



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

ITE NY Upstate Section Action Calendar 2018

Date	Action	Initiated by:
January 2018		
1	Administration and Fiscal Year begins Distribute Draft New Action Calendar Solicit Newsletter/Web Page Advertisements	President/President Elect Newsletter Editor
8	Send out Executive Board Meeting Agenda	President
12	Executive Board Meeting Appoint Auditor for Treasurer Report Distribute 2018 Draft Budget Prepare Annual Report to District Signature & Bank Transaction Forms Select Annual Meeting location/Past President/Chair	President President Treasurer Past President Treasurer ALL
27	Send out Executive Board Meeting Minutes, post to website, following approval	Secretary
February 2018		
5	NE District Executive Committee Meeting	Director
12	Request Student Chapter Support from District Audit Treasurer's Report	President In - President
16	Send out Scholarship Announcement Select Scholarship Review Committee Web Page Update	Vice-President Vice President Web Master
March 2018		
TBD	Local Activity	Local Coordinators
12	Newsletter Article Deadline	ALL
April 2018		
2	Annual Report to District Due Submit e-file taxes Send Out Executive Board Meeting Agenda International Award Submission Deadline	Past President Treasurer President President
10	Receive Section Dues from District Scholarship Application Deadline	Treasurer Vice President
13	Executive Board Meeting Approve 2018 Budget Identify Election Nominating Committee (for treasurer)	President Treasurer President
20	Newsletter Publication, post to website	Newsletter Editor
April 2018		



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27	Send out Executive Board Meeting Minutes, post to website	Secretary
	Web Page Update	Webmaster
May 2018		
1	Identify Section Awards Committee Members	Vice President
	Scholarship Winner Selected	Review Committee
4	Send out Awards Nomination Package	Vice President
	Present Scholarship Award to Winner	Vice President
21-23	Northeastern District Meeting, Lake George, NY	ALL
29	Identify Election Candidates	Nominating Comm (President initiates)
June 2018		
TBD	Local Activity	Local Coordinators
26	Newsletter Article Deadline	ALL
	Publish List of Election Candidates	Nominating Comm.
	Publish Annual Awards Solicitation	Vice President
July 2018		
2	Send Out Executive Board Meeting Agenda	President
13	Executive Board Meeting	President
23	Newsletter Publication, post to website	Newsletter Editor
27	Send out Executive Board Meeting Minutes, post to website	Secretary
	Web page Update	Web Master
August 2018		
27	Newsletter Article Deadline	ALL
	Award Submission Deadline	Vice President



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September 2018		
TBD	Local Activity	Local Coordinators
7	Select Award Winners	Vice President
TBD	E-mail Online Election Notice (31 days prior to meeting)	Secretary
	Order Award Plaques	Vice President
17	Newsletter Publication, post to website	Newsletter Editor
	Follow-up election e-mail (one week following 1st notice)	Secretary
TBD	Close Ballots (31 days after first notice)	Secretary
	Send out Executive Board Meeting Agenda	President
October 2018		
TBD	Announce Election Results	President
	Annual Section Meeting – Albany	Past President/Chair
	Annual Awards Presentation	Vice President
	Executive Board Meeting	President
November 2018		
5	Send Awards Results to Local Media	Vice President
	Send out Executive Board Meeting Minutes, post to website	Secretary
9	Web Page Update	Web Master
	Prepare Annual Meeting Report/Newsletter Article	Past President
23	Send out Holiday Party Invitations	Local Coordinators
December 2018		
TBD	Holiday Parties (various dates)	ALL
14	Newsletter Article Deadline	ALL
	Draft New Action Calendar	Vice President
	Update Officer List & Send to District Secretary/Treasurer	Secretary
	Update Leadership History Spreadsheet	Vice President
31	Newsletter Publication, post to website	Newsletter Editor



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