

MEETING MINUTES

ITE NY Upstate Section Executive Board Meeting

Location: Clarion Hotel, Ithaca, New York
Date: October 17, 2008

<u>Meeting Attendees</u>	<u>Position</u>	<u>Contact Number</u>	<u>Initials</u>
Amy Dake	President	(585) 272-4660	(AD)
Jim Napoleon	Vice-President	(315) 452-9611	(JN)
Mike Wieszchowski	Secretary	(518) 458-7112	(MW)
Tim Trabold	Treasurer	(716) 856-2026	(TT)
Paul Pfleuger	Immediate Past President	(716) 836-1540	(PP)
Don Adams	District Delegate	(518) 446-0396	(DA)
Steve Gayle	Annual Meeting Chairperson	(607) 778-2443	(SG)
Mary Rowlands	Local Activities Chairperson	(315) 457-5200	(MR)
Carl Ast	Membership Chairperson	(585) 359-0280	(CA)
Christina Douglas	Communications Chairperson	(518) 453-4586	(CD)
Mike Schauer	District Past Chair	(518) 431-4125	(MS)
GUESTS	AS SHOWN ON ATTACHED ATTENDANCE LIST		

The following is a summary of issues discussed at the meeting:

1. AD called the meeting to order at 12:00 Noon.
2. MW asked if all board members reviewed the minutes from the July 11, 2008 Executive Board Meeting and if anyone had any questions. No questions were voiced. JN moved to waive to reading of the minutes, motion was seconded by TT and passed unanimously. TT moved to approve the meeting minutes from July 11, 2008 as they are written, JN seconded. This motion passed unanimously as well.

Report of Past President

3. PP expressed the Board's thanks to Steve Gayle for all his hard work and for the hard work of his committee in making the Section's annual meeting the success it was.

Report of President

4. AD had nothing to report at this time.

Report of Vice President

5. JN said that he inadvertently forgot to present the Leadership Award to Amy Dake at the award ceremony for her work as Section President. He thanked her personally on behalf of the Section and said he would mail the award to her shortly.

ACTION: JN to mail Leadership Award to AD.

Report of Secretary

6. MW reported that the ballots were counted and that Aileen Maguire Meyers received the most votes for 2009 Treasurer. SG motioned that the Board accept the results of the balloting for 2009 and that the ballots be destroyed. JN seconded. Motion passed unanimously.

ACTION: MW to Destroy Ballots.

7. MW explained that the agenda showed a reorganization of committees to better meet bylaw requirements and to better define Section Board voting members. Voting members include the current President, Vice-President, Secretary, Treasurer, Past President, Members-at Large (2), Section Members holding District or International Office, and the chairpersons of the following committees.

Committee	Chair	Committee Members	Notes
Local Activities	Mary Rowlands	Mary Rowlands Jeff Lebsack Keith Mortimer Shelley Johnston Cyndi Paddick	Syracuse Buffalo Rochester Albany Southern Tier
Membership	Carl Ast	Carl Ast Mike Croce	General Membership Student Membership
Communications	Christina Douglas	Christina Douglas Cory Greene	Newsletter Web Site
Charter & Bylaws	Paul Pfleuger	Paul Pfleuger	
Technical	vacant		Open Position
Annual Meeting	Steve Gayle – 2008 Typically Past President	TBD Each Year	

8. SG mentioned that the District needed to know which board members will be voting members for the District in 2009. MW explained that our bylaws state that the Section President and Senior Member-at-large are to be the District voting members. However, since Don Adams is already on the District Board, the Upstate Section will substitute Paul Pfleuger, Jr. Member-at-large, as a voting member in 2009, along with the Section President.

ACTION: AD will submit names of 2009 voting members to District when requested.Report of Treasurer

9. TT presented treasurer's report and bank transactions to date. Everything is within budget.
10. TT said that the Section Meeting will show a significant profit. Not all expenses are in, but it looks like there will be a surplus of \$3,000-\$4,000. Board will discuss the final numbers at the January Meeting and decide how to best apply the money to benefit the Section Membership.

11. SG mentioned that the Section will probably see an additional dues check from the District sometime soon as well.

Report of Members-at-Large

12. DA mentioned that 2009 District Election information will be coming to the Section voting members very soon. Voting members are PP and AD until the end of the year.

Report from International Officers

13. Paul Eng-Wong reported that the International Board Meeting will be held within the next month and that the mega-issue they will focus on will be environmental/climate changes. They will also discuss safety and congestion.

Report from District Officers

14. SG mentioned that Lynn LaMunyon, our International Director, is looking for input about international issues. The Section should use her and talk to her.
15. SG reported that they are looking to get District government working better. Possibly looking to start a July 1 Fiscal year to correspond with board meeting schedule and approval of budget.
16. SG mentioned that the District has a big surplus from the Atlantic City Meeting and wants to use the money (up to \$7,000) to support new activities and increase student involvement.
17. SG mentioned that the UMass Student Chapter has volunteered to meet with other schools to get people involved. Some of the District Surplus will go towards that. Steve would like to see some high school involvement in activities as well.
18. Mike Schauer thanked the Upstate Section for their support of the Future City competition.
19. SG said that the District Executive Board Meeting will be January 15, 2009 in Newburgh (near Thruway interchange with I-84), for those who wish to attend.

