

## MEETING MINUTES

### ITE NY Upstate Section Executive Board Meeting

Location: CHA Office, Syracuse, NY  
Date: Friday, April 04, 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)
Mary Rowlands	Syracuse Local Committee Chair	315-457-5200	(MR)

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

1. AD called the meeting to order at 10:00 AM
2. MW read minutes from the January 18, 2008 Executive Board Meeting. TT moved to accept minutes, JN seconded. Motion carried unanimously.
3. AD reporting for the Past President, Paul Pflueger, said that the audit of the 2007 records would be completed soon and sent to AD when done. Paul had nothing new concerning the bylaw review he was performing.

***ACTION: Paul Pflueger to continue to review bylaws and report back at next Board Meeting.***

#### Report of President

4. AD reported that Paula Benway, in Rochester, was closed out of the February webinar she was trying to set-up. AD advised MR that money is budgeted for local activities if she had a need.
5. AD said that the Rochester Engineering Society (RES) Symposium money received last year was not contingent on ITE presenting at this year's meeting, and in fact, adding a presentation from ITE would require the addition of a third technical track, which was not needed. It was decided that ITE would not present at the RES Symposium this year.
6. AD reminded the board that Paul Eng-Wong was running for International VP and we should support him as much as possible.
7. AD said that the District was disappointed in the Upstate submittal for the Section Award. The board discussed the categories and decided to focus on improving two main areas; Meetings/Technical Activities and Student Chapter Participation.

a. Actions to improve Meeting and Activities included:

- Email reminder to local coordinators that money is available.
- Implement quarterly local activity progress reporting.
- Implement event comment cards and have local activity chairs report attendance, describe activity and its success and list comments of how to improve received by attendees.

***ACTION: AD to develop quarterly progress report format and distribute to the board for review.***

***ACTION: MW will contact local Activity Chairs via email and remind them of money available.***

b. Actions to improve Student Chapter Participation included:

- Contacting universities to solicit faculty assistance.
- If interest is determined, Mike Croce, student membership chair, and the ITE website can be used as resources to determine procedures necessary to get new chapters up and running.

***ACTION: MR to contact Syracuse University staff to determine interest.***

***ACTION: TT to contact University of Buffalo staff to determine interest.***

- c. JN also suggested that a political speaker at a local function might help the Section with the Legislative action's category of the Award Application.

Report of Vice President

8. JN thought he sent out the Carol Keck Award text for review, but no one recalls seeing it.

***ACTION: JN to resend Award text for board review and discussion at the next meeting.***

9. JN would like board to give him names of company leadership for Award application distribution list. MW suggested sending the request for company leadership contact names to all Section members via email to generate a list that will hopefully encompass most upstate engineering companies that might submit awards. The board as a whole felt that sending announcements to company leaders and not just ITE members would yield a bigger response.

***ACTION: JN will contact Christina Douglas and have her email members and request company leadership contact information.***

Report of Secretary

10. MW reported that Mike Croce is looking for a younger member to help with Student membership. Croce feels he is a little far removed from college to understand all the issues that students face today.

***ACTION: MR and TT will contact people at local universities to see if there is any interest in helping.***

11. 2009 Treasurer will come from Rochester area. The board needs to prepare for election.

***ACTION: AD will narrow down candidates from Rochester area and report back to the board.***

***ACTION: AD to send MW teller report format.***

***ACTION: MW will select teller and report back to the board.***

#### Report of Treasurer

12. TT presented treasurer's report and bank transactions to date (*see attached*).

13. TT reported that insurance and bank accounts have been switched over to his address. However, he still needs to update the Certificate of Deposit address.

14. MW gave TT renewal information for the Certificate of Deposit.

#### Report of Local Activity Coordinators

15. MR felt roles and responsibilities should be written for each position on the board including local activity coordinators and other committee chairs. She felt that would not only help guide her in what she should do as a coordinator, but would also make people more comfortable with volunteering for positions.

#### District Meetings

16. Reminder – 2008 meeting in Atlantic City, May 28-30.

17. AD reported that the 2009 meeting will be May 13-15 at the Gideon Putnam in Saratoga. The welcome reception will be at the Auto Museum.

