



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

EXECUTIVE BOARD MEETING

October 2, 2015; 12:00 PM

2015 NY Upstate Section Annual Meeting

Hilton Garden Inn

Buffalo, NY

MEETING MINUTES

Attendees:	Position	Voting Member
Mark Sargent (phone-in)	Director	yes
Jeff Lebsack	Past President	yes
Mark Budosh	President	yes
David Tuttle	Vice President	yes
Christina Doughney (phone-in)	Secretary	yes
Kashyap Revalli	Treasurer	yes
Sarah Bowman (phone-in)	Technical Committee Chair	yes
Mark Nadolny (phone-in)	Communications Chair	yes
Paul Pfleuger	Charter & Bylaws Chair	yes
Jennifer Yonkoski	2016 Treasurer Elect	no
Jennifer Michniewicz	Local Activities, Buffalo	no
Adam Frosino	Local Activities, Rochester	no
Courtney Bentley	UB Student Chapter President	no
Ron Klinczar	Guest	no
Joy Kuebler	Guest	no
James Jones	Member	no
Eric Schmarder	Guest	no
Mark Mruk	Guest	no
Jonathan Sowinski	Guest	no

Absent	Position	Voting Member
Tony DaRin	Local Activities Chair, Syr.	yes
Kim Fabend	District Vice Chair	yes
Jonathan Walczak	Membership Chair	yes

- I. **Call to Order** – Mark B. called the meeting to order at 12:37 pm. Attendees introduced themselves.
- II. **Approval of Meeting Agenda** – Paul motioned to approve the meeting agenda, Dave seconded, passed unanimously.



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III. **2015 Calendar Review** – Mark B. highlighted upcoming items on the Section Action Calendar for the remainder of the year (attached).

IV. **Reading and Approval of July 23, 2015 Minutes** – A motion to forego the reading of the minutes was made by Jeff, seconded by Dave, passed unanimously.

Dave made a motion to approve the minutes, seconded by Paul, passed unanimously.

V. **Reports from District/International Officers**

a. International Director - Ken Petraglia (not present)
No report.

b. District Chairperson - Gordon Meth (not present)
No report.

VI. **Reports from Section Officers**

a. Immediate Past President – Jeff Lebsack
Nothing to report.

b. President - Mark Budosh
Nothing to report.

c. Vice-President - Dave Tuttle
No award submissions this year. More discussion later in the agenda. Nothing to report.

d. Secretary - Christina Doughney
Christina Doughney reported the results of the 2016 Election. Jennifer Yonkoski received the majority vote for the Treasurer position. Sarah made a motion to approve Election results, Dave seconded.

e. Treasurer - Kashyap Revalli
Kash distributed the 3rd quarter Treasurer's report (attached). Still \$400 remaining in the budget for local activities this year which should cover the holiday socials.

f. Director – Mark Sargent
Last meeting on the Section Board. Pleasure to work with the Board for the last 6 years. All the work we do is important. Congrats to Jennifer Y. Good luck to the Board moving forward.
Thanks Mark!!



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VII. Reports from Section Committees

a. Local Activities - Tony DaRin (Chair, not present)

Adam Frosino (Rochester) – Hosted a Red Wing game/picnic w/ NYSATE over the summer. Big event but only a couple attended from ITE. Will join w/NYSATE again for holiday party. Participated in the transportation museum tour over the summer as well, joint event with other organizations, 15-20 ppl total, just one ITE member attended (Dave T.)

Jennifer Michniewicz (Buffalo) – Will plan a joint event with other engineering societies in the Cobblestone District for the holiday party.

Hosting a joint meeting on October 27 on the Report Card for NY's Infrastructure.

Discussed doing some sort of joint event at the Pierce Arrow Transportation museum. Jeff L. noted that he asked several local people at the Conference to skip out on the walking tour of Main Street and he would do another local event of the same tour. Talked about having that walking event tie into something at the Transportation museum.

b. Membership - Jonathan Walczak (Chair, not present)

i. General –

Nothing to report

ii. Student - Jeff Lebsack

Courtney Bentley (UB chapter President) is reaching out to UB students although it is mostly graduate students in transportation program at UB so they are difficult to engage. Courtney is graduating next year. 8 students and 1 professor in attendance at Section meeting. Professor expressed interest in doing more at UB. It will be up to the Section to keep the student chapter engaged.

