



Institute of Transportation Engineers
New York Upstate Section
 A Community of Transportation Professionals
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EXECUTIVE BOARD MEETING - MEETING MINUTES

September 11, 2019 @ 12:00 PM
 via ZOOM

Attendees:	Position	Voting Member
Christina Doughney	Director	Yes
Kash Revalli	Past President	Yes
Jennifer Yonkoski	President	Yes
Tom Polech	Vice President	Yes
Dan Rourke	Secretary	Yes
Courtney Bentley	Treasurer	Yes
Jeff Lebsack	District Chair	Yes
Adam Frosino	Rochester Local Activities Chair	No
Alex Kerr	Syracuse Local Activities Chair	Yes
Paul Pfleuger	Charter & Bylaws Chair	Yes
Jennifer Michniewicz	Buffalo Local Activities Chair	No
Jim Jones	Member	No

Absent:	Position	Voting Member
Dan Quiri	Communications Chair	Yes
Mike Salatti	International Director	No
Shelly Johnston	Albany Local Activities Chair	No
Sarah Bowman	Technical Committee Chair	Yes
Tom Miller	Membership Chair	Yes

- I. Call to Order – Jennifer Yonkoski called the meeting to order at 12:13 PM
- II. Approval of Meeting Agenda – No comments on the meeting agenda. Motion to approve was made by Courtney Bentley, seconded by Alex Kerr, passed unanimously.
- III. 2019 Calendar Review – Jennifer Yonkoski reviewed the 2019 calendar and upcoming events.
 - a) It was noted that the Calendar needs to be updated for 2020
 - b) With the Holiday Events coming up, Courtney Bentley asked everyone to try and cash all checks before the end of the year to avoid balances carrying over to the new year.
- IV. Reading and Approval of July 12, 2019 Minutes – Tom Polech made a motion to forego reading of the July 12, 2019 meeting minutes, seconded by Dan Rourke, passed unanimously.

Paul Pfleuger made a motion to approve the July 12, 2019 meeting minutes, seconded by Courtney Bentley, passed unanimously.



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- V. Reports from District/International Officers
- a) International Director – Mike Salatti (not present)
 - b) District Chairperson – Jeff Lebsack
 - i. Received new by-laws for the District
 - ii. International director election, each section needs to supply 2 candidates. The new by-laws eliminates the petition in clause.
 - iii. Currently developing the operations manual
 - iv. Since Upstate did not get representation this year, the Section should get opportunity next year. International director will continue the rotation through sections.
 - v. Website: District will maintain their current website
 - vi. November 1st is deadline for secretary/treasurer election for the District board. Kash and Christina are running this year and will continue on a 3 year rotation. Provide bio information to Jeff to get process started
 - vii. Final District Board meeting will be held in November at the NE or Met section meeting. Hopeful to approve the operation manual and elections at that meeting
- VI. Reports from Section Past Officers
- a) Immediate Past President – Kash Revalli – No Report.
 - b) President – Jennifer Yonkoski – No Report
 - c) Vice-President – Tom Polech
 - i. Received good feedback on the awards presentation
 - d) Secretary – Dan Rourke – No Report.
 - e) Treasurer – Courtney Bentley
 - i. 3rd Quarter Treasurer’s Report
 - 1) Updated through 9/6/19
 - 2) Needs to be updated for actual end of 3rd quarter to include Section meeting income/expenses
 - 3) Jeff L. –
 - (a) Does the budget have any room for Leadership ITE assistance? No.
 - (b) Currently the District scholarship covers some of the travel expenses. This is something that could be looked into for the 2020 budget.
 - f) Director – Christina Doughney – No Report.
- VII. Reports from Section Committees
- a) Local Activities - Alex Kerr (Chair)
 - i. Syracuse – Alex Kerr – Coming up on the holiday season events. Alex is reaching out to the SWE and ASCE for joint events to hopefully bring in new members.
 - ii. Buffalo – Jennifer Michniewicz – Is brainstorming ideas with Buffalo area members to have more attended events. Take away from the round table discussion on 9/10 is to have more joint events with the possibility of leadership meetings between each professional organizations in geographic areas.
 - iii. Rochester – Adam Frosino – Held the annual picnic at the Red Wings baseball game as a joint venture with NYSATE. A lot of transportation professionals at the event although Tom was the only ITE member present.