18. AD said that Don Adams, 2009 meeting chair, would like \$3,500 from the Section to contribute to the meeting. The board discussed financials and decided that if we forego the \$1,000 increase scheduled for the Certificate of Deposit, we will be able to cover the \$3,500. MW cautioned that if money was spent as budgeted this year, it may leave only \$300 in the account at the end of the year, but the board as a whole felt that budgeted money is traditionally not all spent, so there was little worry. MW motioned to set aside the \$3,500 for the 2009 District Meeting. JN seconded. Motion passed unanimously.

19. AD will be in charge of financials for the 2009 meeting and it is anticipated that the Section's Bank account will be used for meeting transactions as it was in Cooperstown.

#### Section Meeting

20. The 2008 Section meeting will be held in Ithaca, October 16-17. Steve Gayle has started committees and though he is not the official meeting chair, he is acting as such. Draft schedule presented by Steve showed two half days to the program. The board would prefer a little more content. MW suggested two  $\frac{3}{4}$  days, starting the program at about 10 AM on the first day and finishing about 3:00 on the second. This would result in the need for a lunch on the second day. MW suggested a lunch speaker of Friday instead of Thursday to go along with the expanded schedule. MW also suggested the possibility of doing a webinar Thursday Morning.

***ACTION: TT will check on Webinar possibilities and report back to the board.***

***ACTION: AD will contact Steve Gayle and discuss the possibilities of an expanded schedule.***

#### Webpage

21. General consensus was that the Section's webpage is out of data and could be more functional. It should be revamped. MW suggested that if Cory Greene, webmaster, can't update site, the board should investigate outsourcing the work and budgeting for it next year.

***ACTION: AD to contact Cory Greene to see if he has the capabilities to revise and update site.***

#### Technical Chair Vacancy

22. MR suggested a job description listing job responsibilities and expectations. She felt that would help solicit volunteers to fill this position.

***ACTION: JN to develop job description and distribute to the board for review.***

#### Scholarship

23. Only one scholarship application received to date. JN suggested extending deadline. MW motioned to extend deadline to May 15<sup>th</sup>, TT seconded, Motion passed unanimously. MR suggested that we more clearly let membership know that the scholarship isn't just for engineering majors and that we should get local coordinators involved to drum up more awareness in the future.

***ACTION: JN will contact Christina Douglas and have her email membership about scholarship extension and qualifications.***

24. Next board meeting is scheduled for July 11<sup>th</sup> at the Barton & Loguidice Syracuse office.

25. JN motioned to adjourn at 12:45 PM. TT seconded. Motion passed unanimously.

Please report any Errors or omissions in these minutes to Michael Wieszchowski at [mwieszchowski@labergegroup.com](mailto:mwieszchowski@labergegroup.com) within 10 business days of the meeting date.

- c. Amy Dake
- Jim Napoleon
- Mike Wieszchowski
- Tim Trabold
- Paul Pfleuger
- Don Adams
- Jeff Lebsack
- Keith Mortimer
- Mary Rowlands
- Shelly Johnston
- Cyndi Paddick
- Carl Ast
- Mike Croce
- Christina Douglas
- Cory Greene
- Steve Gayle
- Lynn Lamunyon
- Ken Petraglia