c. Communications – Mark Nadolny (Chair, not present)

i. Newsletter Editor - Mark Nadolny

Next issue in the next couple weeks (Fall 2015 issue). Jeff will have an article on the Annual Meeting.

ii. Webmaster - Paul Pfleuger

Nothing to report. Mark B. mentioned that the officer list needs to be updated.

d. Charters & Bylaws - Paul Pfleuger (Chair)

Nothing to report



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e. Technical - Sarah Bowman (Chair)

Sarah is organizing a session for the Transportation & Planning Symposium in Latham, NY on November 3. The ITE sponsored session is on the Albany to Schenectady double track rail improvements.

f. Meetings

i. 2015 Section Annual Meeting, Buffalo, NY – Jeff Lebsack

Buffalo always lightly attended. 35 attendees. Some sessions did not have many attendees.

Lessons learned: locals do not want to stay for dinner, low attendance. Need to get awards solicitation out early so that we have awards to present. Possibly not enough time. Board members maybe should be nominating Professionals for the awards. Projecting a loss on the meeting, not sure how much yet.

Maybe need to tighten up schedule with 1 hour sessions, longer breaks for socializing. Need to spread word about meeting (not just to our members). Maybe a la carte tech sessions so locals can just come to a few sessions. Rethink ideas on how to draw people to attend. Need to reach out to regional offices of larger consulting firms even if there are no ITE members in that office.

VIII. **Old Business**

None.

IX. **New Business**

a. Membership/attendance at meetings – difficult for public sector employees, not budgeted.

Jennifer M. will make an effort to compile a list of non-members in Buffalo. Hopefully other areas will do the same. Then Mark N. could send out meeting announcements to a bigger list. Discuss outreach list at the next Board meeting.

Side note – while NYSATE Rochester has been open to doing a lot of joint events, NYSATE Buffalo is reluctant to have joint meetings.

X. **Adjournment**

Next meeting in mid to late January at B&L in Syracuse.

Dave made a motion to adjourn, seconded by Paul, passed unanimously. The meeting adjourned at 2:00 pm.

ITE NY Upstate Section Action Calendar 2015

Updated 1/6/15

Date	Action	Initiated by
January		
1	Administration and Fiscal Year begins Distribute Draft New Action Calendar	President/President Elect
7	Send Out Executive Board Meeting Agenda	President
16	Executive Board Meeting Appoint Auditor for Treasurer Report Distribute 2015 Draft Budget Prepare Annual Report to District Signatures & Bank Trans. Forms Select Annual Meeting location/Chairperson	President President Treasurer Past President Treasurer All
30	District 1 Executive Committee Meeting	President
30	Send out Executive Board Meeting Minutes, post to website	Secretary
February		
6	Receive Student Chapter Support from District	Treasurer
16	Send out Scholarship Announcement Select Scholarship Review Committee Web Page Update	Vice-President Vice-President Web Master
March		
TBD	Local Activity	Local Coordinators
13	Newsletter Article Deadline	All
April		
1	Annual Report to District Due Submit e-file taxes Send Out Executive Board Meeting Agenda	Past President Records Keeper President
10	Receive Section Dues from District Scholarship Application Deadline	Treasurer Vice President
17	Executive Board Meeting Approve 2014 Budget Identify Election Nominating Committee	President Treasurer President
20	Newsletter Publication, post to website	Newsletter Editor
27	Solicit Newsletter/Web Page Advertisements Send out Executive Board Meeting Minutes, post to website Web Page Update	Newsletter Editor Secretary Web Master
May		
1	Identify Awards Committee Members Scholarship Winner Selected	Vice President Review Committee
13-15	Northeastern District Conference, Albany, NY	All
29	Identify Election Candidates Send out Awards Nomination Package Present Scholarship Award to Winner	Nominating Comm. (President initiates) Vice President Vice President

