



# Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

[www.iteNYupstate.org](http://www.iteNYupstate.org)

## MEETING MINUTES

### ITE NY Upstate Section Executive Board Meeting

Location: C&S Offices, Syracuse, NY

Date: April 9, 2010

<u>Meeting Attendees</u>	<u>Position</u>	<u>Contact Number</u>	<u>Initials</u>
Tim Trabold	President	716-856-2026	(TT)
Kim Fabend	Vice-President	315-455-2000	(KF)
Meaghan Partelow	Secretary	585-753-7753	(MP)
Mark Sargent	Treasurer	518-446-0396	(MS)
Mike Wieszchowski	Immediate Past President	518-458-7112	(MW)
Don Adams	District Director	518-446-0393	(DA)
Christina Douglas	Communications Chairperson	518-453-4586	(CD)
Carl Ast	Membership Chairperson	585-512-2000	(CA)
Shan Huang	President, UB ITE Student Chapter	sh93@buffalo.edu	(SH)
Steve Gayle	Legislative Affairs (By Phone)	607-778-2443	(SG)

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

**I. Call to Order** – TT called the meeting to order at 10:06 am.

**II. Approval of Meeting Agenda**

*KF moved to approve the agenda. MW seconded the motion. Motion passed.*

**III. Reading and Approval of Jan. 15, 2010 Minutes**

*MW moved to forego the reading of the minutes from previous meeting. MS seconded the motion. Motion passed. MW moved to approve the Jan. 15, 2010 minutes. KF seconded the motion. Motion passed.*

**IV. Reports from District/International Officers**

**a. International Director** (Lynn LaMunyon-N/A)

**b. District Chairperson** (DA)

DA noted the Annual District Meeting in Portland ME is coming up on May 19<sup>th</sup>-21<sup>st</sup>. On the second day of the meeting, Thursday, they are having the District Annual Meeting & Traffic Bowl.

DA went to the University of Connecticut's 6<sup>th</sup> Annual Transportation Student Research Symposium where the 1<sup>st</sup> Annual Northeast District Student Traffic Bowl was held. Four teams participated and U-Mass won in the finals. They will go on to compete in the International Student Traffic Bowl at the ITE Annual meeting in Vancouver this year.

DA thanked everyone for their contribution to the 2009 section report. He noted Lynn LaMunyon's position as International Director will be elected this year and announced he and Paula Benway will be running.

**c. Legislative Affairs (SG)**

SG attended the ITE International Policy and Legislative Committee meeting on March 15, 2010 (*see attached*). He reported on three policy issues discussed; Driver Distraction, Funding, and Transportation Financing. The focus of the proposed Driving Distraction Policy was on cell phones and texting, and will be in next ITE Journal. The existing policy on funding was proposed to be modified and a new policy on finance was proposed to be written. Both proposed policies went to the International Board of Direction and were rejected. They plan to be resubmitted with more information.

**V. Reports from Section Officers**

**a. Director (Amy Dake-N/A)**

TT reported Amy Dake had two more ITE banners made and distributed to Cyndi Paddick and MP. Amy also submitted the 2009 Canandaigua Annual Meeting Report (*see attached*).

**b. Immediate Past President (MW)**

**i. 2009 Treasurer Audit Report**

MW received a letter from Dave Kahlbaugh indicating the books are correct and there is \$195 past due to the Section (*see attached*). The letter is in the Secretary files.

