



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

EXECUTIVE BOARD MEETING - MEETING MINUTES

July 28, 2017 9:00 AM

Video Conference Call via ZOOM

Attendees:	Position	Voting Member
Kash Revalli	Vice-President (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
Adam Frosino	Rochester Local Activities Chair (phone)	no
Mike Wieszchowski	2018 ITE Northeastern District Meeting Chair (via ZOOM)	no
Jennifer Michniewicz	Buffalo Local Activities Chair (phone)	no
Alex Kerr	Local Activities Chair (via ZOOM)	yes

Absent	Position	Voting Member
Mark Budosh	Director	yes
Jonathan Walczak	Membership Chair	yes
Mark Nadolny	Communications Chair	yes
Paul Pfleuger	Charter & Bylaws Chair	yes
Sarah Bowman	Technical Committee Chair	yes
Jeff Lebsack	District Secretary/Treasurer	yes
Kim Fabend	Past District Chair	yes

- I. **Call to Order** – Christina Doughney called the meeting to order at 9:08am. Noted that we did not have a quorum of the Board but there was nothing to vote on that would affect the membership.
- II. **Approval of Meeting Agenda** – motion to approve was made by Jennifer Y, 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 July - September.
- IV. **Reading and Approval of April 12th, 2017 Minutes** – A motion to forego the reading of the minutes was made by Jennifer Y., second by Christina D., passed unanimously.



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Kash R. made a motion to approve the minutes, seconded by Alex K., passed unanimously.

V. Reports from District/International Officers (Present)

- a. International Director - Mike Salatti
No report. An update was provided in the most recent newsletter.
- b. District Chairperson - Joe Balskus
No report.

VI. Reports from Section Officers

- a. Immediate Past President – Dave Tuttle
Conference: working on gifts and menu, Meghan Capuano is working on technical program, at \$1900 for sponsorships so far, will be having an LAC meeting next week, Dave will send logo to Tom for gift order, going with tumbler and coasters, not sure about ordering tote bags.
- b. President – Christina Doughney
Working on identifying candidates for the 2018 Treasurer election. Have a few tentative people but no commitments yet.
- c. Vice-President – Kash Revalli
Working on student scholarship.
- d. Secretary – Jenn Yonkoski
Binghamton Bridge Pedal (sponsored by ITE Upstate) happening August 26th. \$1 discount for ITE members.
- e. Treasurer – Tom Polech
Renewed website and domain, \$300 for Bridge Pedal, \$250 deposit for hotel for meeting in Rochester, \$1000 transfer to district for conference, received 8 newsletter checks.
- f. Director - Mark Budosh (Not present)
No report.



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VIII. Reports from Section Committees

- a. Local Activities - Alex Kerr (Chair) (not present)
Jenn M. would like to develop a Survey Monkey to send out to the membership to survey interest and preferences regarding local activities.
Adam F. Red Wings game is scheduled for August and is joint with NYSATE.
Binghamton Bridge Pedal planned for August.

- b. Membership - Jonathan Walczak (Chair)
 - i. General – Approximately 90% of the expired members have renewed.

 - ii. Student - Jeff Lebsack (not present)
No report.

- c. Communications – Mark Nadolny (Chair)
 - i. Newsletter Editor - Mark Nadolny (not present)
Spring/Summer newsletter just went out.
Christina D spoke about new requirements for Communications award: Could Board members spend time reading the requirements and then we can discuss the direction that we would like to go.

 - 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
Report was given earlier during Past President report.

 - ii. 2018 District Meeting - NY Upstate
Mike W. is the Chair of the meeting. He gave the following report to the Board. Jackson Hole meeting is the same time as our meeting. International candidates need to be present at Jackson Hole. Our meeting dates will need to change to May 21st – 23rd, Monday – Wednesday. Unfortunately, the coasters have the wrong dates!

Monthly LAC meetings will begin August 2nd.



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IX. **Old Business**

Certificates to recognize years of membership: Start at 20 years, then in 5 year increments. Paper certificates, or pin that can be worn showing number of years. Request that Board members look at ITE store to see what ITE mementos are available. Aim for the Section meeting in September for recognition.

Explore setting up a booth at college job fairs: RPI, Syracuse, possibly Clarkson. Return may be small and may be better served by contacting civil engineering departments instead? Should we reach out to Career Development departments at universities to let them know about our organization.

X. **New Business**

Jeff L. wanted to discuss Leadership ITE but was unable to attend meeting. Information will be forthcoming.

XI. **Adjournment**

Christina D. made a motion to adjourn, seconded by Jenn Y., passed unanimously. The meeting adjourned at 9:59am.