



# 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: January 15, 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)
Amy Dake	Section Director (by phone)	585-272-4660	(AD)
Don Adams	District Director (by phone)	518-446-0393	(DA)
Christina Douglas	Communications Chairperson (by phone)	518-453-4586	(CD)
Aileen Maguire Meyer	Technical Committee Chairperson	315-455-2000	(AM)
Paul Pfleuger	Charter & Bylaws Committee Chairperson	716- 206-5117	(PP)
Lynn LaMunyon	International Director (by phone)		(LL)
Shelly Johnston	Local Activities – Albany (by phone)		(SJ)

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 10:00 am.

**II. Affirmation of Elected Officers** – The following officers were sworn in by MW for 2010:

- a. TT – President
- b. KF – Vice President
- c. MP – Secretary
- d. MS – Treasurer

**III. Approval of Meeting Agenda**

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

**IV. Reading and Approval of Minutes**

*MW moved to forego the reading of the minutes from previous meeting. MP seconded the motion. Motion passed. MW moved to approve the Oct. 9, 2009 minutes. PP seconded the motion. Motion passed.*

## V. Reports from Section Officers

### a. Immediate Past President (2009)(AD)

AD reported the two ITE banners were complete at a cost of \$160. MW and TT will each take one. There was a discussion for the need for three more banners, one for each local activities coordinator that can be used for events.

*MW moved to approve having three more banners made. MP seconded the motion. Motion passed.*

**Action: AD will have three more section banners made.**

### b. President (2009) (MW)

MW thanked the 2009 Board for their time and hard work this past year. MW reported the Red Light Position Paper had been distributed to the Board, to Terry Rice at MCDOT who forwarded to all his Highway Superintendents, to Mayors of the top ten Cities in NYS, and was posted on the ITE website (position paper attached). No responses to the position paper have been received.

TT to follow up with City of Buffalo on the status of their red light camera implementation.

### c. Vice-President (2009) (TT)

TT thanked MW for his leadership last year. He noted that after the annual meeting CD sent out press release recognizing the awards and scholarship recipients. The new ITE logo was also finalized and distributed. TT distributed a draft activity calendar and will email to everyone at the meeting (see attached). TT noted the next Executive Board meetings will be 4/9 and 7/9. SJ report that the symposium is potentially scheduled for Oct. 25<sup>th</sup> and 26<sup>th</sup> discussed in later in section VII.f.ii.

### d. Secretary (2009) (KF)

KF reported she had passed on the secretary files to MP.

### e. Treasurer (2009) (MP)

MP discussed problems with switching from Key Bank to Bank of America and recommended we stay with Key Bank. MP also noted CD rates are even lower, so there is not much incentive to switch banks at this time.

*MW motioned to stay with Key Bank and open a savings account. TT second the motion. Motion passed.*

MP provided the final expense summary for 2009 (see attached).

MP reviewed the draft 2010 budget and each item was discussed. Several changes were approved to the proposed budget as follows:

- At the suggestion of PP, the budget will be reorganized to put the intent and contact of the budget item in the reports.
- At the suggestion of MS, a marking category was added to the budget.
- At the suggestion of TT, a one-time donation of \$1000 will be made to the ITE headquarters relocation fund. TT further suggested we strive to pay out other budget items in 2010.

*MW motioned to approve the revised budget on a condition that all the changes were made. KF second the motion. Motion passed.*

TT noted the activity schedule has final approval of the 2010 budget at the next Executive Board meeting in April. As a follow-up to funded items in the budget, DA will get info for Engineers Week in Albany, TT will get info for Engineers Week & BEAM in Buffalo, and KF will get info for Engineers Week in Syracuse.

**Action: MP will revise 2010 budget with changes and send out for review.**



**Action: MP to e-mail MS treasurer accounting spreadsheet and transfer other Treasurer materials.**

**Action: MS to add name to Key Bank Account.**

- f. **Director (PP)** – No comments.

## VI. Reports from District/International Officers

### a. International Director

LL circulated the International Board of Direction (IBOD) Oct 16-17, 2009 Meeting Report (see attached). LL announced that 2010 is her third and last term as International Director. The IBOD will be looking for a replacement for 2011. There was a discussion regarding ITE brochures and the availability of ITE promotional materials for membership recruitment. LL reported each council is making a brochure and current brochures should be available if we contact marketing at ITE International.

**Action: TT will follow up with LL regarding available materials.**

### b. District Chairperson

DA noted Engineers Week in Albany is still open if we wanted to get a booth for \$200.

**Action: DA will send Engineers Week registration info to the Board.**

DA congratulated the Board for improving the section the past few years. He noted LL's position will be elected this year. DA announced there will be a National-level Traffic Bowl this year and the Northeast District Traffic Bowl is on 4/7 at UConn. More info to follow.

MW noted on March 1<sup>st</sup> the section accounting report is due.

