

ITE NY UPSTATE SECTION BOARD MEETING MINUTES

July 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	585-753-7753	(MP)
Paul Pfleuger	Member At Large	716-206-5117	(PP)
Amy Dake	Immediate Past President (by phone)	585-272-4660	(AD)
Carl Ast	Membership Chair (by phone)	585-512-2000	(CA)

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 10:02am.
- 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.
Action: KF to send minutes to webmaster
- III. Reports from Section Officers
 - a. Immediate Past President - None
 - b. President – Thanked everyone for their efforts so far and looks forward to the results.
 - c. Vice-President – The Section awarded 2 scholarships. Notification letters and checks were sent out and we have permission to post papers on the website. TT thanked KF and Jeff Lebsack for being on committee.
 - d. Secretary - None
 - e. Treasurer
 - Reported there is \$11,000+ in Section's account
 - Has started receiving checks for fall conference...no separate accounts were created
 - Section should be more proactive in terms of donations/sponsorships that are budgeted for
Action: PP will make contact with BEAM or TSC
MP will contact Christina Douglas regarding Future Cities
 - MP suggested excess funds used to subsidize conference registration costs for attendees

- f. Members At-Large – PP provided an ITE Policy handout (see attached) and noted that any position papers need to be sent to International for review and that the Section has a right to be represented on the Policy & Legislative Committee

IV. Reports from District/International Officers - None

V. Reports from Section Committees

- a. Local Activities – None from Chair – MW asked Mary Rowlands about establishing an activities calendar after last meeting. AD noted that the ITE Journal (July issue) advertised a 20% discount on 4 webinars.

Action: AD will contact Rochester Coordinator (Keith Mortimer) and Aileen Maguire Meyer (technical chair) regarding webinar offer.

Action: MW will contact Mary Rowlands regarding setting up a rotating schedule of monthly activities in the different regions.

- i. Buffalo - None
- ii. Rochester – None
- iii. Syracuse - None
- iv. Albany - None
- v. Southern Tier - None

- b. Membership – CA noted that the delinquent list is down to 8 names. No progress has been made regarding the membership/section table but will report by the end of August. MW noted that the table should be ready for the fall conference to advertise its availability.

Action: CA will make contact with UB regarding student chapter and will continue to work with Mike Salatti on UMASS participation.

- c. Communications – CD provided a draft of the logo and is looking for feedback. Color and texture still need to be added.

- i. Newsletter – Summer 2009 newsletter will be out soon. She obtained 15 business card ads for the newsletter (\$1500)

- ii. Website – The website is available for review at new.itenyupstate.com. The .org extension will also be obtained. The Section may have to buy and updated version of the software to maintain and update pictures.

Action: Board members are to review website and provide comments before launch.

Action: PP will contact Christina Douglas regarding photos to be included on website and will notify her of launch date of new site for inclusion in newsletter.

After the meeting, PP stated the launch date would be August 1st at www.itenyupstate.org

- d. Charters & Bylaws

MW motioned to revise bylaws to include 1 Member-at-Large and name the position Section Director. TT second the motion. Motion passed.

Action: PP will reword election and member-at-large bylaws for the Board's approval and a special election will be held at the end of July on changes.

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- e. Technical – Aileen Maguire Meyer reported that the District’s technical coordinators to help identify potential projects for each Section or in cooperation with other sections.
- f. Meetings
 - i. 2009 District Meeting – Saratoga, NY - Don Adams reported that the meeting was well attended and received and financially sound. The Section should be receiving its seed money back. There were 177 attendees.
 - ii. 2009 Section Annual Meeting – Rochester – AD noted that the Save the Date notice, call for abstracts and sponsorship letters went out with a letter to vendors going out soon. MW again noted the possibility of having the Section subsidizing costs for members.

VI. Old Business

- a. Awards Discussion - Discussed the importance of getting companies to nominate projects and individuals for recognition. TT to investigate lists used by LAC to solicit conference sponsorships and by editor for newsletter ads.
- b. Conference tables - Covered earlier
- c. Red-light Camera Position - PP distributed ITE policies governing the issuance of public statements. Discussed objectives of mayoral advice versus a general letter-to-the-editor type of letter.
Action: TT to draft mayoral advice-type letter first for board review.
- d. Maturing of CD - Covered earlier
- e. Online Election Costs – KF noted that at electionsonline.com the price would be \$0.76 per eligible voter with no other hidden costs. Additional costs would come with any paper mailings, notices or ballots the Section would send out.

VII. New Business

- a. **Action: PP to explore who is Section delegate to ITE Policy Legislative Committee.**

VIII. Adjournment PP moved to adjourn, MP seconded, all in favor.

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The next meeting will be at the Annual Meeting in Canandaigua, NY in October.

Please report any errors or omissions in these minutes to Kim Fabend at kfabend@cscos.com by August 7th, 2009.

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