



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

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EXECUTIVE BOARD MEETING - MEETING MINUTES

January 12, 2018 10:00am

Barton & Loguidice, 443 Electronics Parkway, Liverpool, NY 13088

Attendees:	Position	Voting Member
Dave Tuttle	Director	Yes
Christina Doughney	Past President (via ZOOM)	Yes
Kash Revalli	President	Yes
Jennifer Yonkoski	Vice-President	Yes
Tom Polech	Secretary	Yes
Dan Rourke	Treasurer	Yes
Paul Pfleuger	Charter & Bylaws Chair	Yes
Alex Kerr	Local Activities Chair	Yes
Mark Budosh	Past Director	No
Mike Wieszchowski	2018 District Annual Meeting Chair (via ZOOM)	No
Adam Frosino	Rochester Local Activities Chair (via ZOOM)	No

Absent:	Position	Voting Member
Sarah Bowman	Technical Committee Chair	Yes
Kim Fabend	Past Chair	Yes
Jonathan Walczak	Membership Chair	Yes
Jeff Lebsack	District Secretary/Treasurer	Yes
Shelly Johnston	Albany Local Activities Chair	No
Jennifer Michniewicz	Buffalo Local Activities Chair	No
Mark Nadolny	Communications Chair	Yes

- I. **Call to Order** – Kash Revalli called the meeting to order at 10:04am.
- II. **Approval of Meeting Agenda** – Kash Revalli reviewed the meeting agenda. Motion to approve was made by Jennifer Yonkoski, seconded by Dave Tuttle, passed unanimously.
- III. **2018 Calendar Review** – Kash Revalli reviewed the proposed Section calendar for 2018. A few typos were corrected. “Approve Destroying the Ballots” was removed from the calendar because it is no longer needed with online voting. Motion to approve was made by Dave Tuttle, seconded by Alex Kerr, passed unanimously.



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IV. Oath of Office – All Executive Board members stood and took the oath of office, read by Mark Budosh.

Dan Rourke was named the Treasurer. Dan Rourke and Kash Revalli will be added to the Citizens Bank account. Tom Polech will remain on the Citizens Bank account. Jennifer Yonkoski and Dave Tuttle will be removed from the Citizens Bank account. All Executive Board members on the account shall have equal access and rights. Kash Revalli, Jennifer Yonkoski, Tom Polech, and Dan Rourke will go to Citizens Bank together after today's meeting to update the signature cards.

V. Reading and Approval of July 28th, 2017 and September 22nd, 2017 Minutes – Paul Pfleuger made a motion to forego reading of the July 28th, 2017 meeting minutes, seconded by Tom Polech, passed unanimously.

Kash Revalli made a motion to forego reading the September 22nd, 2017 minutes, seconded by Paul Pfleuger, passed unanimously.

Dave Tuttle made a motion to approve both sets of meeting minutes, seconded by Alex Kerr, passed unanimously.

VI. Reports from District/International Officers

- a. International Director – Mike Salatti (not present)
No report.
- b. District Chairperson – Bill McMenamin (not present)
No report.

VII. Reports from Section Past Officers

- a. Immediate Past President – Dave Tuttle

Dave Tuttle stated that the 2017 Section meeting in Rochester went well; attendance was a little lower than he hoped, but overall the Section gained money on the meeting.

- b. Treasurer – Tom Polech

Tom Polech stated that the Section bank account gained about \$1,594 in 2017 because there was more income from the Section meeting than expenses. There is a \$90.30 credit on the online election account. New checks were purchased from Citizens Bank in 2017. The student scholarship was not awarded in 2017 because no applications were received.

VIII. Reports from Section Officers

- a. Immediate Past President – Christina Doughney (via ZOOM)



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Christina Doughney requested that Mark Budosh send her a template for the end of year report to the District. The Executive Board agreed that the incoming President will review and approve the Treasurer's Report from the past year, and the incoming Vice President will be removed from the Citizens Bank account each year to eliminate any potential conflict of interest. "Approve 2017 Treasurer's Report" was added to the 2018 Section Calendar by Kash Revalli, due February 12, 2018.

b. President – Kash Revalli

Kash Revalli will audit and approve the 2017 Treasurer's Report by February 12, 2018.

c. Vice-President – Jennifer Yonkoski
No report.

d. Secretary – Tom Polech

Tom Polech reviewed the 2018 Draft Budget. Web site expenses were eliminated from the 2018 budget because the website and domain are renewed through 2019. Mark Budosh suggested reducing registration costs for the 2018 Annual Section Meeting, because the Section has made a profit on the past couple meetings. The Executive Board agreed to decrease line 20 (Annual Meeting Income) to \$8,000 and keep line 9 (Annual Section Meeting Expenses) at \$10,000 to account for lower registration costs this year.

