



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

EXECUTIVE BOARD MEETING

April 17, 2015 9:30 AM

Barton & Loguidice Office

290 Elwood Davis Road,
Liverpool, NY 13088

MEETING MINUTES

Attendees:	Position	Voting Member
Mark Sargent	Director	yes
Jeff Lebsack	Past President	yes
Mark Budosh	President	yes
David Tuttle	Vice President	yes
Christina Doughney	Secretary	yes
Kashyap Revalli	Treasurer	yes
Jonathan Walczak	Membership Chair	yes

Absent	Position	Voting Member
Paul Pfleuger	Charter & Bylaws Chair	yes
Tony DaRin	Local Activities Chair, Syr.	yes
Kim Fabend	District Vice Chair	yes
Sarah Bowman	Technical Committee Chair	yes
Mark Nadolny	Communications Chair	yes

- I. **Call to Order** – Mark B. called the meeting to order at 9:30 am.
- II. **Approval of Meeting Agenda** – Minor edits proposed by Christina: Reports from Section Officers still noted “(past)” from January meeting and Local Activities still listed Holiday Parties. With proposed changes, motion to approve the agenda was made by Jeff, seconded by Dave T, passed unanimously.
- III. **2015 Calendar Review** – Mark B. noted that the scholarship announcement is late, need to turn around quickly. Dave T to get out in the next week or so; still need to pick topic. Mark B. & Mark S. will help review applications. Last year only two applications were received.

Section annual report was submitted, thanks Jeff.



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Taxes – It was questioned whether the District was now submitting on behalf of all the Sections? Mark B to confirm and/or confirm from Jim Pond at Monroe County that he can submit for our taxes. Revise action calendar to list Past President as Initiated By for tax submission.

Mark B. received dues distribution from the District.

President to nominate Treasurer candidates, rather than develop a nominating committee.

Dave T to provide online election information to Christina.

- IV. **Reading and Approval of January 16, 2015 Minutes** – A motion to forego the reading of the minutes was made by Dave T., seconded by Mark S., passed unanimously.

Dave T. made a motion to approve the minutes, seconded by Jeff, 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
Annual report submitted to District. Will review 2014 Accounting book and send letter to Kim Fabend.
- b. President - Mark Budosh
Nothing to report.
- c. Vice-President - Dave Tuttle
Nothing to report.
- d. Secretary - Christina Doughney
Nothing to report.
- e. Treasurer - Kashyap Revalli
Kash distributed 1st quarter Treasurer's report. Holiday party expenses carried over to 2015, so showing close to meeting budget already. Need to update 2015 Proposed budget column in the



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1st quarter report. Kash to make that change and redistribute to the Board. (*revised Treasurer Report attached*)

- f. Director – Mark Sargent
Mainly working on District meeting technical program.

VIII. Reports from Section Committees

- a. Local Activities - Tony DaRin (Chair, not present)
Will reach out to local activities reps to implement summer events. Increase webinar activities. Implement a process for joint events with ASCE & ASHE.

NY Museum of Transportation – Dave T to meet with chair to possibly participate in the event.

- b. Membership - Jonathan Walczak (Chair)
 - i. General – drafted letter to agencies as discussed at January meeting. Compiling list of agencies and contact persons to send the letter to, including:

Erie Co DPW
Monroe Co
Onondaga Co
Albany Co
And others

Hard sell for the agencies in our Section (expensive). Would be more affordable to register individuals rather than agency. Consider sending to MPOs but would also be tough. Send the letter to NYSDOT Regional Directors to start conversation about NYSDOT getting statewide agency membership (\$10,000).

- ii. Student - Jeff Lebsack
UB Chapter activities – made contact, they have a chapter President. Jeff is attending a pizza lunch at UB next Friday 4/24/15. Will see if they have any activities to report on. Their finals are the same week as District meeting, so they cannot participate in Collegiate Traffic Bowl in Albany. Ideally we would have a couple people to actively engage the students; Jeff looking to recruit additional people in Buffalo (ideally even alumni) to help w/ student outreach.
- c. Communications – Mark Nadolny (Chair, not present)
 - i. Newsletter Editor - Mark Nadolny
No update. Mark B. to ask Mark N. to update the Action Calendar w/ newsletter dates. Mark N. will get scholarship announcement out as soon as it is ready.



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- ii. Webmaster - Paul Pfleuger (not present)
Some updates have been made since the last meeting. Need to update the officers list.
- d. Charters & Bylaws - Paul Pfleuger (Chair, not present)
Working on updating bylaws regarding election procedures and timelines. Mark B. will work on proposed changes to distribute before next meeting, to discuss and approve at July board meeting.
- e. Technical - Sarah Bowman (Chair, not present)
No update.
- f. Meetings
 - i. 2015 District Meeting, Albany, NY, May 13-15 - Jeff Lebsack & Christina Doughney
Tech program certified for 14 pdhs. Golf outing number low so far. Bike tour pretty much filled. Great job by LAC so far to bring everything together. Early registration rate ends today (4/17) but will likely extend to the end of the month.
 - ii. 2015 Section Annual Meeting, Buffalo, NY – Jeff Lebsack

Oct 1-2 or 8-9, 2015

Mentioned Ellicottville & Batavia as possibilities at January board meeting. Batavia hotels do not have good meeting spaces. Now considering downtown Buffalo; there are new hotels and development downtown...good to promote economic revitalization. Hilton Garden Inn or Marriott, possibly Hotel Lafayette for a social event. Will still get a quote for Ellicottville.