June		
TBD	Local Activity	Local Coordinators
26	Newsletter Article Deadline Publish List of Election Candidates Publish Annual Awards Solicitation	All Nominating Comm. Vice President
July		
1	Send Out Executive Board Meeting Agenda	President
17	Executive Board Meeting	President
24	Newsletter Publication, post to website	Newsletter Editor
27	Send out Executive Board Meeting Minutes, post to website Web Page Update	Secretary Web Master
August		
28	Newsletter Article Deadline Award Submission Deadline	All Vice President
September		
TBD	Local Activity	Local Coordinators
7	Select Award Winners E-mail Online Election Notice (30 days prior to meeting) Order Award Plaques	Vice President Secretary Vice President
18	Newsletter Publication, post to website Follow-up election e-mail (one week following 1st notice)	Newsletter Editor Secretary
28	Close Ballots (3 weeks after first notice) Send out Executive Board Meeting Agenda	Tellers Committee Secretary
October		
TBD	Announce Election Results Approve Destroying the Ballots Annual Section Meeting - Buffalo Annual Awards Presentation Executive Board Meeting	President President Chairperson Vice President President
November		
6	Send Awards Results to Local Media Acquire New Account Signature Cards Send out Executive Board Meeting Minutes, post to website	Vice President Treasurer Secretary
13	Web Page Update Prepare Annual Meeting Report	Web Master Chairperson
20	Send out Holiday Party Invitations	Local Coordinators
December		
7-18	Holiday Parties (various dates)	
28	Send out Executive Board Meeting Agenda Draft New Annual Budget Newsletter Article Deadline Draft New Action Calendar Update Officer List & Send to District Secretary/Treasurer Update Leadership History Spreadsheet	President Treasurer All President Secretary Vice President
31	Newsletter Publication, post to website	Newsletter Editor
Jan 2016		
1	Administration and Fiscal Year begins	
TBD	Executive Board Meeting	New President



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MEETING MINUTES

ITE NY UPSTATE SECTION EXECUTIVE BOARD MEETING

Location: Syracuse, NY (Conference call / Teleconference)

Date: July 23, 2015

<u>Attendees:</u>	<u>Position</u>	<u>(Initials)</u>
Christina Doughney	Secretary	(CD)
Jeff Lebsack	Past President	(JL)
Mark Sargent	Director	(MS)
Mark Nadolny	Communications Chair	(MN)
Dave Tuttle	Vice President	(DT)
Kashyap Revalli	Treasurer	(KR)
Paul Pflieger	Charter / Bylaws	(PP)
Mark Budosh	Treasurer	(MB)

- I. Call To Order – MB called to the meeting to order at 10:10 a.m. A quorum was present with 8 of 13 voting members present.
- II. Approval of Meeting Agenda – MS motioned to approve the Agenda. JL seconded. Motion passed.
- III. Calendar Review – Election coming up. Section award coming up. MB noted scholarship awarded.
- IV. Reading and Approval of April 17, 2015 minutes – DT motioned to forgo reading the minutes. PP seconded. Motioned passed. DT motioned to approve the minutes. K seconded. Motion passed.
- V. Reports from District/International Officers
 - a. International Director (KP) – No report.
 - b. District Chairperson (GM)– No report
- VI. Reports from Section Officers (past)
 - a. Immediate Past President – JL completed audit of 2014 books. All is correct and in good shape.
 - b. President – MB has two treasurer candidates. Alex Kerr from B&L, a 5-year ITE member. Jennifer Yonkoski from BMTS. Requested bios by 8/7.
 - i. MB reported on meeting with other section presidents, arranged by GM. Other Sections are bigger and have more Chapter meetings. Not necessarily transferable to Upstate due to size.
 - c. VP – DT – Scholarship award letter went out. Waiting for response of proof of enrollment etc. DT asked about Awards. MB will send templates to DT. JL noted time line is short. Need to complete by mid-Sept to be ready for Annual meeting. Similarly, Elections need to get underway. MN will send Newsletter by mid-August near the beginning of the 30-day election period.
 - d. Secretary – CD – Will take care of the election. Will start about third week of August. Will ask MN or MS if questions on follow through.

- e. Treasurer – KR – Will cut check to Scholarship recipient after verification from DT. Buffalo social cost about \$270. MN noted will watch it, but will likely balance out with other area social budgets. JL noted Section seed money will be returned from District meeting.
- f. Director – MS – no report.

