



Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

EXECUTIVE BOARD MEETING – MEETING MINUTES

September 25, 2020 @ 10:00 AM

ZOOM Meeting

Attendees:	Position	Voting Member
Kash Revalli	Director	Yes
Jennifer Yonkoski	Past President (on District board)	Yes
Tom Polech	President (on District board)	Yes
Dan Rourke	Vice President	Yes
Courtney Bentley	Secretary	Yes
Eric Newman	Treasurer	Yes
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	No
Tom Miller	Membership Chair	No
Dan Quiri	Communications Chair	No
Paul Pfleuger	Charter & Bylaws Chair	No
Gordon Meth	International Director	No
Jim Jones	Buffalo Local Activities Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Christina Doughney	District Board	No

Absent:	Position	Voting Member
Shelly Johnston	Albany Local Activities Chair	No
Jeff Lebsack	Student Membership Chair	No
Rebecca Brown	District Chair	No

- I. Call to Order – Tom P called the meeting to order at 10:02 AM
- II. Approval of Meeting Agenda – Jenn made motion to approve, Dan second, agenda approved unanimously



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- III. 2020 Action Calendar Review – Calendar attached
 - a. Had to postpone annual meeting to 2021
 - i. No applicants for awards this year
 - ii. Still have to send years of service awards – Dan Rourke
 - iii. Election ongoing – see notes in Secretary report below
 - iv. Holiday parties have not been planned yet, need to judge what is happening in COVID-19 pandemic and plan safe events
 - v. Have to setup 2021 calendar
 - b. Discussed later in meeting about calendar on website – need to keep up to date when things change, such as meeting dates, or election happening later (website says it's already complete)
 - i. Possibly only show annual meetings and local events as they are scheduled, and approximate dates for things like call for abstracts, award nominations, elections, etc.
- IV. Reading and Approval of July 10, 2020 Meeting Minutes
 - a. Jenn made motion to forego reading, Dan second, passed unanimously
 - b. Jenn made motion to approve minutes, Alex second, meeting minutes passed unanimously
- V. Reports from District/International Officers
 - a. International Director – Gordon Meth
 - i. International meeting – had 1763 total attendees, highest number in over 10 years
 - 1. Content is still available until the end of the year
 - 2. Northeast District scavenger hunt was great – thank Christina and Rebecca for that
 - ii. Had Northeast District traffic bowl virtually this week
 - a. Still need to get a UB traffic bowl team and student chapter up and running
 - b. Have some student leadership summits coming up
 - iii. ITE Councils always looking for members, more virtual events so you don't have to travel as much for meetings
 - b. District Chair – Rebecca Brown – not present – Christina provided updates
 - i. District Treasurer election coming up
 - 1. Used to be voted on by board, but with bylaw change will be elected by all members
 - 2. Candidates from New England Section this year
- VI. Reports from Section Officers
 - a. Immediate Past President – Jennifer Yonkoski
 - i. Annual Meeting updates below
 - b. President – Thomas Polech
 - i. No notes at this time
 - c. Vice President – Dan Rourke
 - i. Will be putting out years of service awards – can add list to website
 - d. Secretary – Courtney Bentley
 - i. Election – began on 9/2/2020, ends on 10/31/2020
 - 1. 36 ballots have been returned, out of 124 eligible voters (29%). Past years had around 50-60 voters.
 - 2. Reminder should go out on 10/1 from Elections Online
 - 3. Could send link to vote in email or post on website (www.electionsonline.com/vote)



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- a. Dan can send a reminder with the link
- b. Post on website homepage
- e. Treasurer – Eric Newman – 3rd quarter report attached
 - i. Added advertising income to treasurer report
 - 1. Hopefully have 3 by the end of the year
 - 2. Lose some money to fees if they pay via PayPal
- f. Director – Kash Revalli
 - i. Thanks the Upstate Section for great years on the Board – this is last meeting as a Board member, but may be able to fill other vacancies

