



# Institute of Transportation Engineers

## New York Upstate Section

A Community of Transportation Professionals

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

### EXECUTIVE BOARD MEETING - MEETING MINUTES

September 22, 2017 12:00pm

Hilton Garden Inn, 155 East Main Street, Rochester, NY

Attendees:	Position	Voting Member
Mark Budosh	Director	yes
David Tuttle	Past President	yes
Christina Doughney	President (via phone)	yes
Kash Revalli	Vice-President	yes
Jennifer Yonkoski	Secretary	yes
Adam Frosino	Rochester Local Activities Chair	no
Jonathan Walczak	Membership Chair	yes
Jeff Lebsack	District Secretary/Treasurer	yes
Alex Kerr	Local Activities Chair (via phone)	yes
Mark Nadolny	Communications Chair (via phone)	yes
Jim Pond	Member	no
Meaghan Capuano	Member	no

Absent	Position	Voting Member
Tom Polech	Treasurer	yes
Paul Pflieger	Charter & Bylaws Chair	yes
Sarah Bowman	Technical Committee Chair	yes
Kim Fabend	Past Chair	yes

- I. **Call to Order** – Christina D. called the meeting to order at 12:06pm.
- II. **Approval of Meeting Agenda** – Motion to approve was made by Jennifer Y, seconded by Kash R., passed unanimously.
- III. **2017 Calendar Review** – Christina D. reviewed the tasks that were to be completed since the last meeting and what is due for the rest of 2017.
- IV. **Reading and Approval of April 12<sup>th</sup>, 2017 Minutes** – Christina stated to the Board that since Jenn Y. just sent out the minutes from the previous meeting many members did not have time to read over them and



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it may be a good idea to wait until the next meeting to approve them. Dave T. made a motion, seconded by Jenn Y.

### V. Reports from District/International Officers

a. International Director - Mike Salatti (not present)  
No report.

b. District Chairperson - Joe Balskus (not present)  
Below is the report submitted by Joe B.:

*Summer 2017*

#### **Hello ITE Northeastern District Members!**

It's hard to believe that six months have already passed since my becoming Northeastern District Chair. And losing my mentor Kim Fabend in running the District. Thanks Kim! Seems like time goes slow in winter, then rushes upon us with the spectacular May annual meeting up in the woods of New Jersey and then summer sets in. I know we don't like to think about it but in a few months winter will be here and I'll be passing the torch on to your 2018 District Chair, Bill McMenamin. For the remainder of my term, I am continuing to work on my two goals I have identified upon ascending into the position: Website improvement and training for District/Section/Chapter officers.

For website improvement, Paul Pflueger of Watts A&E has done a yeoman's job in getting the website back up and running. Thank you Paul! I am currently working with a webmaster on a proposal to revamp the website and provide a more sustainable maintenance of the site into the future. I will be presenting the proposal to the District Board at our October 12, 2017 meeting in Waltham, MA.

Once I get the website plan of action in place, I am going to reach out to other sections about officer training, building upon the legacy of Gordon Meth, past chair of the District, in his initial considerations for an overall training plan.

#### **Elections**

The District was involved in a couple of ITE elections this year. I'd like to congratulate Jeff Lebsack for being elected as the 2017 District Secretary/Treasurer, and Mike Salatti for being elected as the District's New International Director. Mike has begun serving a 3-year term, providing a voice for us at the International level. Mike is a true ITE professional and dedication that has motivated me in the past to get involved at the District level.



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### Meetings

The District hosted meetings at the District and International level this year. Our District Annual Meeting at Crystal Springs Resort in northwest New Jersey was a great event at a beautiful and historic venue. It featured several training sessions; a technical workshop; a hiking tour; golf; and several social events, including a horseshoe tournament. There were more than 150 attendees at the meeting. A special thank you goes out to Lynn LaMunyon and Grace Van Kirk for their efforts as Meeting Co-Chairs. As expected, Lynn and Grace led a great committee in another wonderful Met Section hosted annual meeting.

In addition, the District is the adjacent District to the Canadian District, who is hosting the International Annual Meeting in August. This meeting will be held in Toronto, Ontario, Canada and provides most of the District membership with one of our best opportunities to attend an International Meeting without extensive travel.

In 2018, the Upstate Section will be hosting the District Annual Meeting at Lake George, NY. Mark your calendars now for May 21-23. This is an event you won't want to miss as Mike Wieszchowski, past District chair and known for his subtle leadership style, is chairing the meeting with a terrific committee for sure.

### Awards

Notable award winners this year included Gordon Meth, who was presented the Harvey B. Boutwell Distinguished Service Award by the District. Gordon has been a great asset for this organization for many years and I thank him for his service and support. Other District awards this year include the Met Section, winner the Section Activities Award once again and on a winning streak that other Sections envy; and UMASS-Amherst, winner of the Student Chapter Award. Congratulations to all the award winners for this year!!!