VII. Reports from Section Committees

- a. Local activities (TD) – No report. DT noted a joint activities with NYSATE are planned in Rochester (baseball), and then train transportation museum. Few are signed up.
- b. Membership (JW) – No report. MB will follow up to see where we stand with the Agency membership outreach. JL had lunch with UB Chapter President plus one. JW also attended. Hoped for more. Will try to meet with them again.
- c. Communication (MN) – On schedule for mid-August Newsletter. Need info from several. JL will have District and Section conference info. PP- Is cleaning up web site. Requested photos from District conf.
- d. Charters & Bylaws (PP) – PP- Clarified that we do not need quorum to have a meeting. Only need a quorum to hold votes that affect membership, such as changes to budget or bylaws etc. Not a whole lot in a typical Section Board meeting that requires a quorum. Add members of section board to meeting minutes. Gordon, Ken are not. Kim is only voting member from District level.
- e. Technical (SB) – No report. JL noted she is working on a bike pamphlet.
- f. Meetings –
 - i. 2015 District Meeting – JL noted sorry Christina could not make it as she worked hard and contributed to success. Noted good turn out; close to budget. Noted good vendors, golf-outing, bike, walking tour, tech sessions. Wants to put out survey, “what did you like, what didn’t you like”. Had meal plan lesson. Revenue was on-budget. Expenses were less than budget. Overall plan was \$4k deficit. Will actually have surplus of about \$250 to \$1000. Followed up with GM on budget vs actual. Technical, financial and social standpoints all good. MS noted two people had difficulty getting PDHs from ITE Learning Hub. MS/JL will work through it and may involve Paula and/or Zach.
 - ii. 2015 Section Meeting – October 1 and 2. JL reported meeting will be at Hilton Garden Inn. Awards will be about ¼ mile away. Has tech sessions coming together – Five on board - ITS, signals, transit, bike tour, traffic calming/complete streets, and possible green streets and waterfront access. Asked for input if Board members have tech presentations to add or as back up. Noted possible urban living / urban repair presentation (as a contrast to old “urban renewal”). Sponsorship letters will go out. MB thanked JL for chairing back to back conferences. JL noted Board meeting will be Friday the 2nd at noon.

VIII. Old Business – None.

IX. New Business– None

X. Adjournment – PP motioned to adjourn at 11:30 a.m. DT seconded. The motion passed unanimously.

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**ITE New York Upstate Section
2015 Treasurers Report**

Date: 9/30/2015

Line	Expense Categories	2015 Proposed Budget	Jan-March 1st Qtr Actual	April-June 2nd Qtr Actual	July-Sept 3rd Qtr Actual	Oct-Dec 4th Qtr Actual	Year To Date TOTAL	Percent Expended	Funds Remaining
Awards/Scholarships									
1	Certificates/Awards	\$ 250.00	\$0.00				\$0.00	0.00%	\$250.00
2	Upstate Section Scholarships	\$ 500.00	\$0.00		\$500.00		\$500.00	100.00%	\$0.00
Annual Bills									
3	Insurance	\$ -	\$0.00				\$0.00	NA	\$0.00
4	Web Site	\$ 200.00	\$0.00	\$167.76	\$36.34		\$204.10	102.05%	-\$4.10
Donations									
5	ITE International Professional Development Fund Donation	\$ -	\$0.00				\$0.00	NA	\$0.00
Marketing									
6	ITE Misc.	\$ 100.00	\$0.00				\$0.00	0.00%	\$100.00
Meetings									
7	Local Meetings (Activities)	\$ 1,200.00	\$717.86		\$46.00		\$763.86	63.66%	\$436.14
8	Quarterly Executive Board Meetings	\$ 300.00	\$66.78				\$66.78	22.26%	\$233.22
9	Annual Section Meeting	\$ 10,000.00	\$0.00		\$800.00		\$800.00	8.00%	\$9,200.00
10	District 1 Meeting (Disbursed every 3 years)	\$ 1,000.00	\$1,000.00				\$1,000.00	100.00%	\$0.00
	Total	\$ 12,500.00					\$2,630.64	21.05%	\$9,869.36
Memberships									
11	Misc	\$ 50.00	\$0.00				\$0.00	0.00%	\$50.00
12	Student Chapter Support	\$ 200.00	\$0.00				\$0.00	0.00%	\$200.00
Sponsorships									
13	BEAM	\$ -	\$0.00				\$0.00	NA	\$0.00
14	Future City Competition: Albany	\$ 500.00	\$0.00				\$0.00	0.00%	\$500.00
15	Future City Competition: Buffalo	\$ 500.00	\$500.00				\$500.00	100.00%	\$0.00
Other									
16	Bank Charges	\$ 25.00	\$0.00				\$0.00	0.00%	\$25.00
17	Election Expenses (Electronic Balloting)	\$ 150.00	\$0.00				\$0.00	0.00%	\$150.00
18	Newsletter	\$ -	\$0.00				\$0.00	NA	\$0.00
19	Other	\$ 200.00	\$0.00	\$250.00			\$250.00	125.00%	-\$50.00
Total Expenses		\$ 15,175.00	\$2,284.64	\$417.76	\$1,382.34	\$0.00	\$4,084.74	26.92%	\$11,090.26
Line Income Categories									
20	Annual Meeting Income	\$ 10,000.00	\$0.00				\$0.00	0.00%	\$10,000.00
21	Newsletter Advertising	\$ 1,500.00	\$500.00				\$500.00	33.33%	\$1,000.00
22	District Student Chapter Support	\$ 200.00	\$0.00				\$0.00	0.00%	\$200.00
23	Section Dues	\$ 1,000.00	\$0.00	\$1,250.99	\$63.96		\$1,314.95	131.50%	-\$314.95
24	Other Income	\$ 2,500.00	\$672.10	\$25.00			\$697.10	27.88%	\$1,802.90
Total Income		\$ 15,200.00	\$1,172.10	\$1,275.99	\$63.96	\$0.00	\$2,512.05	16.53%	
2015 Budget Balance (Income Minus Expenses)		\$ 25.00	-\$1,112.54	\$ 858.23	\$ (1,318.38)	\$ -	\$ (1,572.69)	6290.76%	
Checking Account Balance Carryover from 2014		\$ 13,888.69	\$13,888.69						
Checking Account Balance		\$ 13,913.69	\$ 12,776.15	\$ 13,634.38	\$ 12,316.00	\$ 12,316.00	\$12,316.00		