Program – use projects as a template for tech program rather than a broad solicitation for abstracts - based on projects and happenings in Buffalo. Have a moderator line up speakers on specific topics.

Promote the profession – how do we educate and advocate for the profession – panel discussion

IX. Old Business

Bylaws: Paul, Mark B, Dave T. – see VIII.d above.



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X. **New Business**

NYSAMPO conference in Syracuse June 22-23 at the Crowne Plaza. Should ITE Upstate Section sponsor? \$250 or \$500 levels. MPO leadership roundtable at the conference.

Mark B made motion to make \$250 sponsorship to MPO, seconded by Dave T, passed unanimously. Approach Met Section to see if they want to also sponsor for \$250 to share an exhibitor table.

XI. **Adjournment**

Jeff made a motion to adjourn, seconded by Mark S., passed unanimously. The meeting adjourned at 11:30 am.

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

Date: 4/20/2015

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				\$0.00	0.00%	\$500.00
Annual Bills									
3	Insurance	\$ -	\$0.00				\$0.00	NA	\$0.00
4	Web Site	\$ 200.00	\$0.00				\$0.00	0.00%	\$200.00
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				\$717.86	59.82%	\$482.14
8	Quarterly Executive Board Meetings	\$ 300.00	\$66.78				\$66.78	22.26%	\$233.22
9	Annual Section Meeting	\$ 10,000.00	\$0.00				\$0.00	0.00%	\$10,000.00
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					\$1,784.64	14.28%	\$10,715.36
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				\$0.00	0.00%	\$200.00
Total Expenses		\$ 15,175.00	\$2,284.64	\$0.00	\$0.00	\$0.00	\$2,284.64	15.06%	\$12,890.36
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				\$0.00	0.00%	\$1,000.00
24	Other Income	\$ 2,500.00	\$672.10				\$672.10	26.88%	\$1,827.90
Total Income		\$ 15,200.00	\$1,172.10	\$0.00	\$0.00	\$0.00	\$1,172.10	7.71%	
2015 Budget Balance (Income Minus Expenses)		\$ 25.00	-\$1,112.54	\$ -	\$ -	\$ -	\$ (1,112.54)	4450.16%	
Checking Account Balance Carryover from 2014		\$ 13,888.69	\$13,888.69						
Checking Account Balance		\$ 13,913.69	\$ 12,776.15	\$ 12,776.15	\$ 12,776.15	\$ 12,776.15	\$12,776.15		

ITE NY UPSTATE SECTION			TRANSACTION REGISTER					
			2015					
Transaction Type	Date	Account Type	Description	Amount	Reference No.	Credits	Debits	Balance
CHECK	1/8/2015	Checking	Rochester Holiday Social	(\$77.82)			(\$77.82)	\$ 13,888.69
CHECK	1/12/2015	Checking	Future City Western New York	(\$500.00)			(\$500.00)	\$ 13,310.87
DEPOSIT	1/15/2015	Checking	TY LIN Newsletter	\$100.00		\$100.00		\$ 13,410.87
CHECK	1/16/2015	Checking	Buffalo Holiday Social	(\$130.41)			(\$130.41)	\$ 13,280.46
CHECK	1/16/2015	Checking	Mark Budosh (January Board meeting food)	(\$66.78)			(\$66.78)	\$ 13,213.68
DEPOSIT	1/27/2015	Checking	ASCE share (Joint webinar) + Newsletter	\$272.10		\$272.10		\$ 13,485.78
CHECK	1/28/2015	Checking	Syracuse Holiday Social	(\$90.44)			(\$90.44)	\$ 13,395.34
CHECK	2/11/2015	Checking	Albany Holiday Social	(\$50.00)			(\$50.00)	\$ 13,345.34
CHECK	2/26/2015	Checking	Jamie Elmer (Joint ASCE Webinar Event- Buffalo)	(\$258.00)	1091		(\$258.00)	\$ 13,087.34
Online Transfer	3/16/2015	Checking	District Meeting Seed MoneyTO CHECKING 4013815426	(\$1,000.00)			(\$1,000.00)	\$ 12,087.34
DEPOSIT	3/17/2015	Checking	2014 Symposium	\$500.00		\$500.00		\$ 12,587.34
DEPOSIT	3/17/2015	Checking	B&L Newsletter	\$100.00		\$100.00		\$ 12,687.34
DEPOSIT	3/17/2015	Checking	ITE Newsletter Ad	\$100.00		\$100.00		\$ 12,787.34
DEPOSIT	3/17/2015	Checking	Hatch Mott MacDonald	\$100.00		\$100.00		\$ 12,887.34
CHECK	3/31/2015	Checking	Jim Jones (Joint ASCE Webinar - Buffalo)	(\$111.19)			(\$111.19)	\$ 12,776.15
First QTR						\$1,172.10	(\$2,284.64)	\$ 12,776.15
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Second QTR						\$0.00	\$0.00	\$ 12,776.15
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THIRD QTR						\$0.00	\$0.00	\$ 12,776.15
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FOURTH QTR						\$0.00	\$0.00	\$ 12,776.15
YEAR IN TOTAL						\$1,172.10	(\$2,284.64)	