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- iv. Idea to boost membership and turnout at events is to provide more of a supplement/discount for ITE members to attend events due to the higher cost of membership. This was briefly discussed by all and will continue the next meeting.
 - v. Albany – Shelly Johnston (not present) – No report.
 - vi. Southern Tier – Vacant – Binghamton Bridge Pedal event was sponsored by the section and held on August 20, 2019.
- b) Membership - Tom Miller (Chair)
- i. General – Tom Miller – No Report
 - ii. Student - Jeff Lebsack –
 - 1) Reached out to UB about coming to the campus to speak about ITE
 - 2) Attended last year’s Traffic Bowl and is hoping to get a UB team together to compete
 - 3) UB, Cornell, and RPI are the engineering schools in our section and it would be nice to have them represented in student chapters and in the Traffic Bowl.
 - 4) Courtney Bentley: UB Alumni tailgating event on 10/5. All technical societies represented and turnout is good.
 - 5) Courtney Bentley: 9/24 UB is unveiling their first autonomous vehicle. It appears this is open to the public, will be looking into more of the details.
- c) Communications – Dan Quiri (Chair)
- i. Communications/Newsletter Editor – Dan Quiri – (not present) – No Report
 - ii. Webmaster - Paul Pfleuger
 - 1) ITE International webinar on 9/25 to discuss the 3 website options. Section previously selected Option 1 as our preferred options
 - 2) Current website only has awards through 2013. Tom P. will send Paul this year’s award recipients to update for 2019 on the current website.
- d) Charters & Bylaws - Paul Pfleuger (Chair) – Will provide follow up after the 9/11 webinar that is scheduled following this meeting.
- e) Technical - Sarah Bowman (Chair) - No report.
- f) Meetings
- i. 2019 Section Annual Meeting – Buffalo, NY
 - 1) Kash thanked everyone for attending and his Local Arrangements Committee for a successful event
 - 2) Full registration 40, total count around 54
 - 3) Kash will finalize the financial report and distribute
 - ii. 2020 Section Annual Meeting
 - 1) Jenn Yonkoski is the meeting chair and will be held in Binghamton on September 24 – 25 at the Double Tree by Hilton.
 - iii. 2021 ITE NE District Meeting – Location TBD
 - 1) Jenn Yonkoski and Dan Rourke will be co-chairs
 - 2) Preferred location is the Statler at Cornell, in Ithaca. Jenn had initially contacted The Statler at Cornell and was presented with some conflicts with end of week dates in mid-May due to graduations at the college. HelmsBriscoe started to take over the coordination with the Statler



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and other venues in Ithaca.

- 3) There are some issues with the Statler that we are working out: available dates (end of week in May is not possible due to graduation), overall costs, and meeting minimum requirements.
- 4) If the Statler or another venue in Ithaca does not work out, other locations will be investigated.
- 5) The Preferred location, dates, and draft budget will be completed by January 2020 District Meeting, approval is typically 1 year prior.

VIII. Old Business

- a) Recruitment – On going. Will continue to look for college career fairs and college CE departments for opportunities to gain exposure.
- b) STEM Outreach – Event needs to be held in November (STEM month) if we wanted to apply for the award from ITE international.
- c) OneITE Initiative – Proposed bylaw changes: Will provide follow up after the 9/11 webinar that is scheduled following this meeting.

IX. New Business

- a) PDH Approval Process – ITE/PIE:
 - i. ITE process is not approved for NYS PE PDH
 - ii. Make sure that we use PIE certification process moving forward. Not an issue for Section meeting which have all been PIE certified.
- b) Reminder to try and attend the quarterly meeting manager/LAC coordinator webinars held through international
- c) Section charters and bylaws to be adopted beginning in January 2020. Will provide follow up after the 9/11 webinar that is scheduled following this meeting.
- d) Leadership ITE applications are due on 9/16/19.
- e) 2020 Section Treasurer – Ballots closed on September 10th. Dan Rourke will notify Eric Newman of the election results and that he is treasurer for next year.

- X. Adjournment – Dan Rourke made a motion to adjourn, seconded by Tom Polech, passed unanimously. The meeting adjourned at 1:47 PM

- XI. Next Meeting – January 2020 at B&L in Syracuse