

MEETING MINUTES

ITE NY Upstate Section Executive Board Meeting

Location: Barton & Loguidice Office, Syracuse, NY

Date: Friday, July 11, 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)
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 April 4, 2008 Executive Board Meeting. DA mentioned he preferred the format of the January Meeting better. MW agreed that he liked the other format as well, but explained that long discussion points caused problems with the format, so he went back to a more traditional look. No other comments on the minutes were mentioned. DA moved to accept minutes, JN seconded. Motion carried unanimously.

Report of Past President

3. PP had nothing to report as Past President, but would discuss Charter and Bylaw items later in the meeting.

Report of President

4. AD mentioned we received awards for three lifetime members (Tom Werner, Thorold Smith and Jim Napoleon) and wondered the best way to present them. It was agreed that they would be honored at the Section Meeting this Fall.

ACTION: AD to send letters to lifetime achievement winners requesting their attendance at the annual meeting.

Report of Vice President

5. JN said he had a computer crash and lost most of his data, including letters for scholarship applicants. He mentioned the letter to the Scholarship winner, James Carter, had not gone out yet, neither had a check. He also mentioned consolation letters had not gone out either. JN gave MW

the scholarship packet hardcopies for the Section Files and TT gave JN a check for the scholarship winner to include with the letter.

ACTION: AD to send Draft scholarship award letter back to JN so he can revise and get out.

ACTION: JN will mail out Scholarship award winner letter/check as well as all consolation letters to the other applicants.

ACTION: MW will send winning essay to Christina Douglas for inclusion in the Newsletter.

Report of Secretary

6. Nothing to report.

Report of Treasurer

7. TT gave a check for \$2,000 to DA for District Meeting seed money.

8. Certificate of Deposit will mature in October, no additional funds were added this year to ensure that the District seed money, which wasn't originally budgeted, wouldn't be too burdensome to the Section's bank account.

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

Report of District Delegate

10. DA mentioned that certifications (PTOE, PTP, TOPS, etc) will now be conducted online. Will only be held in designated timeframes though. More details will follow.

11. DA mentioned that Paul Eng-Wong is running for international VP and we should give our support.

12. DA said that our Section Award package was alright, and we shouldn't take District criticism too harshly. He understands it is difficult for our Section to compete because of the size difference. He mentioned that the Met Section actually won the International Section Award.

ACTION: DA to get section award applications from other Sections to see how they are packaging things.

13. DA also mentioned that both Upstate and NE won their respective divisions for the International Newsletter award.

14. DA reminder everyone that the Transportation Symposium will be held October 27-28. He mentioned that it will not be at the Century House this year, which is a change from the past.

Report of Local Committees

15. MR had nothing to report for the Syracuse Region. No other reports were received from the other coordinators.
16. AD passed out a draft of a Local Activity Report Form (attached). Board should review and provide comments to AD before our next meeting. PP mentioned that bylaws suggest 2 local activities per area per year.
17. The Board felt that to better fit the bylaws, committee chairs should be consolidated and better defined. To that end, AD appointed Mary Rowlands (MR) as the Local Activities Chair. All other local coordinators will be committee members under MR.

Section Annual Meeting

18. AD explained that planning for the 2008 Annual meeting in Ithaca (Oct 16-17) is underway with Steve Gayle as the Lead. Regular conference calls are being conducted by the Local Arrangements Committee.
19. AD reported that the first day schedule has been lengthened since our last meeting but the second day is still short (Draft schedule attached). After review, MW suggested that the awards be moved to a first day dinner instead of the lunch at the end. He felt that people would skip the lunch and the awards would not be meaningful at that time. MW suggested that the end lunch be a working lunch during the Section Board Meeting and that only people attending the board meeting should participate. Everyone else could leave for home early, if they didn't want to stay.

ACTION: AD will set up conference call between Steve Gayle and the Board members to discuss changes to the schedule.

2009 District Annual Meeting

20. DA reiterated that the 2009 meeting will be May 13-15 at the Gideon Putnam in Saratoga. The welcome reception will be at the Auto Museum. He said that committees have been selected and major planning will begin in the fall.

Membership

21. Carl Ast has taken a new job, so his contact information has changed. Not sure what it is at this time.

Student Membership

22. TT could not find any faculty interested at the University of Buffalo to start a student chapter.
23. It was discussed to maybe have functions and invite students to promote ITE, but without faculty support, it was felt unproductive to do so.
24. It was suggested that perhaps the District or International would have strategies/presentations to promote student chapters.

