



# 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 Office, Syracuse, NY

Date: April 15, 2011

Attendees:	Position	(Initials)
Paul Pfleuger	Charter and Bylaws Chair*	(PP)
Christina Douglas	Communications Chair*	(CD)
Sarah Bowman	Technical Committee Chair*	(SB)
Paula Benway	International Director*	(PB)
Tom George	Treasurer*	(TG)
Meaghan Capuano	Vice President*	(MC)
Mark Sargent	Secretary*	(MS)
Tim Trabold	Immediate Past President*	(TT)
Chris LaPorta	Student	(CL)
Jinge Hu	Student	(JH)
Kim Fabend	President – via phone*	(KF)
Tony DaRin	Local Activities Chair*	(TD)

\*=Voting Member

- I. **Call To Order** – KF called to order at 10:10 a.m. A quorum was present with ten of 13 voting members present.
- II. **Approval of Meeting Agenda** – TT motioned for approval of the agenda, TG seconded. Motion passed. KF asked MC to run the meeting per the bylaws since KF was participating by phone. MC accepted.
- III. **Reading and Approval of Jan. 14, 2010 Minutes.** TT motioned to forego the reading of the minutes. MS noted that Mike Wieszchowski had requested some final revisions to the minutes that had not been made yet. MS read Mike's comments. TT Motioned to revise the minutes and enter Mike's comments, PB seconded. Motion passed. TT motioned to forego the reading of the minutes and to approve the minutes as revised. PB seconded. Motion passed.
- IV. **Reports from District/International Officers** – PB attended International Meeting in Florida – Focus is safety programs - International decade for safety (toward zero deaths). Check web for more info including cell free driving initiative. International crash rates expected to increase two to three times. May be some international education related work. PB reported that ITE did well financially, but lost 500 members. Expected to lose 50 more at District level. PB reported that the ITE Community (social media) is up and members should use it. Some debugging of the site is still underway. Send comments to Zach Pleasant at ITE HQ. Paula reported that the District meeting will be in Port Jefferson in May. Consider car pooling if you are planning to attend.

## V. Reports from Section Officers

- a. **Immediate Past President** – TT reported that the 2010 audit was complete and the books are okay. TT is following up on a \$10 returned statement fee which may be reimbursed to ITE. TT noted that the annual report was complete and submitted, and suggested KF begin tracking material for the 2011 Annual Report. PB suggested that local activities coordinators send simple report to the local activities committee chair to make the Annual Report easier to put together.
- b. **President** – KF reported that she needs to appoint a Committee and get candidates for Treasurer for next year.
- c. **Vice President** –
  - i. MC reported on the 2011 Scholarship Program – No submissions have been received yet – one inquiry. CD will send email reminder. TT was cc'd on Adel Sadek email where the Scholarship Program was announced. Members should follow up to get the word out, or if they know someone who might be interested.
  - ii. MC reported that another project sheet is needed for the Annual Project Award.
- d. **Secretary** – MS. Nothing to report.
- e. **Treasurer** -
  - i. TG distributed the draft 2011 Budget for review and approval – The Budget was reviewed line by line. An income category will be added to track student support from HQ. JH and CL said they could use additional student chapter support. Lack of funds was one reason they did not attend the Traffic Bowl the year. PB noted location should change and rotate because other schools are also requesting additional funds to travel to the Bowl. TT motioned to approve the revised budget. MC seconded. The motion passed unanimously.
  - ii. Quarterly Budget Report – TG noted that the balance is \$16,696.07, and asked why the annual budget is not a balanced budget. TT noted that there is a surplus in the account and there was a conscious effort to spend down the account by giving additional services and benefits to our members.
- f. **Director** – PB reported on Mike Wieszchowski's behalf, that the Connecticut Chapter won the Traffic Bowl.

## VI. Reports from Section Committees

- a. **Local Activities** - TD reported that HCM 2010 Training was sponsored at four sites. Attendance was good at all sites, for example there were 32 attendees at the Rochester event. TT is inquiring at HQ about why DOT was able to view the webinar at no charge. Several people expressed concern about the lack of content in the webinar. PB said if you have complaints, make them known. HQ will be looking at upgrading web interface in next year's budget. TD said he is looking to plan some more social events. Met Section and New England Section have monthly social activities / luncheons. Board members also meet monthly.
  - i. TD reported that SAJ is beginning to plan for the Symposium and will be looking for a few volunteers. MC suggested developing a checklist to cover the accomplishments when setting up conferences and webinar events. TD will get one started. MP suggested more coordinated events with other agencies and the group discussed scheduling events evenly through-out the year. TD will consider developing a calendar of events.



- b. **Membership** –
  - i. **General** – No report
  - ii. **Student** – JH noted that there is no option for the UB student chapter on the Web. PB will follow-up. Student elections are coming up. CL is VP and trying to attract new members, but not sure who all members are because they join on-line. CD will provide list of members. JH will cross check with his list. Six students will be going to TRB reception. CL gave presentation to 80+ ACE members. Their goal is to grow student membership and establish liaison with ACE to coordination activities which will be good for networking and saving costs. Planning tour of NITTEC facilities. CL and JH may need help getting speakers for sessions.
- c. **Communications** – CD is working on Spring Newsletter to be published in mid to late May. Topics include: scholarship awards (MP); Annual Meeting (TT); Treasurer nominations (KF); District Chair message (Gary Hebert); Member spotlight; past project submittal; International VP bios; Decade of Safety kick-off; ITE community (encourage people to join it); and President’s Message (KF).
- d. **Charters & Bylaws** – No Report
- e. **Technical** – SB is working to update some technical brochures and reported that Tom Johnson had volunteered to help. SB is looking for Technical articles. CD adding link to full articles within newsletter. Adel has some ideas. SB will contact him.
- f. **Meetings** –
  - i. **District Meeting** – PB reported that the program looks good.
  - ii. **2011 Section Annual Meeting** – TT reported that committee has been formed which includes PP, TT, TG, SB, Adel Sadek, Jennifer Michniewicz and Kelly Thompson. They met twice and are pursuing a joint meeting with Highway Data Workshop and Conference (HiDaC) – Sept 21, 22, and 23. Still confirming location but looks to be at the Buffalo Convention Center. FHWA is arranging to conduct HPMS Training prior to meeting for a half day on Tuesday (9/20) and Wednesday morning (9/21). Actual sessions will start Wednesday afternoon, with a welcome reception in the evening; Thursday will be a full schedule of sessions with lunch and the annual awards dinner; Friday will be a half day of sessions in the morning followed by an executive board meeting at noon. MS to confirm ballot schedule for Treasurer. CD to add call for presentations to newsletter.
  - iii. **2012 District Meeting** – KF Reported the meeting will be held in Lake Placid - DA is reviewing contracts and schedules. PB is coordinating with Ottawa Canada section since Lake Placid is close.

**VII. Old Business** –

- a. MC needs to establish review committee to review Scholarship submittals - PB and MS and TT volunteered to be on review committee.
- b. MC writing William MacNamara accomplishments letter.

**VIII. New Business** – None



**IX. Adjournment** TD motioned to adjourn. TT seconded. The motion passed unanimously.

Please report any errors or omissions in these minutes to Mark Sargent at [msargent@cmellp.com](mailto:msargent@cmellp.com) by June 19, 2011.

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