

MEETING MINUTES

ITE NY Upstate Section Executive Board Meeting

Location: CHA Office, Syracuse, NY
 Date: Friday, January 18, 2008

<u>Meeting Attendees</u>	<u>Position</u>	<u>Contact Number</u>	<u>Initials</u>
Amy Dake	Incoming President	585-272-4660	(AD)
Jim Napoleon	Incoming Vice-President	315-452-9611	(JN)
Mike Wieszchowski	Incoming Secretary	518-458-7112	(MW)
Tim Trabold	Incoming Treasurer	716-856-2026	(TT)
Paul Pflieger	Immediate Past President	716-836-1540	(PP)

Item	Topic	Discussion	Action	Person Responsible
1	Call to Order	PP called meeting to order at 10:15 AM.	None	
2	Swearing in of New Officers	PP led new officers in Oath of Office. AD, JN, MW & TT all accepted oath.	None	
3	Reading and Approving of Previous Minutes	MW read minutes from the October 30, 2007 Executive Board Meeting. PP moved to accept minutes, JN 2nd. Motion carried unanimously.	None	
4	Report from Outgoing Past President	AD reported for Don Adams that AD and Don were going to District Board Meeting this month to report on possible 2009 District Meeting sites, which include the Sagamore in Lake George and 2 Saratoga sites.	None	
5	Report from Outgoing President	PP suggests that bylaws don't reflect current way of doing business and wants to review for possible changes. MW reiterated this feeling.	None	
6	Report from Outgoing Vice-President	AD was disappointed in award submittals and wonders if we are getting the message to the right people. PP suggests sending to company heads rather than just ITE members. MW suggests making it known that winners don't have to be ITE members and to use other societies, like ASCE, to get word out. JN would like to see us reach out to State workers who don't join ITE.	Change award announcement distribution list to include business heads and other engineering societies.	JN

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7	Report from Outgoing Secretary	JN transferred secretarial notebook to MW. JN is still working on Carol Keck Award text revisions and a letter that will go with the award.	Finish award text revisions and send to board members for review.	JN
8	Report from Outgoing Treasurer (2007 Summary)	MW summarized the 2007 year end treasurer's report. Says we spent \$1,056 more that we took in, but since we budgeted for a shortfall of \$4,253, we still profited more than expected. MW noted we gave \$600 to Albany Future Cities for more publicity and suggested we might want to increase Buffalo amount for added recognition in the future as well.	None	
9	Report from Outgoing Treasurer (2008 Proposed Budget)	MW summarized 2008 budget line items for board review. TT motioned to budget \$600 for Albany Future Cities and \$400 for Buffalo Future Cities. JN 2nd. Motion passed unanimously. JN suggested a scholarship amount higher than \$350. MW stated that this was contrary to the idea that the Certificate of Deposit interest would completely fund the scholarship, but if the board wanted to supplement the cost for now, until the interest got a little higher (it is currently at a little over \$400 a year), he would support it. MW motioned to increase scholarship amount to \$500. JN 2nd. Motion passed unanimously. MW moved to accept the 2008 Budget as revised by the items discussed. AD 2nd. Motion passed unanimously.	Revise 2008 Budget to reflect new donation and scholarship amounts and distribute updated budget to the Board.	TT
10	Rochester Engineering Society Symposium	PP says that 2007 RES Symposium proceeds were given to us with the understanding that ITE would give a presentation at the 2008 Symposium (being held on April 29). PP contacted Keith Mortimer, but he didn't know much about it. PP handed what information he had over to AD.	Contact Howard Ressel about RES presentation and what they are expecting.	AD

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11	Training and local activity budgeted funds	PP wants us to get word out better concerning training and local meeting money. TT asks if webinars would be covered by these items, MW says yes, as long as we announce to ITE membership and give them an opportunity to go. AD suggests that even if we decide to sponsor some webinar hosting, that participants should still all pay their own quiz costs.	None	
12	Voting procedures	TT asked if we could do electronic balloting. AD says District is looking into that, but that it could be expensive for a Section our size. MW mentioned that election procedures are detailed in bylaws and any changes in procedures would require changes to the bylaws.	None	
13	2008 Upstate Section Scholarship	As discussed earlier, the scholarship amount will be increased to \$500. JN says he has some minor wording changes to the essay question. MW called Christina Douglas to make sure Newsletter had not been sent out. It had not, so changes are still possible.	Send revised Essay question to Christina Douglas for inclusion in the Newsletter. Email membership on March 15 with reminder that due date is April 15.	JN JN
14	2008 Section Meeting	AD mentioned that we decided last year to "Sync" up the annual meeting with the Past President location and to have the Past President Chair the meeting, but since PP hosted the 2006 meeting, we should do a southern tier meeting this year and start the "synced-up" meetings with AD next year in Syracuse.	Find a Southern Tier Meeting Chair. Perhaps call Steve Gayle and ask for assistance. He may have a staff member who can help.	PP
15	Committee Activities	No reports from local activity committees or membership committee. Newsletter to go out next week. Webpage doesn't have any meeting minutes from 2007. PP would like to see a technical chair assigned to help us deal with technical assignments.	Send Cory Greene all 2007 Meeting Minutes for posting. Contact Christina Douglas and have her put an Ad in Newsletter asking for technical chair volunteers.	JN AD

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16	RIT Webinar	Paula Benway to host MUTCD Update webinar on Feb 21st and would like ITE Section Support. AD suggests we sponsor and maybe provide lunch for the site. Webinar itself is only \$50. MW suggests we could send a broadcast email to membership letting them know it is available and if we sponsor to limit it to \$50. AD wants to hold off on committing to this until she finds out more information.	Contact Paula Benway and get more details, then contact Board and gain consensus on what action to take prior to Feb. 21.	AD
17	2007 Treasurer Audit	MW reminded board that an audit of the 2007 financial books should be done. TT will have the books until one is found.	Find an Auditor and coordinate getting books to them.	PP
18	Section Bylaws	PP suggests we need to assign a Charter and Bylaws Committee Chair to review the bylaws and our current practices to ensure they match. PP volunteered and AD appointed him committee chair. MW reviewed some of the bylaw inconsistencies with the board to confirm changes were necessary. It was noted that District had bylaw changes last year. They will have to be considered in our bylaws.	Review Bylaws and recommend changes to wording or current practices.	PP
19	Action Calendar	AD passed out action calendar for the board's review and information.	None	
20	Adjournment	Next Executive Board Meeting will be April 4, 2008. MW moved to adjourn. TT 2nd. Motion carried unanimously. Meeting ended Approximately 12:30 PM.	None	

Please report any errors or omissions to Mike Wieszchowski within 30 days of meeting date.