**ii. Section Award Submittal Status**

MW submitted the New York Upstate Section Annual Report for 2009 to Gary Hebert on March 12<sup>th</sup> for consideration for the Section Activities Award to meet the April 1<sup>st</sup> deadline. He noted a PDF version was e-mailed to the Board and a working file can be provided in anyone needs it. He summarized what was included in the report as follows:

- General membership increased 12% & student increased 900% (2 to 18 people).
- Finances were strong, over \$19,000 in checking account, budgeted to lose money.
- By-law changes adopted, District members reduced from 2 to 1, allowed for electric balloting.
- Technical Committee restarted by AM, technical brochures to be updated and trip generation data updates are planned.
- Developed position letter "red light camera enforcement" legislation, distributed to the leadership of 10 major cities with in the Section and all NY State County Highway Superintendents (no feed back has been received at this time).
- Meetings have been very good this past year, provided 45 hours of training opportunities that allowed each member to earn up to 36 PDH's.
- Fifteen activities were held including 3 transportation conferences, 488 people attended, which is over 2.5 times our membership within the Section. A social event was also held in Buffalo at the end of 2009.
- New ITE Student Chapter started at the University of Buffalo, already had 2 activities this year and newsletters. MW reminded everyone our section has money budgeted for student chapter activities.
- Several awards were presented, including "transportation professional of the year" and 3 life members. No "young professional" or "Carol Keck" awards given out in 2 years.



**Action: Remind people to submit nominations!**

- Developed new section logo, redesigned website and changed to a “.org” extension.
- Newsletter is tremendous, published 4 in 2009 electronically.
- Involved in 2 Future Cities Competitions.
- Also included in the report was meeting minutes and summaries, UB Student Chapter program information, news release for awards, and the 4 section news letters.

**Action: MW to forward electronic version of Annual Report to TT for use next year.**

**c. President (TT)**

TT reported the implementation of red light cameras in the City of Buffalo is still on hold. He also discussed the issue of LED signals collecting snow that led to accidents in Midwestern States per the e-mails initiated by CD and DA. A potential solution included the “Snow Scoop Tunnel Visor” that may be tried by some local agencies. TT proposed we do a position paper or news letter article. CD sent all the related information to Sarah Bowman and AM to compile.

**Action: TT & MP to follow up with the City of Buffalo & MCDOT, respectively.**

TT reported our section received a thank you letter from the International Board of Direction for our donation of \$1000 to the ITE headquarters relocation fund. He also received copies of ITE brochures from Emily Carroll to use for marketing purposes. TT discussed his conversation with BEAM and felt our contributions were really worth it. Electronic balloting was discussed and DA noted it is taken care of at the District level.

**Action: DA will send MP election information.**

TT will select a nominating committee for the Treasure elections and a list of candidates will be selected from the Buffalo area by June 24<sup>th</sup> to be included in the newsletter.

**d. Vice-President (KF)**

**i. 2010 Scholarship Program**

KF reminded everyone the Scholarship deadline is next Friday April 16<sup>th</sup>. Currently she has received 2 applications and is anticipating 2 to 3 more. TT and MP volunteered to be on the review committee with KF. The recipient will be selected on May 14<sup>th</sup> and presented May 28<sup>th</sup>. The committee will try to get out earlier while colleges are still in session.

**ii. Annual Awards**

KF is looking for people to be on the awards committee. She will start planning in June and a list of awards will be included in the next newsletter that will go out with the fall meeting announcements.

**e. Secretary (MP)**

MP reported the treasurer books and accounts were successfully transferred to MS. She also reported two webinars were held in the Rochester area each with approximately 28 attendees and an \$8/member fee and \$15/non-members fee. A total income of \$56 was collected, so to reduce the income it was agreed upon to try a \$5 (or free)/member fee and \$20 non-member fee for future webinars

**Action: MP to e-mail the Board a summary of webinar statistics.**

**f. Treasurer (MS)**

**i. 2010 Draft Budget Approval**

MS distributed the 1<sup>st</sup> quarter financial report that included the 2010 revised budget (*see attached*).



**Action: MS to change the ITE Contact for the Student Chapter Support category to TT.**

*KF motioned to approve the revised budget. MW seconded the motion. Motion passed.*

**ii. Quarterly Budget Report**

MS reported the checking account had some activity this quarter, including webinar income, \$1000 check wrote to the ITE headquarters relocation fund, \$10,000 moved to a money market account with a 0.4% interest rate per year.