TT thanked DA for his support over the last year. He noted approval of the new ITE Student Chapter at UB and Section By-Law changes should be up for approval at the next District Meeting this month.

## VII. Reports from Section Committees

### a. Local Activities

There was a discussion about setting up more local activities this year. We will also be looking to fill both an overall chair for local activities and a local coordinator for Rochester.

**Action: Each Board member to set up 1 technical & 1 social event this year.**

### b. Membership

#### i. General

TT asked the status of membership booths. MW reported that CA is working on them.

MW noted we should get membership forms and info to hand out at the booths.

MS asked if our section typically has a representative at co-sponsored events to hand out membership forms, etc. MW noted that we typically are not, but should have a manned or unmanned booth at events. MW suggested the membership chair, CA, keep a list of events for our section to attend with a membership booth and include on the calendar.

**Action: TT to discuss with CA creating a list of events for our section to attend with a membership booth. The Board should send CA any events they would like to attend.**

#### ii. Student

MW sent paperwork to district to approve UB as a student chapter. Only 5 students need to be registered ITE members to make a section and UB currently has 6. MW noted student ITE memberships are free for the first year. There was a discussion about creating more student chapters.



*Action: MW to send district UB elected officers.*

*Action: CD will reach out to RPI to determine status of their student chapter.*

**c. Communications**

**i. Newsletter Editor**

CD noted that the winter newsletter would go out next week with the new logo. There was a discussion regarding the second page of the newsletter and adding pictures and emails to the list of officers' names and titles.

*Action: CD to circulate current photos of Board members and members can provide new picture to CD for the newsletter if desired.*

*Action: CG to add local activities contacts to website.*

AM noted CG updated the website to include info for the new Coordination of Technical Activates for District 1 Chair. A master list of technical paper submittals has been created. AM noted Sara Bowman is creating guidelines for section meeting procedures. She's also looking for people interested in becoming PIE members, so ITE has more people available to validate PDH credits for meeting presentations. AM noted we are looking into getting AICP credits available at our meetings.

There was a discussion regarding electronic voting and sending out 2 mailings; 1st to notify members we are going electronic mailings only and to update their email, 2<sup>nd</sup> to follow up with members that still didn't update their email.

*Action: MP to coordinate with CD mailings notifying members of the change to electronic only mailing.*

**ii. Webmaster**

CG is working on getting all presentations from the annual meeting put on the website under a "meetings" tab.

*Action: AM & CG to change "Project" tab on the website to "Meetings" and add presentations from ITE meetings.*

TT noted that the by-laws will need to be updated on the website once approved by District. CG now has the current version.

*Action: CG to be notified when by-laws approved. CG to provide on the website in PDF form.*

TT noted the [www.itenyupstate.com](http://www.itenyupstate.com) name expired on Dec. 20<sup>th</sup> 2009 yet there were many sites still referencing it such as District and National. There was discussion about extending ".com" for another year so other website servers could be updated.

*Action: PP & CG to extend '.com' website one year and look into adding an interim page to remind people of the '.org' change. CG to notify website administrators still using the '.com' domain name of the '.org' change.*

**d. Charters & By-laws**

PP noted that section 5.1 of the by-laws is missing some text. There was a discussion regarding PDF's use for future files.

*Action: MP and PP to investigate missing text by reviewing old documents.*

*Action: PP to get amended by-laws approved by District Board and to include history of by-law changes to the end of the document.*

**e. Technical**

AM noted that ITE has a format available to submit ITE trip generation data.

**f. Meetings**

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

Call for papers noted.



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

SJ discussed Oct. 25<sup>th</sup> & 26<sup>th</sup> as possible dates for the meeting. MW to discuss our involvement with SJ. MW suggested we have ITE brochures available at ITE meetings, however the technical brochures need to be updated.

**VIII. Old Business:**

**a. Awards Discussion**

TT noted he already has one submittal for this year and wants to send out the notice submission earlier this year.

**b. Scholarship Discussion**

TT noted scholarships have to done by April so they can be recognized in Schools before summer break.

*Action: KF to finalize topic and coordinate with CD to get notice in upcoming newsletter.*

**c. 2009 Treasurer Audit**

*Action: MW to initiate audit of the 2009 Budget and Section Accounts.*

**d. Section Award Submittal**

*Action: MW to sent TT a section award submittal report due March 1<sup>st</sup>.*

**e. Student Involvement** – Previously discussed in section VII.b.ii.

**f. Website Review/Updates** – Previously discussed in section VII.c.i and ii.

**IX. New Business** – None.

**X. Adjournment**

*TT moved to adjourn the meeting. KF seconded motion. Motion passed at 2:10pm.*

Please report any errors or omissions in these minutes to Meaghan Partelow at [mpartelow@monroecounty.gov](mailto:mpartelow@monroecounty.gov) by March 5, 2010.

Revised 2/19/10 MLP

Revised 2/22/10 TFT

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