



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

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EXECUTIVE BOARD MEETING - MEETING MINUTES

October 16, 2018 5:00pm

Glen Sanders Mansion, 1 Glen Street, Scotia, NY 12302

Attendees:	Position	Voting Member
Kash Revalli	President	Yes
Jennifer Yonkoski	Vice-President	Yes
Tom Polech	Secretary	Yes
Christina Doughney	Past President	Yes
Jeff Lebsack	District Vice-Chair	Yes
Courtney Bentley	Treasurer-Elect (2019)	No
Mike Wieszchowski	Member	No
Jennifer Michniewicz	Buffalo Local Activities Chair	No
Paul Pfleuger	Charter & Bylaws Chair	Yes
Sarah Bowman	Technical Committee Chair	Yes
Don Adams	Member	No

Absent:	Position	Voting Member
Dan Rourke	Treasurer	Yes
Alex Kerr	Local Activities Chair	Yes
Mike Salatti	International Director	No
Jonathan Walczak	Membership Chair	Yes
Shelly Johnston	Albany Local Activities Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Mark Nadolny	Communications Chair	Yes

- I. **Call to Order** – Kash Revalli called the meeting to order at 5:16pm.
- II. **Approval of Meeting Agenda** – No comments on the meeting agenda. Motion to approve was made by Kash Revalli, seconded by Jennifer Yonkoski, passed unanimously.
- III. **2018 Calendar Review** – Kash Revalli reviewed the past three months on the calendar.
- IV. **Reading and Approval of April 13th, 2018 and July 13th, 2018 Minutes** –Tom Polech made a motion to forego reading of the April 13th, 2018 meeting minutes, seconded by Christina Doughney, passed unanimously.



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Kash Revalli made a motion to approve the April 13th, 2018 meeting minutes, seconded by Jennifer Yonkoski passed unanimously.

Tom Polech made a motion to forego reading of the July 13th, 2018 meeting minutes, seconded by Christina Doughney, passed unanimously.

Kash Revalli made a motion to approve the July 13th, 2018 meeting minutes, seconded by Jennifer Yonkoski, passed unanimously.

V. Reports from District/International Officers

- a. International Director – Mike Salatti (not present)

Jeff Lebsack spoke about the One ITE initiative, which is ongoing. There will be 3 members from the Northeast District joining LeadershipITE in 2019.

- b. District Chairperson – Bill McMenamin (not present)

No report.

VI. Reports from Section Officers

- a. Immediate Past President – Christina Doughney

No report.

- b. President – Kash Revalli

No report.

- c. Vice-President – Jennifer Yonkoski

Jennifer Yonkoski mentioned that the Section awards were given out at today's meeting. Jennifer mentioned that Kash Revalli will receive the David Bulman Leadership Award, plaque to be presented at the next Executive Board meeting.

Jeff Lebsack suggested that award nominations should go out earlier next year, to attempt to get better outreach for nominations. Kash Revalli will serve as the liaison with the award vendor next year.

- d. Secretary – Tom Polech

Tom Polech mentioned that the election has concluded and Courtney Bentley has been voted as the Treasurer for 2019. Only 54 of 122 members logged in to vote (44%) this year. It was discussed that in



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2019 a general email should be sent out to the membership around the start of the election, to make members aware that their ballot login info will be emailed to them. Tom mentioned that there were 6 members who did not receive an election ballot because they did not provide an email address to ITE. Christina Doughney mentioned that members who did not provide an email were notified via postcard when balloting became electronic a few years ago.

- e. Treasurer – Dan Rourke (not present)

Meeting attendees reviewed the 3rd Quarter Treasurer’s Report. Jennifer Yonkoski mentioned that the Binghamton Bridge Pedal sponsorship check does not show up on the Treasurer’s Report. It could be because it just occurred on August 25 and the check has not been cashed yet. Tom Polech is still signing checks because Dan Rourke was not successfully added to the bank account as a signatory.

- f. Director – Dave Tuttle (not present)

No report.

VII. Reports from Section Committees

- a. Local Activities - Alex Kerr (Chair, not present)

- i. Buffalo – Jennifer Michniewicz/Jim Jones (not present) – Jennifer Michniewicz mentioned that ITE members local to Buffalo (Jim Jones, Jeff Lebsack, Jennifer Michniewicz, Paul Pfleuger, and Kash Revalli) recently held a meeting to brainstorm how to boost local interest in ITE in Buffalo. They came up with a list of ITE members in Buffalo who are not typically active, and non-members who they believe might benefit by becoming a member of ITE. They hope to hold some sort of “lunch and learn” to generate more interest in ITE, on the third Tuesday of each month. Sarah Bowman mentioned that having ITE presentations certified for AICP professional development credits (planning equivalent of a PDH) could help generate more interest in ITE membership.
- ii. Rochester – Adam Frosino (not present) – Tom Polech mentioned that there was a sponsored Rochester Red Wings game over the summer.
- iii. Syracuse – Alex Kerr (not present) – No report.
- iv. Albany – Shelly Johnston (not present) – No report.
- v. Southern Tier – Jennifer Yonkoski – Jennifer Yonkoski mentioned that the Binghamton Bridge Pedal had 86 participants this year. There was 1 participating ITE member.