**Action: MS will add a line for the money market account.**

TT discussed his conversation with BEAM and they are requesting donations for their summer scholarship program (\$300 minimum). Currently, our budget allocated \$200 for BEAM and \$200 for engineer's week that has not been used.

*MW motioned to sponsor \$300 this year for the BEAM summer program. KF seconded the motion. Motion passed.*

**VI. Reports from Section Committees**

**a. Local Activities (Chair Open)**

**i. Buffalo** – TT reported the Buffalo-area membership co-sponsored a luncheon with several local professional groups on the status of the Buffalo harbor development plans. There were over 100 in attendance. The Buffalo group also hosted an MUTCD Changes webinar with 25 attendees, 4 of which were ITE members. A joint dinner meeting with WNY APA on June 25<sup>th</sup> is also being organized. TT, PP and Jennifer Michniewicz from Clark Paterson are currently helping organize local activities.

**ii. Rochester** – Two webinars were hosted this year (see section V.e.) and nothing else is planned at this time.

**Action: MP & CA to call members to fill the vacant Rochester local activities chair.**

**iii. Syracuse** – A replacement chairperson is being sought both for the Syracuse area and as overall local activities chair. KF organized a successful basketball event that sold 10 tickets at ½ price, spending a total of \$160. Nothing else planned at this time.

**iv. Albany** – CD is interested in hosting a webinar this year.

**v. Southern Tier** - CP hosted one webinar so far this year.

An idea to organize a sports game, ITE vs. ASCE was discuss as a way to branch out and involve other organizations.

**Action: TT to investigate survey information from ITE National.**

CD did a great job of summarizing multiple local events scheduled and sending one e-mail notification to all the district members. It was suggested to take pictures and write a summary of the local events for CD to include in the newsletters.

**b. Membership (CA)**

**i. General**

CA reported our section lost 8 members total this year and currently has 185. A follow up with those who had not renewed found everyone had a valid reason for discontinuing membership. There was nothing we could have done better to keep their membership, as most people transferred offices or moved out of the area.

CD reported RPI did not have an interest in starting a student chapter at this time, as ASCE is more prominent in their school and currently no facility members are ITE members. At this time she will continue to encourage students to be active in local actives and see if they want to start a student chapter in the future. Dennis O'Malley is



interested in getting involved in the section again and will help get RPI involved as well.

**Action: TT to give CD contact info on how to get student membership brochures.**

MW suggested we have a brochure that explains what ITE has to offer. TT noted he had been able to get a package of promotional materials from International that included student membership applications, regular ITE membership applications, Technical Conference brochures for Savannah, careers in transportation brochures and ITE resource promotional literature. Copies of all were made available for meeting attendees to take.

CA reported there has not been any progress constructing membership booths. TT notes we have money budgeted this year to construct the booths and should include costs for buying table space in next year's budget.

**Action: All Board members send CA types of events they would like to use a booth at.**

**Action: CA to email a list of booth ideas & associated costs, then buy 1 or 2 to try out.**

## ii. Student

SH thanked the Board for their support and help to start the UB ITE Student Chapter and noted the members are appreciative as well. He reported they have 2 faculty members supporting the Chapter at this time, recruited 6 PhD students last year, and now have 10 members. Already they have held 4 seminars that included a departmental poster competition where they used the money won to buy electric appliances for their school office. SH would like to create a website for their Chapter and reported that although the Chapter was not quite prepared to compete in this year's Traffic Bowl, they would be prepared for next year's competition.

SH discussed how the UB transportation program is unique and includes GIS and simulation classes. UB will be providing a dedicated traffic simulation class and noted no other School offers this type of dedicated course.

SH is looking to getting more people to do presentations for the Student Chapter at UB. It was recommended to visit an undergraduate transportation class to make students aware of the UB Chapter to get more student members. It was also noted that student memberships are \$25 and the 1<sup>st</sup> year is free.