VII. Reports from Section Committees

- a. Local Activities – Alex Kerr (Chair)
 - i. Buffalo – Jim Jones
 - 1. No events recently, people have been busy
 - 2. Want to do a bike tour, was scheduled for June but maybe in October
 - a. Outdoors, less than 50 people, biking to different project sites
 - b. Have materials for 1.5 hours PDH
 - c. Will talk to Buffalo people about date in mid-October
 - ii. Rochester – Adam Frosino
 - 1. Didn't do Red Wings game this year
 - 2. Talk to NYSATE about if they will have holiday event, probably not
 - a. Could do a small ITE meeting, Adam will reach out to find out interest
 - iii. Syracuse – Alex Kerr
 - 1. Nothing to report for past events
 - 2. Typically start to plan holiday mixers this time of year
 - a. Mixed feelings about how safe an event is, how many people would join, how to wear masks while networking, etc.
 - iv. Albany – Shelly Johnston – not present
 - v. Southern Tier – vacant
 - vi. Holiday events
 - 1. Courtney expressed concerns with large gatherings and liabilities (was brought up in D-S-C Leadership webinar).
 - a. We should make sure to pick a venue that will allow for good social distancing and enforce masks when not seated. Having tables for small groups to chat would be good.
 - b. Gordon mentioned the liability issue is of more concern for hosting large conferences. For things like holiday parties the venue is liable and responsible for enforcing state/local laws.
- b. Membership – Tom Miller (Chair)
 - i. General – Tom Miller
 - 1. 5 new members in 2020, including 2 student members at UB
 - ii. Student – Jeff Lebsack – Not Present
- c. Communications – Dan Quiri (Chair)
 - i. Newsletter – Dan Quiri
 - 1. No updates now, but is willing to help with website/blog post tasks



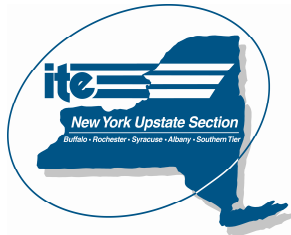
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- ii. Website – Paul Pfleuger
 - 1. Website discussions in new business section
 - d. Charters & Bylaws – Paul Pfleuger (Chair)
 - i. No updates, everything is in place now
 - ii. Christina – question on Section Bylaws – voting members of Section Board are 6 elected officers – previously included Committee chairs and District board members from the Section
 - 1. From Bylaws: Section 4.1 - The elective officers of the Section shall be: President, Vice President, Secretary, Treasurer, and Director. Officers shall be elected annually for a term of one year and shall take office January 1. No member shall occupy the same elective office of President, Vice President, Secretary, Treasurer, or Director for more than two consecutive terms.
Section 4.2 - The voting members of the Section Board shall consist of the Elective Officers of the Section described in *Section 4.1*, the Past President and Director. All members of the Section Board must be voting members of the Section. No member shall occupy simultaneously more than one office on the Section Board and no member shall occupy the same elective office for more than two consecutive terms.
 - e. Technical – vacant
 - i. Vacancy - Sarah Bowman took new job and resigned from Chair position, try to fill by January 2021
 - 1. Need to check new bylaws on how to appoint chairs
 - a. From Bylaws: Section 6.4 - The Section President, in concurrence with the Section Board, shall create committees and appoint chairs as may be desirable, with the approval of the Section Board.
 - 2. Kash Revalli expressed interest
 - f. Meetings
 - i. 2021 Section Annual Meeting, Binghamton, NY – Jennifer Yonkoski
 - 1. Sponsors and vendors who had already paid for the meeting before it was cancelled
 - a. 6 or 7 companies, all except 1 wanted to push what they paid to 2021 meeting
 - b. Fisher wanted to apply money toward website, had paid \$500 so will need to refund \$200 – can send logo to Tom, Tom will send refund
 - 2. Date not selected yet, were plenty of dates still available in January/February
 - a. Wait and see what's going on at our next meeting to make a decision to book
 - ii. 2021 ITE NE District Meeting, Long Island, NY
 - iii. 2022 ITE NE District Meeting, Ithaca, NY? – Jennifer Yonkoski, Dan Rourke
 - 1. No updates yet
- VIII. Old Business
- a. Recruitment – college job fairs, CE depts, career centers
 - i. Maybe doing virtual job fairs this fall, watch out for events we could join
 - ii. Hopefully more opportunities in the spring semester
 - b. STEM Outreach
 - i. Kash keeping an eye on opportunities through BEAM