### Leadership ITE

This new program sponsored by ITE International provides participants with leadership training and tools they can use to be successful leaders within the District and in their professional and personal lives. The one-year program has participants attend three live training workshops and several webinars throughout the year. The program provides networking opportunities, where participants can learn from each other, and it requires work on case studies and team projects to help participants hone their leadership skills. Twenty-five participants were selected for the 4th annual LeadershipITE program, and I am proud to say that we have two from the Northeastern District. Congratulations and good luck to Jeff Lebsack (Secretary/Treasurer for the District) and Asheque Rahman for your selection in this exciting new program.



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### Student Chapters

Student chapters are running strong in the District and I am pleased to announce Anthony Mariani as the District Student Outreach Chair. I believe the District now has a dozen chapters. Students are our future, so let's support these Chapters to the fullest extent possible, and let's give these students the tools they need to be able to grow into great transportation professionals.

Joseph C. Balskus, P.E., PTOE  
Northeastern District Chair

### VI. Reports from Section Officers

- a. Immediate Past President – Dave Tuttle  
Conference went well. Once hotel invoice is received, he will work with Tom P. Because of the new awards for 20+ years, next year's conference registration should include a "dinner only" option. Dave T. will mail out the remaining certificates to those who did not attend the meeting.
- b. President – Christina Doughney  
Will be preparing annual report for the District. During maternity leave Christina D. will be using her personal email for communication.
- c. Vice-President – Kash Revalli  
Four project nominations were received for Project of the Year. Jim Jones received the Transportation Professional of the Year. Christina Doughney received the David Bulman award.
- d. Secretary – Jennifer Yonkoski  
Jenn Y. reported the election results for 2018. We received 59 returned ballots from the membership. Dan Rourke was elected as the Treasurer. Jenn Y. made a motion, seconded by Jonathan W. to approve election results. Christina D. will notify winner.  
We were charged double by electionsonline.com for the election, so we have a credit of \$90 to use towards next year's election.
- e. Treasurer – Tom Polech (not present)  
Christina D. went over the Treasurer's Report for Tom P. Expenses for this quarter were: \$1,444.96 for the annual section meeting and \$180.60 for election expenses. \$935 received from the district distribution for section dues.
- f. Director - Mark Budosh  
No report.



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### VIII. Reports from Section Committees

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

Alex K. said that holiday party planning would begin soon. Jenn M. sent out draft questions to the Board to survey members as to the types of activities they would be interested in.

Adam F. - there was no participation from ITE members for the annual Red Wings game.

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

i. General – Membership is at 128 with 123 voting members. Jonathan W. would like a list of the non-ITE member conference attendees so that he can reach out to them. Jonathan W. said he would be willing to continue as membership chair but that at some point it would be nice to have a new, fresh face in the position.

#### ii. Student - Jeff Lebsack

Jeff L. has not had recent contact with UB but will try this Fall. He spoke about the importance of the local activities as a means to recruit those potential young members that are involved in many different aspects of transportation/technology. Jim P. had a few applicants that were international students that they could not hire because the County would not sponsor them.

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

#### i. Newsletter Editor - Mark Nadolny

Mark N. indicated that the next issue will be out in a week or two. He asked Christina D. to provide a President's message for the upcoming newsletter. Jeff L. asked if he could send Mark N. an article about Leadership ITE. Mark N. will include this information in the newsletter. Dave T. is going to try and get together some information about the conference in the next week. Mark N. will also include the district message/update.

#### ii. Webmaster - Paul Pfleuger (not present)

There are many updates that need to be made to the website. We need to add the district meeting information. A website presence is important and non-ITE members were not able access conference materials because they were not available on the website. Dave T. suggested that we consider hiring out for website updates. Meaghan C. said that she would be willing to update the website if she was able to get access. Kash R. will meet with Paul P. to discuss website. Include as new business for the January Board Meeting.

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

No report.

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

No report.



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### f. Meetings

#### i. 2017 Annual Section Meeting - Rochester

Dave T. stated that vendor support was \$5000 and registration was approximately \$3000.

Dave T. will get final numbers and meet with Tom P.

#### ii. 2018 District Meeting - NY Upstate

Lake George, May 21-23. Welcome reception will be at Fort Henry, and golf will be at Top of the World. Next LAC call is in 2 weeks. September LAC meeting was cancelled.

### IX. Old Business

By-laws: Mark B. stated that the Board had agreed to the changes at a previous meeting. The next step is to put changes into the newsletter and hold a membership vote. It would be a good idea to hold the vote prior to the next Treasurer election. Christina D. suggested we look into survey monkey and other options since she recently received other ballots from professional organizations using that site. There is the ability to use [electionsonline.com](http://electionsonline.com) as well.

Recruitment: Christina D. asked if there were any updates/thoughts on the subject from the Board members. There were no updates. Christina D. said that we could discuss recruitment from the colleges in the future.

### X. New Business

Dave T. asked that the website update be a new-business item for the next meeting. Adam F. stated that the website update will be important for recruitment.

Jim P. let the Board know that he still has the documents from the original tax exempt application.

### XI. Adjournment

Christina D. made a motion to adjourn, seconded by Jenn Y., passed unanimously. The meeting adjourned at 1:14pm.