**ITE New York Upstate Section  
Treasurer's Report (April 4, 2008)**

<u>Expense Categories</u>	2008 Approved Budget	YTD Totals as of 4/2/2008	Comments
Certificates / Awards	\$500.00	\$0.00	
Technical Societies Council of Niagara Frontier	\$50.00	\$50.00	July 1, 2007 to June 30, 2008
Engineer's Week:			
Albany	\$175.00	\$0.00	
Buffalo	\$60.00	\$0.00	
BEAM	\$200.00	\$0.00	
Future Cities Competition:			
Albany	\$600.00	\$16.25	
Buffalo	\$400.00	\$0.00	
Student Chapter Support	\$200.00	\$0.00	
Insurance	\$525.00	\$0.00	
Meetings (All)	\$10,033.00		
Local Meetings	\$500	\$0.00	
Quarterly Executive Board Meetings	\$200	\$45.00	
Annual Section Meeting	\$9,000	\$0.00	
District 1 Meeting (Disbursed every 3 years)	\$333	\$0.00	
Bank Charges	\$50.00	\$0.00	
Newsletter	\$500.00	\$62.95	
Election Expenses (Postage/Supplies)	\$150.00	\$0.00	
Software	\$10.00	\$0.00	
Web Site	\$300.00	\$239.40	March 20, 2008 to March 19, 2009
Upstate Section Scholarship (From CD Disbursements)	\$500.00	\$0.00	
ITE International Professional Development Fund Donation	\$250.00	\$0.00	
Training Materials/Sponsorship (Professional Development Program)	\$350.00	\$100.00	
Practicing Institute of Engineering, Inc. (PIE)	\$200.00	\$0.00	
Certificate of Deposit (CD) Increase	\$1,000.00	\$0.00	
<b>Total Expenses</b>	<b>\$16,053.00</b>	<b>\$513.60</b>	
<b>Income Categories</b>			
Annual Meeting Income	\$9,000.00	\$0.00	
Newsletter Advertising	\$1,200.00	\$0.00	
Section Dues	\$1,600.00	\$0.00	
CD Interest (Disbursed back to checking acct. for Scholarship Fund)	\$400.00	\$0.00	
Other Income	\$100.00	\$0.00	
<b>Total Income</b>	<b>\$12,300.00</b>	<b>\$0.00</b>	
<b>2007 Budget Balance (Income minus Expenses)</b>	<b>-\$3,753.00</b>	<b>-\$513.60</b>	
<b>Checking Account Balance Carryover from 2006</b>	<b>\$6,637.08</b>		
<b>Projected 2007 Year End Checking Account Balance</b>	<b>\$2,884.08</b>		

<b>Current Balances:</b>		
<b>Checking Account</b>	<b>\$6,286.43</b>	<b>as of 4/02/2008</b>
<b>Certificate of Deposit</b>	<b>\$9,238.62</b>	<b>as of 4/02/2008 (Maturity: 04/19/2008)</b>
	<b>\$216.55</b>	<b>Interest Income: 4/27/07 - 10/23/07</b>

TRANSACTION REGISTER  
2008

ITE NY UPSTATE SECTION  
CHECKING ACCOUNT # 60030442

Date	Check No.	Transaction Description (Not Cleared)	Category	Debit	Credit	Balance	Notes
1/17/2008		Balance				\$6,637.08	Starting Balance for 2008
1/19/2008	899	Clough Harbour & Assoc. Syracuse NY	Meetings-Quarterly Exec. Board Meetings (Expense)	\$45.00		\$6,592.08	Lunch
1/19/2008	700	Bridget Brown - SRF Assoc.	Future Cities Competition-Albany (Expense)	\$16.25		\$6,575.83	Future Cities Certificate Mailing
2/20/2008	897	TSC - Future City Competition	Future Cities Competition-Buffalo (Expense)			(blank)	Late Check Clearance of \$100 from 12/17/2007 - Already debited in 2007
3/14/2008	701	Technical Societies Council of Niagara Frontier	Tech. Societies Council of Niagara Frontier (Expense)	\$50.00		\$6,525.83	2007-2008 Mmbership (July 1, 2007 thru June 30, 2008)
3/20/2008	702	VocalNet, Inc.	Web Site (Expense)	\$239.40		\$6,286.43	Website hosting 3/20/2008 thru 3/19/2009
3/27/2008	703	Jeff Lebsack	Training Materials/Sponsorship-Prof. Dev. (Expense)	\$100.00		\$6,186.43	Reimbursement for hosting 'Signal Timing for Congested Conditions' Webinar
4/2/2008	704	Clough Harbour & Assoc. LLP Albany NY	Newsletter (Expense)	\$62.95		\$6,123.48	ITE Newsletter: Invoice 13315-10