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- IX. New Business
- a. New Website:
- i. What should be on home page, who keeps it updated?
 1. Rotate between blog posts and important Section events (meetings, election, etc)
 2. Dan and Paul split task of updating website
 - ii. Let's start posting blog posts. Periodically? Monthly?
 1. Tom will change his project post on the home page to a blog post
 2. Allow sponsors to make a blog post – maybe 2 per year, can adjust as we get more website activity
 3. Could also have event and project posts from Board members to keep it current, especially while growing sponsorships
 - iii. How/who will keep track of website sponsorships?
 1. Dan and Paul can set up and track website
 - iv. Change sponsor logo hyperlinks to open in a new tab – Tom made change
 - v. Redirect “click here” placeholders to webmaster email – Tom made change
 - vi. Any volunteers to create a Sponsors page on website? – Tom set up page
 - vii. Let's replace stock photos with our project photos
 1. Still have some stock photos and rest are from Rochester
 2. Can send project photos to Paul and Dan
 - a. Make sure you have rights to use photos, if you didn't take them yourself
 3. Jim sent link to Go Bike's pop-up bike lane on Ridge Road
 - a. Can put together write-up for blog post, with some photos (post in October)
 - viii. Gmail – had 2 factor authentication that caused issues
 - ix. Tom backed up versions of each website page so we have what was set up for us
 1. Good idea to backup pages before any big changes in case things get messed up
- b. Should a Section Administrator be appointed in 2021?
- i. Can appoint someone at our January meeting
 - ii. Should be someone who has been around the Executive Board
 - iii. Email past board members to find someone interested
 - iv. From Bylaws: Section 6.5 – The Section Board may establish a Section Administrator position. The Administrator shall have a voice at all meetings of the Section Board and should be included in all Board communications but be a non-voting participant of the Board meetings. The Administrator will ideally have previously served on the Section Board. The Section President may appoint the Administrator, with the approval of the Section Board, for a term of five (5) years.
- c. Christina Doughney applied for Leadership ITE, Gordon and rest of board extended congratulations (although hasn't received official acceptance)
- X. Adjournment – Tom P adjourned meeting at 11:10 AM



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ITE NY Upstate Section Action Calendar 2020

Date	Action	Initiated by:
January-2020		
1	Administration and Fiscal Year Begins Distribute 2020 Draft Action Calendar Distribute 2020 Draft Budget	Incoming President Outgoing Treasurer
3	Distribute Executive Board Meeting Agenda	President
10	Executive Board Meeting (B&L - Liverpool, NY) Review and Approve 2020 Budget Prepare 2019 Annual Report to District / Section Activities Award Submission Appoint Section Administrator for Banking Transactions Select Annual Section Meeting Location, Date, and Local Arrangements Committee (LAC)	President Treasurer Past President ALL Past President/Chair
24	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
TBD	NE District Executive Committee Meeting and Approval of 2021 NE District Meeting Location	President Past President
February-2020		
10	Request Student Chapter Support from District Audit 2019 Treasurer's Report	President President
14	Distribute Scholarship Announcement to Section Members Select Scholarship Review Committee	Vice President Vice President
March-2020		
TBD	Local Activity	Local Coordinators
1	Annual Report / Transportation Achievement Awards Nominations Due to District	Past President
13	Select 2021 District Meeting Location, Date, and Local Arrangements Committee (LAC)	Past President Vice President
27	Distribute Executive Board Meeting Agenda	President
April-2020		
1	E-File Taxes Online ITE International Award Submission Deadline	Treasurer President
3	Executive Board Meeting (via ZOOM) Identify Election Nomination Committee (for Incoming Treasurer)	President President
10	Receive Section Dues from District Scholarship Application Deadline	Treasurer Vice President
17	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary

