



# Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

[www.iteNYupstate.org](http://www.iteNYupstate.org)

## EXECUTIVE BOARD MEETING

January 13, 2017 10:00 AM

Barton & Loguidice Office

443 Electronics Parkway,  
Liverpool, NY 13088

### MEETING MINUTES

Attendees:	Position	Voting Member
Mark Budosh	Director	yes
David Tuttle	Past President	yes
Christina Doughney	President	yes
Kashyap Revalli	Vice President	yes
Jennifer Yonkoski	Secretary	yes
Tom Polech	Treasurer	yes
Alex Kerr	Local Activities Chair	yes
Adam Frosino	Local Activities Liaison - Rochester (on phone)	no
Mark Nadolny	Communications Chair On phone)	yes

Absent	Position	Voting Member
Paul Pfleuger	Charter & Bylaws Chair	yes
Sarah Bowman	Technical Committee Chair	yes
Jeff Lebsack	District Secretary/Treasurer	yes
Kim Fabend	Past Chair	yes

- I. **Call to Order** – Dave Tuttle called the meeting to order at 10:02 am.

Before beginning the agenda, the Board reviewed the voting members of the Section Board:

- Executive Board members (Director, Past President, President, Vice President, Secretary, Treasurer)
- Committee Chairs (currently have five committees)
- Any Section member that currently serves on the District or International Board (currently Kim Fabend and Jeff Lebsack)



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- II. **Affirmation of Elected Officers** – Dave Tuttle read the oath and all officers and Board members were affirmed.
  - a. The Treasurer, Tom Polech, does not currently have access/permission to use the ITE NY Upstate Section checking account. After the meeting, Jennifer Y. (Secretary) and Christina D. (President), along with Tom P. (Treasurer), will visit the local Citizens Bank to add Tom P. The following Board members will be removed from the account: Kashyap Revalli (Vice-President) and Dave Tuttle (Past President). All Board members remaining on the account will have the same permissions for the account, including the addition/deletion of authorized users and the ability to deposit/withdraw money from the account.
- III. **Approval of Meeting Agenda** – motion to approve was made by Mark B., seconded by Dave T, passed unanimously.
- IV. **2017 Calendar Review** – Calendar was approved, including changes made at the meeting (see attached). Motion to approve made by Jenn Y., seconded by Mark B. Calendar will be distributed to Board and published in next newsletter.
- V. **Reading and Approval of October 7, 2016 Minutes** – A motion to forego the reading of the minutes was made by Mark B., seconded Dave T., passed unanimously.  
  
Jenn Y. made a motion to approve the minutes, seconded by Alex K., passed unanimously.
- VI. **Reports from District/International Officers (Present)**
  - a. International Director - Mike Salatti  
Mike was not able to attend the meeting but sent an email update prior to the meeting. See below.

*“At the forefront of what the Board and I want to transmit to you is generating interest in the upcoming International meeting next door in Toronto. I’ve attached an early flyer that you can use in your website and create hard copies for distribution at meetings. The Institute is involved in so many great initiatives and the energy and vitality of the Executive Board, the IBOD and the staff at HQ is a complete breath of fresh air. This is all possible as our finances have finally stabilized and from initially projecting a million-dollar loss for 2016 we are now reaping a \$150K surplus. There is a number of reasons for this but the success of the International meeting in Anaheim was a big part of this. We are looking to repeat this for the Toronto meeting where in it is a joint International meeting with the Canadian Section Annual meeting. The number of abstracts received was in excess of 350 so the technical committee is looking to weed through them to select the best cross section of presentations as possible. This should be a wonderful meeting and as the section/District closest the Toronto we should be looking to have as best a Northeastern representation as possible. So please talk it up*



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*amongst your colleagues and let's make a good showing. Please remember that you need a passport that is not expiring within 6 months of travel to cross over the border."*

- b. District Chairperson - Joe Balskus  
No report. Christina D. is going to find out the date of the next District Board meeting. The Board reiterated that the Upstate Section President and Director should be attending the District Board meeting.