SH noted they will have an election for a new president next year. DA gave SH a contact at U-Mass if he needs any Student Chapter advice. TT thanked SH for his enthusiasm and his leadership skills in getting this Student Chapter off to a great start.

## c. Communications (CD)

### i. Newsletter Editor

CD distributed a draft postcard to the Board that she and MP put together that was discussed. The final postcard will be mail to members as a notification of the change to electronic only communication (*see attached*). It was decided that only one mailing (~\$75) would be needed to notify and remind members to update their e-mail address. Those that still don't provide an e-mail can be contacted by phone if necessary. CD noted about 40 people still do not have valid email addresses.

**Action: CD to revise & mail postcards and report any remaining members without an e-mail address at the July Board meeting.**

CD noted the spring newsletter will go out this month and will include an article SH wrote on the UB ITE Student Chapter, the international director candidate bios, and the district meeting registration will be attached.

**Action: TT to send CD presidents message.**

CD discussed trying electronic only annual meeting brochures and it was agreed that if the feedback is good will discontinue mailing such brochures. CD also discussed ad pricing for the newsletter as brought up in her January 28, 2010 email and reported the newsletter currently has 2 pages of business ads. It was decided that a small box of advertising prices will be included in the newsletters.

**ii. Webmaster**

TT noted our “.com” website would continue to be rerouted to our new “.org” website for another year. He also mentioned Aileen Maguire-Meyer complete the website updates per her e-mail. Creating a Google activities calendar was discussed as a way to notify members of upcoming events.

**Action: TT to coordinate with CG on adding a Google calendar page to the website.**

**Action: TT, CG & SH to discuss adding a link to or hosting the UB ITE Student Chapter website from our ITE website.**

**d. Charters & By-laws (PP)**

MP reported she found the missing text to section 5.1 and emailed to Paul Pfleuger to revise by-laws.

**Action: TT to coordinate with Paul Pfleuger and Cory Greene on posting corrected by-laws to our website.**

**e. Technical (Aileen Maguire-Meyer-N/A)**

DA reported that no one has expressed interest in reviewing technical presentations or getting PIE certification. Anyone interested should contact Sarah Bowman.

**Action: TT will follow up with Sarah Bowman.**

**f. Meetings**

**i. 2010 District Meeting – Portland Maine**

TT noted the meeting is coming up soon on May 19<sup>th</sup>-21<sup>st</sup>, 2010 and hotel rooms have to be reserved by phone. Technical presentations can be posted on our website after the meeting for people to view.

**Action: TT to coordinate with Cory Greene on available space on the ITE website for posting presentations.**

**ii. 2010 Section Annual Meeting - Albany**

MW has been in contact with Shelly Johnston and reported coordination meetings will start next month for the meeting scheduled for Oct. 25<sup>th</sup> & 26<sup>th</sup>, 2010. The proposed schedule on Monday includes FHWA training in the morning, technical sessions in afternoon, happy hour, and dinner. Tuesday includes technical programs and lunch. It was decided that our Section Board Meeting would fit best on Monday 10am-12pm with the District Meeting to follow from 12-1pm and the awards ceremony Monday night with dinner (not at lunch on Tuesday). It was also decided that vendors or an exhibitor area was not needed for this meeting.

**VII. Old Business:**

**a. Website Review / Updates**

Discussed is section VI.c.ii.

**VIII. New Business**

MW asked if anyone had suggestions for topics our section should take a position on.



**Action:** *E-mail any ideas to the Board of topics our section could take a position on.*

**IX. Adjournment**

TT reminded everyone the next meeting is scheduled for July 9<sup>th</sup>, 2010.

*MW moved to adjourn the meeting. KF seconded motion. Motion passed at 1:26pm.*

Please report any errors or omissions in these minutes to Meaghan Partelow at [mpartelow@monroecounty.gov](mailto:mpartelow@monroecounty.gov) by May 21<sup>st</sup>, 2010.

Revised 4/9/10 MP

Revised 4/27/10 MP

Revised 5/7/10 TT

Revised 5/11/10 MP