Report from Local Activities Committee

20. MR reported that BMTS is doing a webinar in Nov-Dec and she is looking to do one in Syracuse sometime next year. AD will mention MUTCD webinar to Keith Mortimer to see if they can get something going in Rochester.
21. MR will send local activity reporting forms to committee members to see if we can get better reporting in 2009.

Report from Membership Committee

22. CA Reported that there are very few new members.
23. AD sent delinquent dues list to CA. Carl will check with the people on the list and report back to AD. Amy will forward information to Ken Patraglia, District Chair.
24. CA has no student membership information. AD said she will forward UMass Information to Mike Croce.

ACTION: AD to forward UMass offer to visit information to Mike Croce for possible coordination.

Report from Communications Committee

25. CD reported that she will be putting out a December-January Edition of the Newsletter and is looking for articles.

ACTION: SG to send article about Annual Meeting to CD for inclusion in the Newsletter.

ACTION: JN to send Project Award Write-ups to CD for inclusion in the Newsletter.

ACTION: MW to send Meeting pictures to CD for inclusion in Newsletter.

26. AD sent Cory Greene information to put on the website earlier in the month.

Report from Annual Meeting Chairpersons

27. SG expressed his thanks to the entire LAC.
28. SG reported that there were 51 members registered, 5 non-members and two students. He will send the board his final report once all the numbers are in.
29. SG mentioned that Traffic Logix sponsored event, but didn't show. He recommends possibly compensating them by offering a free ad in the newsletter.
30. SG suggested that a call for abstracts is a great way to get technical session ideas. It worked well for this meeting.
31. The 2009 Section Meeting will be in Rochester. AD will Chair.
32. DA reported that the 2009 District Meeting will be May 13-15 in Saratoga, at the Gideon Putnam. He said that arrangements are progressing on schedule.

Old Business - Scholarship

33. JN reported that the Inaugural 2008 Section Scholarship was awarded in the amount of \$500. 6-7 students applied. JN suggests a new essay question next year, perhaps, “Describe the impact of transportation on the area where you grew up”. MW explained that, as this was the first year of the scholarship, several changes may be made based on the lessons learned. Board will discuss in January.

ACTION: President to put Scholarship deadlines on Section’s Action Calendar for 2009.

Old Business – Section Awards

34. DA Suggested that we model our Section Award submittal on the winning packets from the other Sections within the District.

ACTION: DA to forward Award packets from other Sections to the Board for review.

Old Business – Student Membership

35. DA reiterated that UMass Chapter has volunteered to meet with other schools to help and that we should contact schools to gauge interest. JN said he contacted Syracuse University and they aren’t sure if they will even offer transportation course at all.

ACTION: CA will contact RIT faculty to see if Adjunct Professor there will get involved.

ACTION: TT will contact U. Buff faculty to see if any interest there.

Old Business – Web Page

36. PP reported that he investigated a new web page design, but needed more information to lock anything down. We will need to know the number of pages and graphics wanted, if we wanted selling functions, etc. He said that the price is generally \$65 and hour and that there is a package for \$650, which includes 5 pages with graphics. MW suggested that Cory Greene lead the effort on this since he is most familiar with the website as it is. Board will think about it individually and get ideas of what webpages might fit our needs. Topic will be discussed further in January.

ACTION: AD to contact Cory Greene to get his ideas on the website.

ACTION: Each Board Member to come up with ideas to present at January Board Meeting concerning the direction of the website.

Old Business – Technical Committee

37. MW detailed duties of Technical Chair and suggested that Meaghan Partelow's enthusiasm and desire to participate made her an excellent candidate. Meaghan will think about it and let us know.

ACTION: MW to contact Meaghan prior to the January Board Meeting to discuss her involvement.

New Business – Lifetime Achievement Awards

38. AD mailed Ted Smith's award to him, as he was out of country at the time of the Annual Meeting. AD gave the award for Tom Werner to DA to see if it could be presented at the Albany Transportation Symposium.

New Business – Tax Exempt Status

39. Jim Pond updated Board on our of tax exempt status. He said that we got our number years ago and that we will not need to file an annual income tax return as long as our income doesn't exceed \$25,000 per year. If we earn over that, we will need to file a tax form. The tax information is in Jim's name, but at the wrong address. Jim will change the address to his correct address to allow us to get forms from the State. The Board will decide what name to put on the account when we meet in January. This could possibly be part of the paperwork the Treasurer switches over to their name each year, along with the bank account and insurance papers. PP suggested changing account to a committee chairperson's name, as they tend to turn over less often.

ACTION: Jim Pond to correct his address on the Tax Exempt Account.

ACTION: Jim Pond to obtain ST119 forms from the State and forward to TT.

40. Next Board Meeting is scheduled for January 9th at the offices of Barton & Loguidice.

41. JN motioned to adjourn at approximately 3:00 PM. MW seconded. Motion passed unanimously.

Please report any Errors or omissions in these minutes to Michael Wieszchowski at mwieszchowski@labergegroup.com before December 31, 2009.

- c. Attendees
 - Cory Greene
 - Mike Croce
 - Shelly Johnston
 - Jeff Lebsack
 - Keith Mortimer
 - Ken Petraglia
 - Lynn Lamunyon

OCT 17 BOARD MTS ATTENDANCE

<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL</u>
Alex Maguire	C&S Companies	amaguire@cscos.com
Kim Faberd	C&S Companies	kfaberd@cscos.com
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Don Adams	Craighton Manning	dadams@cmallp.com