## VII. Reports from Section Officers (Past)

- a. Immediate Past President - Mark Budosh  
Nothing to report.
- b. President - Dave Tuttle  
Nothing to report.
- c. Vice-President - Christina Doughney  
Christina D. presented Dave T. with a plaque for the David Bulman award. Although Dave was recognized, there was an error on the plaque so it was not presented at the Section meeting in October.
- d. Secretary - Kash Revalli  
Nothing to report.
- e. Treasurer - Jennifer Yonkoski  
Jenn Y. provided the 4<sup>th</sup> Quarter and Year End Budget Report (attached). The Section ended the 2016 year with a checking account balance of \$16,694.44, which is \$2,531.69 higher than was projected in the 2016 Budget. Dave T. will audit the 2016 accounting records.  
  
Jenn Y. presented the Draft 2017 Budget. After discussion and a few modifications, it was decided to circulate the draft w/changes to the Board members that were not in attendance and anticipate approval at the April meeting.
- f. Director - Jeff Lebsack  
Not present, nothing to report.



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### VIII. Reports from Section Committees

#### a. Local Activities - Alex Kerr (Chair)

Holiday parties – One held in Syracuse, Rochester and Albany, joint events w/ NYSATE, ASCE, ASHE. Buffalo's was cancelled due to weather but they are still looking to reschedule.

i. Buffalo - Jennifer Michniewicz was not present but sent an email update. She is looking to do a social event and/or a possible bike event.

ii. Rochester - Adam Frosino was able to call-in to the meeting. He stated that he was planning to organize a summer Red Wings social event and a holiday party in 2017 like they have in the past.

No other local reports.

#### b. Membership - Jonathan Walczak (Chair)

i. General - No report from Chair. Board did discuss different options to increase membership. Possible participation/tabling when colleges hold job fairs.

ii. Student - Jeff Lebsack (not present)  
No report.

#### c. Communications – Mark Nadolny (Chair)

i. Newsletter Editor - Mark Nadolny

The Winter issue should be ready in a few weeks. Christina will get a welcome message, as the new President, to Mark N. in the next week.

ii. Webmaster - Paul Pfleuger (not present)

The Board reviewed each page of the current website and made a list of updates needed. Jenn Y. will forward the list to Paul P.

#### d. Charters & Bylaws - Paul Pfleuger (Chair, not present)

No report.

#### e. Technical - Sarah Bowman (Chair, not present)

No report.

#### f. Meetings

i. 2016 Annual Section Meeting - Syracuse

Mark B. gave a recap of the meeting held October 2016. There were 45 total attendees (including those who were attending using the registration given for sponsorship). There were 7 bronze, 8 silver, and 2 gold sponsorships, as well as 1 dinner and 2 break sponsors.



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- ii. 2017 Annual Section Meeting - Rochester  
Aiming for Downtown Rochester. Dave T. will visit potential hotels and make a decision on the location soon.
- iii. 2018 District Meeting - NY Upstate  
Board members discussed a few different Upstate locations to hold the conference, Lake George, West Point, Saratoga). The Board thought Lake George would be a good location to pursue. Christina D. is going to send out an email asking if anyone would be interested in volunteering to Chair the meeting and/or be on the LAC.

## IX. **Old Business**

Bylaws: Mark B gave a brief report on the status of the changes to the bylaws. Finishing up edits to alternative voting procedures. The timeline would be potential membership approval in August/September after the edits received Board approval.

Certificates to recognize years of membership: Board will get the specifics requirements for life-member distinction. Potentially, upstate could give 20, 25, and 30+ certificates to members who have not yet met life-member criteria.

## X. **New Business**

None.

## XI. **Adjournment**

Jenn Y. made a motion to adjourn, seconded by Dave T., passed unanimously. The meeting adjourned at 1:40pm.