ACTION: DA to contact international and discuss with Shelley Johnston (District Student Membership Chair) to see if any presentations or ideas are available.

ACTION: JN to call Syracuse University and see who is teaching traffic courses and discuss their interest in doing something with student chapters.

Web Page

25. AD said she talked to Cory Greene and he does not have the capability to revise the website. We should investigate outsourcing and programming the cost into the budget next year.

ACTION: PP to investigate pricing and will report back to the board.

Technical Committee

26. Chair position still vacant. With the computer crash of JN, he was not able to put together a job description for distribution. MR suggested that advertising term limits might help. DA suggested asking Treasurer Election loser to take the job. PP mentioned that a technical committee is a standing committee required in the bylaws and that a job description is in the bylaws.
27. We received more technical sessions than we can use for the Section meeting. PP suggested to use the leftovers as technical sessions during local activities.
28. AD suggested that job description be put in newsletter to see if we get a response, if not, ask Treasurer Loser.

ACTION: JN to write job description and have put in newsletter to solicit response.

Bylaws and Charter

29. PP distributed revised ballot that would meet bylaws. New ballot shows all offices, since all officers must be elected each year. However, outside of treasurer, all offices will only show one person on the ballot, aside from a write-in candidate option.

ACTION: MW to revise ballot text for the 2009 election and distribute to the board for comments.

30. PP said that a nominating committee is needed to help select election candidates and that the committee members should be selected in April. For this year, AD selected TT, DA and JN as the nominating committee. The nominating committee reviewed the president's recommendations for treasurer and accepted them.

31. PP explained the election procedure in the bylaws, which states that the election ends at the Annual Meeting when the President makes a last call and officially closes the polling. MW selected a teller already, but one won't be needed until the annual meeting, when the ballots will be counted by the teller committee.

32. PP explained that the bylaws define the district delegates as the president and Senior Member-at-large. The Section will change to the properly designated people starting in 2009.

33. PP explained that the bylaws state the Section Board is comprised of the executive board (president, vice-president, secretary, treasurer, and immediate past president), 2 members-at-large, committee chairpersons (Local Activities, Membership, Communications, Technical, Annual Meeting, and Charter/Bylaws) and any section member holding a district or higher office (i.e. Don Adams as District Secretary-Treasurer). MW suggested that the current committee structure be consolidated to better define the six required committee chairs. PP pointed out that the bylaws require a Jr. and Sr. member-at-large as well as the past president, we currently only have one member outside the past president. MW suggested a structure that would have the outgoing past president as the junior member-at-large and the outgoing junior member-at-large would then become the Senior Member. The ballot will be changes to reflect this structure.

34. PP reminded that a quorum of over 50% is needed for a Section Board meeting to be officially held. He suggested that we start implementing conference call connections for those who can't make it, since the bylaws do not state that the members had to be there in person, so conference call attendance would be adequate.

Old Business

35. Award packets must be sent out to members as soon as possible for the Section Awards. A later distribution to company heads can be made if desired.

ACTION: JN to distribute award packet to membership via email and through placement in the newsletter. Email distribution must be made to the membership ASAP.

36. Plaque text for Carol Keck Award still has not been revised. Board should review and provide input to AD prior to plaques being ordered.

ACTION: AD to distribute plaque text for board review and revision. AD will send JN proper text in early September before plaques are ordered.

37. Election packets will be mailed out by the Secretary in September.

ACTION: MW will send out election packets in mid-September, allowing a minimum of 30 days before the Section's Annual Meeting.

38. Audit of the 2007 Treasurer records was conducted and books were found to be in order.

New Business

39. TSC in buffalo is having a July 21st meeting where they will be discussing their disconnection from the Future City Competition. TT cannot make it, but will have Jeff Lebsack go in his place.

40. TSC requested two (2) delegate names from ITE to be voting member. MW suggested we have a standing order that the local coordinator and executive board member from buffalo be the two selected each year. The entire board agreed.

41. Next board meeting is scheduled for October 17th at the Section's Annual Meeting.

42. JN motioned to adjourn at 1:00 PM. PP seconded. Motion passed unanimously.

Please report any Errors or omissions in these minutes to Michael Wieszchowski at mwieszchowski@labergegroup.com before August 31, 2008.

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