



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

MEETING MINUTES

ITE NY UPSTATE SECTION EXECUTIVE BOARD MEETING

Location: C&S Office, Syracuse, NY

Date: January 14, 2011

<u>Attendees:</u>	<u>Position</u>	<u>(Initials)</u>
Carl Ast	Membership Chair	(CA)
Paul Pfleuger	Charter and Bylaws Chair	(PP)
Christina Douglas	Communications Chair	(CD)
Sarah Bowman	Technical Committee - Member	(SB)
Paula Benway	International Director	(PB)
Meaghan Capuano	Vice President	(MC)
Mike Wieszchowski	District Treasurer / Secretary	(MW)
Mark Sargent	Secretary	(MS)
Tim Trabold	Immediate Past President	(TT)
Kim Fabend	President	(KF)
Tony DaRin	Local Activities – Syracuse	(TD)
Jennifer Michniewicz (via phone)	Local Activities - Buffalo	(JM)
Don Adams (via phone)	District Immediate Past Chair	(DA)
Gary Hebert (via phone)	District Chair	(GH)

- I. Call to Order – TT called meeting to order at 10:15a.m. A quorum was present.**
- II. Affirmation of elected officials.** TT Congratulated last year’s officers on a job well done and lead oath for new officers.
- III. Approval of Agenda -** KF asked for approval of agenda with 7/10 summary added. TT motioned, MW seconded. Motion passed.
- IV. Reading and Approval of 10/25/10 Minutes –** MC asked for approval of minutes. MW motioned to forgo reading, PP seconded; motion passed.
- V. Reports from District and International Officers –**
 - a.** International - PB distributed her report and provided an overview. Thanks for being elected to the International Directors position. Exciting to attend training and see business side of ITE in Oct. in DC. PB said the 2011 international VP and Pres. candidates are posted on web. PB provided an overview of upcoming meetings Tech Conf. in Spring, in Walt Disney, FL; May District meeting in Port Jefferson, Memorial Day; Annual meeting in Missouri in Aug; PB plans to attend most Section meetings. Two primary issues from ITE meeting in DC - lack of funding and safety. Two safety programs – National Strategy for Highway Safety and a new publication

- Safety will be the focus for the next decade. PB expressed an open door policy – call Paula if you have questions / issues.
- b. District - DA welcomed MW to District Board. He announced that the winner of the District logo contest was Andrew Tracy from Buffalo. Logo will be used for District meeting this year May 25 to 27. There is ample lodging. Shuttles will run from area lodging two miles away. DA explained that the District awards are coming up. Due Apr 1, but sooner is better (Student chapter and Student paper awards. Action: TT will let UB know it is coming up). DA said the District had a strong financial year, but Student Chapter requests outweigh resources. They are working at the District level to address the issue.
 - c. District - Gary Hebert joined via phone – GH congratulated the Upstate Section on winning the 2010 Section award. GH plans to attend the Section’s Annual meeting in Buffalo this fall. TT requested that the District budget address student reimbursement at the Annual Meeting. Action: GH will work with the District Student Chapter Coordinator (Mike Knodler, 2011) to identify financial assistance needs for all of the District’s Student Chapters that will lead to greater participation in ITE-sponsored activities (e.g., District Meetings, Student Symposiums, Traffic Bowl, International/Section Student Awards submissions, and ITE International meetings) for the District’s Student Chapters. GH mentioned that NEITE Technical Committee looked at the effectiveness of countdown pedestrian signals and is exploring topics such as the effectiveness of short lanes. Upstate Section should pick a subject that it believes is relevant to its members, is manageable, and can be accomplished over a 6-9 month time frame. For example, GH Suggested a review of pros and cons of certain types of upcoming transportation-related legislation being considered by NY legislature would be beneficial to the membership. Upcoming District meetings: January 31 in Newburgh, NY at Cosimos on Union from 11:30 AM-2:30 AM; District/Met Section Annual Meeting May 25-27 at the Danforth Inn, Port Jefferson, NY.

VI. Reports from Section Officers (Past)

- a. IPP – MW will attend upcoming District meeting as officer and will report back. Section bylaws state that section has two voting positions - President and Director. Motion by MW to designate Immediate PP and President as the two voting members. Motion seconded by MC. Motion passed. Action: Send updated officer roster to district - *completed*.
- b. President – TT needs latest count of number of members from Christina. Action: CD will send. TT sent letter to Cuomo transition team. Noted that Stan Gee was still commissioner. Don Adams reviewed the web and noted Joan McDonald had just been announced as the new Commissioner of DOT. A link to ITS Board has been established on Section web site.
- c. VP – KF summarized the awards at the Symposium and explained that a notice had been posted in Times Union. Award info has been posted on Web site. KF asked the past officers to help transition incoming officers to their new positions.
- d. Secretary – MC gave the secretary files to MS including a CD. MC will write a letter recognizing contributions of William McNamara, who had 30 + years of service and contributions to the profession.



- e. Treasurer – MS distributed the Treasurer’s Report and explained that the Section spent about 83 percent of its budget last year. The goal was to provide more social benefits to members and draw down the Checking Account balance. The Section did a very good job spending about \$2,000 of the \$2500 local activities budget. MS noted there was a \$20 typo in the budget report, which he would fix. The group discussed the Draft 2011 Budget line by line and agreed to continue to draw down the balance. The Money Market account can be used to cover expenses if the checking account balance gets too low. PB noted that the Section lost some members therefore Section income may go down. There was a discussion about how ITE will allow a waiver to pay dues if there is a hardship. Action: MS to update and circulate 2011 Budget - *complete*. The Budget gets approved at the April meeting.

