

MEETING MINUTES

ITE NY Upstate Section Executive Board Meeting At the Symposium at the Century House, Latham, NY

30 OCTOBER 2007

Meeting Attendees:

Paul Pfleuger, President
Amy Dake, Vice President
Jim Napoleon, Secretary
Mike Wieszchowski, Treasurer
Don Adams, Immediate Past President
Mike Schauer, District Chairman
Mike O'Rourke, Member
Christina Douglas, Newsletter Editor
Carl Ast, Membership

I. Call to Order

President Paul Pfleuger called the meeting to order at 11:07 AM

II. Reading and Approval of the Previous Minutes

Minutes of the previous meeting were reviewed and approved, moved by Mike Wieszchowski, seconded by Amy Dake.

III. Reports of Officers

Immediate Past President – Don Adams

- No report.

President – Paul Pfleuger

- A question remains concerning whether the recipient of the Harvey Boutwell award will be sent to the International Meeting. Mike Schauer added that the issue is still open and that no dollar amount has been established.

Vice President – Amy Dake

- Nothing to Report.

Secretary – Jim Napoleon

- A decision was made to assemble and mail the Election Ballots for next years Treasurer's position ASAP. The return date for ballots will be set as November 30, 2007. President Pfleuger advised that Aaron Zimmerman would act as the Teller and that he will initiate a conference call Board Meeting to be held early in December to confirm the results of the election.

Treasurer – Mike Wieszchowski

- The current Treasurer's Report was discussed.
- Future Cities funds will be sent.
- The Secretary will send a bill for next years Treasurer Election expenses.
- Scholarship Applications – to be sent out with the first newsletter of 2008. A review committee will be set up during January 2008.

IV. Reports of Other Executive Committee Members

- The District Chairman reported that a District Meeting was held at the Symposium. The new District Representative to the International is Lynn LaMunyon.
- \$200 is available for each Student Chapter.
- The Annual District Meeting in Providence went well – and – made money.
- The next District Meeting will be in Atlantic City, NJ, May 28 thru 30, 2008.
- The 2009 District Meeting will be Chaired by Don Adams – no location has yet been selected.
- The new website for the District is: NortheastITE.org
- Don Adams added – ditto
- Mike O'Rourke complimented the Symposium, its organizers, the venue and the presenters.

V. Reports of Committees on Programs

a. Local Activities

Rochester – No Report

Buffalo – an activity is planned for November.

Syracuse – Mary Rowlands to be the new coordinator.

Albany

- No Report.

Southern Tier

- No Report.

b. Meetings

- No Report.

c. Membership – Carl Ast

- Carl is not sure what he can do, saying that it's all on-line.
- Paul Pfleuger mentioned the 25 year, lifetime membership category.

- Carl has not received membership reports. Amy Dake said she will send him the 2004 Membership Report. Carl will compare that data to the current list.
- A general discussion followed relating to the exposure of the ITE. Carl requested that he be sent ideas on how to get our name into the public forum. cw.ast@stantec.com

d. Newsletter – Christina Douglas

- The December newsletter will be late.
- Items to be included in the newsletter include: the scholarship award, an announcement of the new Treasurer, and, the project award made at the Symposium.

e. Student Membership – Mike Croce

- No Report

f. Webpage – Cory Greene

- No Report.

g. Technical

- No Report

h. Awards – Amy Dake

- We have not had any nominations for award recipients.
- We need more exposure to gain recognition for the awards.
- The Vice President is the awards chair.

VI. Old Business

- None Reported

VII. New Business

- None Reported.

VIII. Adjournment

- The next meeting will be held via a Conference Call during early December. .

This represents the writer's interpretation of issues that were discussed. Any and all additions / revisions will be appreciated.

Respectfully submitted,
Jim Napoleon

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Distribution List

Attendees

ADDENDUM

A Board Meeting was initiated via a conference call by President Paul Pfleuger on 10 December 2007 at approximately 10 am. The main purpose of this Meeting was to discuss and approve the election of the 2008 Section Treasurer. In addition to President Pfleuger attending the Meeting were:

Amy Dake, Vice President
Jim Napoleon, Secretary
Mike Wieszchowski, Treasurer

The Teller's Committee had reported to President Pfleuger that on 5 December 2007 it had declared **TIMOTHY TRABOLD** to be the candidate receiving the most votes and that Tim should be declared the Section Treasurer.

Therefore, Jim Napoleon moved and, Amy Dake and Mike Wieszchowski seconded a motion to declare Tim to be the Section Treasurer for 2008. The motion was passed unanimously.

OTHER BUSINESS

- President Pfleuger mentioned that these minutes will have to wait until our next Meeting, in Syracuse, to be approved. He also found an error in one of the dates contained in the draft version. Clearly, my typing leaves much to be desired.
- Treasurer Mike Wieszchowski mentioned that he had received a check from President Pfleuger for additional dues received from the District, which he will deposit. The attendees unanimously agreed that the Albany "Future Cities" donation should be raised to \$600 so that we would achieve a sponsorship level with much more publicity. Paperwork for the Buffalo "Future Cities" was forwarded to Mike from Amy Dake and Mike will send out a check for the amount budgeted for that event.

HAPPY HOLIDAYS

Jim Napoleon
15 December 2007