



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

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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 Pflueger	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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