Expense Categories	2016 Proposed Budget	2015 Actual as of 09/30/15	ITE Contact	Comments
Awards/Scholarships				
1 Certificates/Awards	\$ 250.00	\$ -	Vice President	5 at \$50 ea.
2 Upstate Section Scholarships	\$ 500.00	\$ 500.00	Vice President	one scholarship
Annual Bills				
3 Insurance	\$ -	\$ -	Treasurer	if needed, will be included in Conferences' separate budget
4 Web Site	\$ 200.00	\$ 204.10	Webmaster	Hosting service paid through 6/4/15 Domain to 7-10-15
Donations				
5 ITE International Headquarters Donation	\$ -	\$ -	President	
Marketing				
6 ITE Misc	\$ 100.00	\$ -	President	display/advertising
Meetings				
7 Local Meetings (Activities)	\$ 1,200.00	\$ 763.86	Local Activities Chair	\$300 x 4 per Local Area
8 Quarterly Executive Board Meetings	\$ 300.00	\$ 66.78	Treasurer	
9 Annual Section Meeting	\$ 10,000.00	\$ 800.00	Immediate Past President	
10 District 1 Meeting (\$2000 Disbursed every 3 years)	\$ -	\$ 1,000.00	District Chair	None in 2016, \$1000 in 2017, another \$1000 in 2018
	Total	\$ 11,500.00	\$ 2,630.64	
Memberships				
11 Misc	\$ 50.00	\$ -	Membership Chair	mailings to agencies
12 Student Chapter Support	\$ 200.00	\$ -	Jeff Lebsack	Activities
Sponsorships				
13 Other	\$ -	\$ -	President	
14 Future City Competition: Albany	\$ 500.00	\$ -	Christina Doughney	
15 Buffalo	\$ 500.00	\$ 500.00	Jennifer Michniewicz	
Other				
16 Bank Charges	\$ 25.00	\$ -	Treasurer	Checks
17 Election Expenses (Electronic Balloting)	\$ 150.00	\$ -	Secretary	
18 Newsletter	\$ -	\$ -	Newsletter Editor	
19 Other	\$ 200.00	\$ 250.00	Misc	
Total Expenses	\$ 14,175.00	\$ 4,084.74		
Income Categories				
20 Annual Meeting Income	\$ 10,000.00	\$ -		
21 Newsletter Advertising	\$ 1,500.00	\$ 500.00		
22 District Student Chapter Support	\$ 200.00	\$ -	From District	
23 Section Dues	\$ 1,000.00	\$ 1,314.95	From District	
24 Other Income	\$ 1,500.00	\$ 697.10		Symposium surplus, return of seed money from 2015 District meeting
Total Income	\$ 14,200.00	\$ 2,512.05		

2016 Budget Balance (Income minus Expenses)	\$ 25.00	\$ (1,572.69)
Checking Account Balance Carryover from 2015	\$ 12,316.00	
Checking Account Balance expected year end of 2016	\$ 12,341.00	

2016 Starting Account Balances:	as of 09/30/2015
Checking Account	\$ 12,316.00
	\$ -
Total Checking	\$12,316.00