



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

EXECUTIVE BOARD MEETING - MEETING MINUTES

April 12, 2017 9:00 AM

Video Conference Call via ZOOM

Attendees:	Position	Voting Member
Mark Budosh	Director (via ZOOM)	yes
David Tuttle	Past President (via ZOOM)	yes
Christina Doughney	President (via ZOOM)	yes
Jennifer Yonkoski	Secretary (via ZOOM)	yes
Tom Polech	Treasurer (via ZOOM)	yes
Alex Kerr	Local Activities Chair (via ZOOM)	yes
Mark Nadolny	Communications Chair (via ZOOM)	yes
Jonathan Walczak	Membership Chair (via ZOOM)	yes
Cassandra Gascon	Southern Tier Local Activities Coordinator (via ZOOM)	no
Mike Wieszchowski	2018 ITE Northeastern District Meeting Chair (via ZOOM)	no

Absent	Position	Voting Member
Kash Revalli	Vice-President	yes
Paul Pfleuger	Charter & Bylaws Chair	yes
Sarah Bowman	Technical Committee Chair	yes
Jeff Lebsack	District Secretary/Treasurer	yes
Kim Fabend	Past Chair	yes

- I. **Call to Order** – Christina Doughney called the meeting to order at 9:02am.
- II. **Approval of Meeting Agenda** – motion to approve was made by Mark B., seconded by Alex K., passed unanimously.
- III. **2017 Calendar Review** – Christina D. reviewed the tasks that were to be completed since the last meeting and what is due for the rest of April - June.
- IV. **Reading and Approval of January 13th, 2017 Minutes** – A motion to forego the reading of the minutes was made by Mark B., seconded Mark N., passed unanimously.

Jonathan W. made a motion to approve the minutes, seconded by Tom P., passed unanimously.



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V. Reports from District/International Officers (Present)

- a. International Director - Mike Salatti
No report.
- b. District Chairperson - Joe Balskus
No report.

VI. Reports from Section Officers (Past)

- a. Immediate Past President – Dave Tuttle
Nothing to report. Will talk about 2017 Upstate Conference later in the agenda.
- b. President – Christina Doughney
Will begin to identify candidates for the 2018 Treasurer election.
- c. Vice-President – Kash Revalli (Not present)
No Report.
- d. Secretary – Jenn Yonkoski
Nothing to report.
- e. Treasurer – Tom Polech
Tom P. distributed the budget with the changes that were talked about at the January meeting. Jenn Y and Christina D. did not receive the signature card for the checking account.

Alex K. made a motion to approve the 2017 budget, seconded by Tom P., passed unanimously.
Christina D. asked that Tom P. transfer \$1,000 to the other account to be used as seed money for the 2018 district meeting.
- f. Director - Jeff Lebsack (Not present)
No report.

VIII. Reports from Section Committees

- a. Local Activities - Alex Kerr (Chair)
Creighton Manning held a training in Albany. Cass G. explained what the Binghamton Bridge Pedal event was and asked that the Board support a \$300 sponsorship for the event. She stated that it would be the only local event for the Southern Tier this year. Mark N. asked that Cass G. provide info for the newsletter.
- b. Membership - Jonathan Walczak (Chair)
 - i. General – Jonathan W. reported that ITE is in the middle of a membership campaign. There are contests at the Section level and there are financial prizes for 1st – 3rd place. 28 members



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in our section were in jeopardy of their membership expiring. One was not going to renew, 8 were moved to the retirement column, and 8 were planning to renew. 120 members currently.

- ii. Student - Jeff Lebsack (not present)
No report.
- c. Communications – Mark Nadolny (Chair)
 - i. Newsletter Editor - Mark Nadolny
The spring newsletter should be out by the end of April or in May. Mark N. requested the excel file of the budget for the newsletter. He is also going to include a save the date for the Upstate Section meeting in September.

The newsletter award has been changed to communications award. The requirements are quite extensive and include the creation of a communications plan. Mark N. is going to send the qualifications for the award to the rest of the Board members and the Board will determine what steps the Upstate Section will take to meet the criteria for the new award if the Section intends to apply.
 - ii. Webmaster - Paul Pfleuger (not present)
Jenn Y. sent the proposed changes to the website that were discussed at the January meeting to Paul P.
- d. Charters & Bylaws - Paul Pfleuger (Chair, not present)
No report.
- e. Technical - Sarah Bowman (Chair, not present)
No report.
- f. Meetings
 - i. 2017 Annual Section Meeting - Rochester
The Hilton Garden Inn and the Hyatt were the two hotels in Downtown Rochester that were investigated for the meeting location. He has decided to go with the Hilton Garden Inn based on the minimum food and beverage requirements. The dates of the conference will be September 21 & 22. We still need to come up with a logo. Dave T. said he would like to hold an LAC meeting sometime in May.
 - ii. 2018 District Meeting - NY Upstate
Mike W. is the Chair of the meeting. He gave the following report to the Board. The LAC has decided to go with fabric coasters for the save-the-date. An action calendar will be developed within the next month. There is a 15-member LAC for the meeting. The location will be in Lake George at Fort William Henry. Conference center and hotel are separated (short walk). 16,000 sq. feet of meeting space. No A/V or conference room fees as long as food and beverage minimums are met. Rooms are \$124+ tax. Looking to have the welcome reception at the Fort. There is a Spirits of History Ghost Tour and there is the possibility of doing that as part of the welcome reception. Also, instead of the traditional Traffic Bowl there will be a



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trivia event with prizes. Meeting fee will remain \$275 like previous years. Mike W. would like to work the student poster session into the technical program so they are more engaged. Registration changes: instead of late registration, incentives to register earlier. Conference will include a golf outing, possibly add mini-golf tournament also. Budget is approx. \$49,000.

IX. **Old Business**

Bylaws: Mark B. stated that the draft bylaw changes needed to be sent out to the membership before a vote. Christina D. suggested the changes be provided in the next newsletter.

Certificates to recognize years of membership: Life membership requirements need to be confirmed before a final decision on earlier recognitions from the Upstate Board can be finalized. Dave T. will gather the information. We could aim for the Section meeting in September for recognition.

Explore setting up a booth at college job fairs: RPI, Syracuse, possibly Clarkson. Christina D. will compile a list of when the job fairs are being held. Good way to boost membership.

X. **New Business**

Christina D. called into the International ITE Community meeting. Logo change "a community of transportation professionals" to be more inclusive of all transportation professions.

XI. **Adjournment**

Christina D. made a motion to adjourn, seconded by Jenn Y., passed unanimously. The meeting adjourned at 10:02am.