSC, Future Cities – Contributions
 - Buffalo Future Cities needs a volunteer to be present to award ITE sponsored award – TT volunteered
 - Increase contribution for Albany Future Cities to \$500

VII. New Business – Congrats to the new officers – TT will create 2010 schedule (executive board meetings will most likely be on Fridays at C&S offices in Syracuse)

VIII. Adjournment 1:54pm TT moved to adjourn. AD second motion. Motion passed.

Distribution List:

Mike Wieszchowski
Tim Trabold
Kim Fabend
Meaghan Partelow
Amy Dake
Aileen Maguire-Meyer
Paul Pfleuger
Don Adams
Lynn LaMunyon
Mike Salatti
Jeffrey Lebsack
Keith Mortimer
Mary Rowlands
Shelly Johnston
Cyndi Paddick
Carl Ast
Christina Douglas
Mike Croce
Cory Greene
Meeting Attendees