VII. Reports from Section Committees –

- a. Local Activities General – The group discussed various policies, and agreed that in general, The section will pay for Webinars for ITE members, and that non members should pay. The local activity coordinator has option of charging members but should charge less than non-members. Regarding the Section paying for drinks at a holiday social, the group generally agreed that paying for a drink or two is okay. DA noted that it is not too late to have a booth at Engineer’s Week. Don proposed to set up the booth, have Shelly Johnston swing by occasionally, and have CD take it down. Need a check for \$200 from MS. It was agreed certification info should be provided on our ITE display board.
 - I. Buffalo – JM noted that the webinar was a good idea and will coordinate with TT to host another good one.
 - II. Rochester – Adam is considering a hockey game, holiday social, and webinar for 2011.
 - III. Syracuse – Tony expects to have another holiday social, and mentioned the upcoming Sensys Networks Wireless vehicle detection system webinar 1/26 in Syracuse hosted by B&L, and in Albany hosted by Creighton Manning. Sent invitations to ITE membership, but also add’l Professional Societies like ASHE.
 - IV. Binghamton - TT noted that Cyndi Paddick was appointed the new Director of BMTS, therefore may not be able to continue as local activities chair. Tim will discuss with Cyndi; what level of involvement feels comfortable for her this year. Tony DaRin indicated he would be Local Activities Chair pending TT’s conversation with Cyndi.
- b. Membership



- I. General - CA noted that there are 168 members, 24 life, 87 paid through 2011, 54 paid through 2010, 2 paid through 2009, and one paid through 2008. There are 23 fellows, 125 member, 19 students, 1 affiliate; 12 esteemed colleagues, but never updated. Paula will look into update process for Esteemed Colleagues. PB noted that Lifetime members will be receiving reduced benefits - Will have to pay \$50 to get Journal because industry is going electronic. [Note: after the meeting the following information was clarified:

When does a past member get dropped from the membership list?
According to Headquarters, members are put into suspension after 3 months of non-payment. So, for your renewing member, April 1 of each year is the cut off. At the end of the year, if they have not renewed, they are completely dropped. If we have specific individuals on our membership list we would like HQ to research and potentially delete, mark up the membership list and send it to Christina Garneski at HQ.

What are Esteemed Colleagues?

They are generally public figures in appointed roles, and do not always have a transportation background, though they work in the field. They do not pay dues and are not voting members, but have all other membership benefits. To become an EC, the section or district must request it. Likewise, to take them off the list, HQ needs input from the section or district.

- II. Student- Jinge Hu is new President. Reaching out to undergrads to get new members.
- c. Communication
 - I. Newsletter - CD noted that the next newsletter will include recent UB newsletters, some tech articles from TT, Conf. announcements, MW becoming District secretary/treasurer, Tim's president's message, Section Officers update, Member spotlight will be Jennifer Michniewicz; Sensys advertising and a possible Sensys Tech article. The group discussed also adding a Press release on the new Commissioner, news stories, tech articles, etc. TT noted that LinkedIn has an ITE group. Some sections have face book pages. Action: Members should send CD interesting articles that she can include in the Newsletter
 - II. Web page – Action: TT and CD will contact Vijay for updates.
 - d. Charters & Bylaws – TT noted that Section 4-6 of the Bylaws discusses the Teller Committee. Having three Tellers may not be necessary due to electronic balloting. The group agreed to keep the bylaws as is for the time being. The Electronic service can perform the role of the Teller Committee.
 - e. Tech Committee - Aileen Maguire indicated her desire to step down as chair. Sarah Bowman expressed interest in the role, but wanted to know more about the requirements/responsibilities of the position. It is a self directed position. Some past



objectives included keeping track of abstracts, update 1990's educational material. Could work with Christina to get a tech article in the Newsletter. Anything that is current that affects our industry. TT noted that there is a new HCM coming out where the traditional vehicle LOS is being replaced by new multimodal LOS. He noted Dr. Adel Sadek from UB also volunteered to be on the committee. SB accepted the role as Chair of the technical committee. MW suggested Sarah come up with one technical topic for discussion at the April board meeting.

f. Meetings –

- I. Annual District meeting Crown Point Plaza Hotel Lake Placid – Can justify location based on distance. Several volunteers already, but need activities coordinator. Don will send list. Most planning activity will be next summer. Need to finalize logo first.
- II. District meeting Port Jefferson, May 25-27, 2011.
- III. Annual Meeting - TT mentioned the Section Annual Meeting would likely take place Wed to Fri, one of first two weeks of October. There was also a possibility of combining the next Annual Meeting with the National Highway Data Users Workshop and Conference to be chaired by Adel. The group like the idea but was concerned about the number of attendees. Action: Tim to find out scale. Courses would need separate certifications for PDHs.

VIII. New Agenda Item – KF described SJ's summary from the Symposium and her request to make a one-time donation of \$2,500 from the Symposium proceeds to the Jeff Kolb children's fund. Jeff passed away the morning after delivering the keynote presentation at the Symposium. The Section Board fully supported the donation request. Action: KF to notify SJ.

IX. Old business

- a. Rochester having problems with snow on LED sigs, installed louvers. The unofficial word from Region 1 is that the louvers do not work.
- b. Red light camera – Rochester will put up five (5) more cameras. The system uses pucks for detection rather than tying into existing loops when permission to tap into cabinets was not given.
- c. Distinguished Service Award - MW suggested that the Section rename the Carol A. Keck award to the Carol A. Keck Distinguished Service Award. The group agreed. Action: KF will put the description of the Award on the Web site.
- d. The group discussed the 2011 Action Calendar which will be posted on the Web and published in the newsletter.

X. Adjournment - TT motion to adjourn at 2:15 p.m. MW seconded.

Please report any errors or omissions in these minutes to Mark Sargent at msargent@cmellp.com by February 4, 2011.

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