May-2020		
1	Identify Section Awards Committee Members	Vice President
1	Scholarship Winner Selected	Review Committee (Vice President Initiates)
	Mail Scholarship Award Check to Winner	Vice President
13-15	Northeastern District Meeting - Long Island, NY	ALL
29	Identify Treasurer Election Candidates	Nominating Committee (President Initiates)
June-2020		
TBD	Local Activity	Local Coordinators
July-2020		
2	Distribute Executive Board Meeting Agenda	President
10	Executive Board Meeting (via ZOOM)	President
5	Email Awards Nomination Package to Section Members	Vice President
18	Email Treasurer Election Candidate Bios to Section Members	Nominating Committee (President Initiates)
24	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
August-2020		
7	Awards Submission Deadline	Vice President
18	Select Award Winners, Order Plaques, and Print Years of Service Certificates	Review Committee (Vice President Initiates)
September-2020		
TBD	Local Activity	Local Coordinators
1	Email Online Treasurer Election Ballots to Section Members (Min. 31 Days Prior to Annual Section Meeting)	Secretary
8	Follow-Up Treasurer Election Email (1 Week After 1st Notice)	Secretary
18	Distribute Executive Board Meeting Agenda	President
24-25	Annual Section Meeting - Binghamton, NY	Past President/Chair
	Annual Awards Presentation	Vice President
	Executive Board Meeting (at Annual Section Meeting)	President
October-2020		
2	Post Award Recipients to Section Website and Update Leadership History Spreadsheet	Vice President
9	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
31	Close Treasurer Election Ballots (31 Days After 1st Notice)	Secretary
November-2020		
2	Distribute Local Holiday Party Invitations	Local Coordinators
9	Announce Election Results (Within 10 Days of Ballot Close)	President
13	Prepare Annual Meeting Report/Newsletter Article	Past President
December-2020		
TBD	Local Holiday Parties (Various Dates)	ALL
11	Prepare 2021 Draft Action Calendar	Vice President
	Update Section Officer List and Email to District Secretary/Treasurer	Secretary
	Update Section Leadership History Spreadsheet	Vice President

ITE New York Upstate Section
2020 Treasurers Report

Date: 9/16/2020

	2020	Jan-March	April-June	July-Sept	Oct-Dec	Year		
	Approved	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	To Date	Percent	Funds
Line	Budget	Actual	Actual	Actual	Actual	TOTAL	Expended	Remaining
Expense Categories								
Awards/Scholarships								
1	Certificates/Awards	\$ 400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$400.00
2	Upstate Section Scholarships	\$ 500.00	\$0.00	\$0.00	\$500.00	\$0.00	100.00%	\$0.00
2A	Upstate Section Leadership ITE Sponsorship	\$ 1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
Annual Bills								
3	Insurance	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
4	Web Site	\$ 4,200.00	\$0.00	\$2,172.80	\$2,000.00	\$0.00	99.35%	\$27.20
Donations								
5	ITE International Professional Development Fund Donation	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
Marketing								
6	ITE Misc.	\$ 100.00	\$0.00	\$0.00	\$9.00	\$0.00	9.00%	\$91.00
Meetings								
7	Local Meetings (Activities)	\$ 1,000.00	\$300.00	\$49.00	\$0.00	\$0.00	34.90%	\$651.00
8	Quarterly Executive Board Meetings	\$ 100.00	\$88.46	\$0.00	\$0.00	\$0.00	88.46%	\$11.54
9	Annual Section Meeting	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
10	District 1 Meeting (Disbursed every 3 years)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
	Subtotal	\$ 7,300.00				\$437.46	5.99%	\$6,862.54
Memberships								
11	New Member Outreach	\$ 100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
12	Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
Sponsorships								
13	BEAM	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
14	Future City Competition: Albany	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
15	Future City Competition: Buffalo	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
Other								
16	Bank Charges	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
17	Election Expenses (Electronic Balloting)	\$ 150.00	\$0.00	\$0.00	\$123.35	\$0.00	82.23%	\$26.65
18	Newsletter	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
19	Other (mailing)	\$ 50.00	\$ -	\$0.00	\$0.00	\$0.00	0.00%	\$50.00
	Total Expenses	\$ 8,800.00	\$388.46	\$2,221.80	\$2,632.35	\$0.00	59.58%	\$8,757.39
Income Categories								
20	Annual Meeting Income	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
21	Advertising (Website/Newsletter)	\$ 600.00	\$0.00	\$0.00	\$300.00	\$0.00	50.00%	\$300.00
22	District Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
23	Section Dues	\$ 900.00	\$650.00	\$753.58	\$0.00	\$1,403.58	155.95%	-\$503.58
24	Other Income	\$ -	\$201.00	\$0.00	\$0.00	\$0.00	NA	-\$201.00
	Total Income	\$ 1,700.00	\$851.00	\$753.58	\$300.00	\$0.00	112.03%	
2020 Budget Balance (Income Minus Expenses)		\$ (7,100.00)	\$462.54	-\$1,468.22	-\$2,332.35	\$ -	\$ (3,338.03)	NA
Checking Account Balance Carryover from 2019		\$ 17,262.08	\$17,262.08					
Checking Account Balance		\$ 10,162.08	\$17,724.62	\$16,256.40	\$ 13,924.05	\$ 13,924.05	\$13,924.05	