- b. Membership - Jonathan Walczak (Chair, not present)

- i. General – Jonathan Walczak (not present)

No report.



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ii. Student - Jeff Lebsack

Jeff Lebsack mentioned that there was an event at UMass in March that UB attended. Jeff hopes that Courtney Bentley will be an asset in growing student interest in the future and that UB will become an active student chapter. Kash Revalli mentioned that he took an autonomous vehicle test ride at a symposium at UB.

c. Communications – Mark Nadolny (Chair, not present)

i. Communications/Newsletter Editor - Mark Nadolny (not present)

Kash Revalli mentioned that we need to find a new communications chair. Christina Doughney questioned if sending pdf newsletters is still relevant. Tom Polech mentioned that an active Facebook page might be better. Don Adams suggested a Twitter account. Courtney Bentley suggested that a LinkedIn page might be more suitable for a professional society. Tom Polech suggested a quarterly email with links to a LinkedIn and Facebook page at the bottom. Jeff Lebsack mentioned that the District has the same type issue and questioned if it would make sense to pay an outside party for communications. Christina Doughney suggested that communications could be a good way to get new, young members involved in ITE.

Jennifer Michniewicz mentioned that sponsor revenue will not come in if the newsletter is abandoned. Kash Revalli suggested that a decision could be made how to proceed at the next Executive Board meeting.

- ii. Webmaster - Paul Pfleuger – Paul Pfleuger sent Kash Revalli a quote for a third party that put together his company's website. They build their own Content Management System (CMS). Paul questioned what we are looking to do; how much are we willing to spend to revamp the website? The goal is for the Secretary to be able to upload the meeting minutes, the President to be able to upload agendas and calendars, etc. Kash Revalli questioned if it would make more sense to save money and use an off-the-shelf template. Kash suggested having a discussion with Jennifer Yonkoski and Paul Pfleuger to become more familiar with the process of creating a website template. WordPress has off-the-shelf customizable templates and themes for websites. Jennifer Yonkoski volunteered to look further into a WordPress template and quote to set up a new website.

d. Charters & Bylaws - Paul Pfleuger (Chair)

Paul Pfleuger mentioned that the New York Upstate Section's charters and bylaws have some outdated language regarding affiliates; affiliates have been phased out as part of the OneITE initiative. The goal is to get all of the charters and bylaws at the District and Section levels in line with the International bylaws. The first step, currently in progress, is to re-charter the districts. The overall goal is to get the districts similar in size. Paul Pfleuger attended the International Meeting and was tasked



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as the Upstate Section representative for autonomous vehicles. There was some discussion whether the first position once a member is elected to the Executive Board should be Secretary rather than Treasurer.

e. Technical - Sarah Bowman (Chair)

No report.

f. Meetings

i. 2018 Section Annual Meeting – Scotia, NY

Christina Doughney mentioned that she liked the one-day format for simplicity, but in the future it might be better to hold the Executive Board Meeting the night before the Section meeting to allow more travel time home the day of the meeting. Jennifer Michniewicz mentioned that some of the breaks felt too long; they could be shortened to allow the conference to end earlier. A one day format might be best in Syracuse since it is more central geographically.

There were 43 attendees registered. One bronze sponsor and 10 silver sponsors. Christina budgeted for 50 attendees, and received more than the budgeted sponsorship amount by \$500. PayPal was offered as an option for registration; there were some minimal service fees. There will be about a \$600 surplus, as budgeted.

VIII. Old Business

a. By-laws Section 4.6 (electronic voting conditions)

All decisions will be put on hold until further guidance from the OneITE initiative is available.

b. Recruitment

Nothing new to report.

c. ITE NY Upstate Section website update/revamp

Jennifer Yonkoski will look into potential website templates and pricing.

IX. New Business

a. OneITE Initiative Discussion

See the “Charters and Bylaws” section for a summary of the discussion about the OneITE initiative.

b. STEM Outreach

Christina Doughney suggested that the Section should submit an entry in the STEM Outreach Competition.



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Jennifer Michniewicz will gather information from Buffalo for the application. Christina will submit the application.

X. **Adjournment**

Kash Revalli made a motion to adjourn, seconded by Tom Polech, passed unanimously. The meeting adjourned at 7:19pm.