

ITE NY UPSTATE SECTION BOARD MEETING MINUTES

April 9, 2009 10:00 AM
C & S Companies Office, Syracuse, 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		(MP)
Amy Dake	Immediate Past President (by phone)	585-272-4660	(AD)
Paul Pfleuger	Member At Large (by phone)	716-836-1540	(PP)
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

MW called the meeting to order at 10:05am.

II. Reading and Approval of Minutes

TT moved to forego the reading of the minutes from previous meeting. MP 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

- MW notes that he wants to create a competition between Sections at the District Annual Meeting golf outing. MW, MP, PP and another member will complete the Upstate team.
- **ACTION: MW is to set up nomination committee for Treasurer 2009 and will submit article for Spring newsletter seeking nominations.** MW nominated TT to chair committee and TT accepts. There is one person in Albany that has noted interest. Summer newsletter will contain bio and vote will occur at least 30 days after publication of nominations.
- MW asked is the members had any issues/concerns that the Section might want to issue a position on. TT noted the installation at red-light cameras and public opinion. **Action: LL to ask Grace Vankirk to send past position letters to TT as examples. (As of the submittal of these minutes, this has occurred.) TT to draft outline and research if ITE already as a position on this matter.**

c. Vice-President - None

d. Secretary

- KF apologized for not getting meeting notice out earlier. All future meetings are on calendar and notice will go out 1 week in advance and be at the conclusion of previous meeting minutes.

e. Treasurer

- MP reviewed what the section account:
 - Deposits: newsletter ad, missing check from last year's annual meeting
 - Withdrawals: paid for website expenses
- MW asked about Future Cities sponsorship. CD noted that we sponsored in January and that requests are sent out in late fall.
- **Action: MP will check budget and determine when requests for sponsorships are made to Section and when they're paid.**

f. Members At-Large

- DA sent an email noted that Kelly Thompson is looking for moderators for the District meeting from the Section so please let her know if you are anyone else is interested. LL noted that she might be able to moderate and provide others. Also, registration volunteers are needed, especially Wednesday and Thursday mornings. He requested that everyone encourage others to attend since several corporate sponsors and attendees have noted they will not attend because of the economy.

IV. Reports from District/International Officers

a. International Director

- LL discussed Phoenix meeting loss of \$100k+ and San Antonio meeting is expected to be a loss. LL noted that in 2008, ITE loss \$686k due to investment of savings. A lot of government agencies have not renewed membership due to economy. Revenue should come in with new publications in 2009. LL asked that Sections and Districts provide ideas for increasing memberships and attendance at meetings.
- TRB did not include a student event and was cancelled without notice. It will be a part of meeting every year and budget will be available.
- ITE headquarters will be moving to a new space.
- Sections that participate in 4 or more webinars will get 20% discount but more details are to come.
- Considering availability of trip generation information on website or somehow available online.
- A positions wanted/offered section will be available on website with a waiver for members that have lost their job (hardship waiver).
- LL asked members about their feelings regarding email updates from meeting – the most common response was that they were annoying.
- ITE looking into webcasting conference/meeting since there are less budgets for traveling. There is a need to figure out what members are looking for out of a conference/meeting.
- It was noted that District meetings are seen more useful than International/National meetings since they are better attended by potential clients or partners.

b. District Chairperson - None

V. Reports from Section Committees

a. Local Activities – None from Chair – MW noted that we need formal reports and a calendar of activities established.

i. Buffalo - None

ii. Rochester – Keith Mortimer noted via email that he is looking into coordinating webinars since their firm has participated in the past.

iii. Syracuse - None

iv. Albany - Shelly Johnston sent via email that ITE will be co-sponsoring the Transportation and Planning Symposium again this year on November 2 & 3 at the Century House in Latham. ITE will be responsible for one technical session and is looking for volunteers to moderate or speak. Contact Shelly with any interest or questions. There is no theme and the session would be 1 ½ hours with 2-3 speakers. **Action: email MW with ideas, Shelly needs info by July.**

v. Southern Tier - None

b. Membership – see email and notes from Carl Ast attached.

- MW mentioned the possibility of a membership drive through the newsletter or email with t-shirts or discount as motivation. LL noted that there have been contests where the member who gathered most new members got a prize.

c. Communications – CD reviewed other Section and District logos and all incorporate the shape of the Section in logo. LL noted that the Met Section updated their logos and got ideas through a contest. CD will continue to advance logo.

i. Newsletter – Spring issue will be out week of April 13th and will be the first all electronic distribution. CD asked if a scholarship extension notice should be included. PP makes motion to extend deadline to April 30th, 2009. KF seconds motion. Motion passed. The Fall 2008 Section newsletter has been submitted for awards.

ii. Website – see Old Business

d. Charters & Bylaws – PP will have new text for by-laws regarding electronic balloting and change from 2 member-at-large to 1 district director by week of April 13th. There will not be a special election regarding these issues and they will be addressed with Treasurer election in the fall.

e. Technical – AMM noted via email that there has been interest by one member to join committee but there are not suggestions on activities.

f. Meetings

i. 2009 District Meeting – Saratoga, NY - Registration packets have been sent.

ii. 2009 Section Annual Meeting – Rochester – AD distributed preliminary budget and schedule. AD will coordinate local arrangements committee.

VI. Old Business

- a. Awards Discussion - 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. Scholarship Discussion – Deadline has been extended to April 30th. TT and KF on review committee. At least one other committee member is needed.
- c. 2008 Treasurer Audit - MP received letter indicating books are correct (letter in Secretary files).
- d. Section Award Submittal – AD submitted packages.
- e. Student Involvement – None
- f. Website Redevelopment – PP noted that he received a quote for redesign of \$300 and will proceed.
- g. Table/booth at job fairs/career fairs – see attached notes from Membership Chair.
- h. Section directory for contacts/networking – None
- i. Online Elections – KF presented on electionsonline.com but will confirm pricing.

VII. New Business – None

VIII. Adjournment

- MW indicates that he wants to promote attendance and use conference call as last resort.
- TT makes a motion to adjourn meeting. MP seconds motion. Motion passes at 12:20pm.

The next meeting will be July 9th, 2009 at the C&S offices in Syracuse, NY.

Please report any errors or omissions in these minutes to Kim Fabend at kfabend@cscos.com by April 30th, 2009.

Distribution List:

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