Dave Tuttle pointed out a couple formula errors in the Treasurer's Report budget column that were corrected; the bottom line from 2017 remained unchanged.

The Executive Board discussed possible ways to give back to members of the organization. Kash Revalli and Tom Polech suggested more outreach with college students and at career fairs. Mike Wieszchowski suggested sending ITE student members personalized email announcements for the scholarship. Mark Budosh suggested more outreach through employers of ITE members to recruit new members. Tom Polech proposed increasing the student scholarship (line 2) to \$1,000 in 2018, seconded by Alex Kerr.

The Quarterly Executive Board Meetings expense (line 8) was reduced to \$100 because the third quarter meeting is typically held in conjunction with the Annual Section Meeting. The District 1 Meeting was seeded in 2017, so line 10 was reduced to zero for 2018; Mike Wieszchowski confirmed that the District will not need further seed money from the Section for the 2018 District Meeting in Lake George. Bank Charges (line 16) were reduced to zero for 2018.

Newsletter Advertising (line 21) and Section Dues (line 23) were reduced by \$100 each in 2018 based on the actual income received in 2017.

Paul Pfleuger suggested increasing Student Chapter Support (line 12) using Section funds, in addition to what is reimbursed by the District (line 22). Jennifer Yonkoski suggested sponsoring students to



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attend the Annual Section Meeting or sponsoring up to 5 students to become ITE members by paying their annual dues. Mark Budosh suggested that Kash Revalli and Jeff Lebsack meet with students at the University of Buffalo to increase student involvement. Dave Tuttle suggested holding a meeting on campus at the University of Buffalo and/or Syracuse University with pizza to try to attract more student interest; this could be paid using ITE Misc. (line 6). Mike Wieszchowski suggested holding a membership drive. Mark Budosh suggested holding a specific student event at the Annual Section Meeting in Buffalo in 2019.

Mike Wieszchowski suggested sponsoring a New York Upstate Section member to become a member of the next LeadershipITE class (2019).

Dan Rourke will project the quarterly checking account balances to explore the possibility of putting some money in a 6 month CD to gain interest.

The final budget shows a \$4,650 deficit for 2018, with an account balance of \$13,600 at the end of the year. Jennifer Yonkoski made a motion to approve the 2018 budget, seconded by Paul Pfleuger, passed unanimously.

- e. Treasurer – Dan Rourke
No report.
- f. Director – Dave Tuttle
No report.

IX. Reports from Section Committees

- a. Local Activities - Alex Kerr (Chair)
 - i. Buffalo – Jennifer Michniewicz (not present) – Kash Revalli reported for Jennifer Michniewicz. Nothing is planned currently for 2018. There was a joint holiday party with ASCE; 3 ITE members were in attendance. A reimbursement request has not been received as of the end of 2017. Jennifer Michniewicz suggested emailing a survey to ITE members to determine their preferences for future ITE activities.
 - ii. Rochester – Adam Frosino (via ZOOM) – Adam Frosino would like to consider holding a webinar in 2018, possibly based at the Monroe County Fleet Center. The plan is to hold a summer picnic and holiday party in 2018.
 - iii. Syracuse – Alex Kerr – Holiday social was held in December; 3 ITE members were in attendance out of 15 total attendees.
 - iv. Albany – Shelly Johnston (not present) – No report.
 - v. Southern Tier – Vacant – Jennifer Yonkoski mentioned that BMTS has the only active members of ITE in the Southern Tier. The Local Activities Chair position will likely remain vacant until



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Jennifer Yonkoski comes off of the Executive Board.

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

- i. General – Jonathan Walczak (not present) – Kash Revalli stated that a membership survey will be emailed to ITE members this year to gain further information on members and their preferences for future ITE events. A deadline of February 2, 2018 was set for review and approval of the survey questions by Executive Board members. Mark Nadolny will email the survey to ITE members upon approval.

Kash Revalli recommended comparing ITE to other professional societies to find different ways to interact with members and recruit potential new members. Mark Budosh suggested that PDH presentations and keynote speakers could attract more interest in attending meetings. Kash Revalli suggested sponsoring lunch workshops to discuss upcoming projects within an MPO's jurisdiction or local policies.

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

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

- i. Newsletter Editor - Mark Nadolny (not present) – No report.
- ii. Webmaster - Paul Pfleuger – Paul Pfleuger implied that there must be a better method of transferring files to him to be posted to the website. Jennifer Yonkoski recommended a standardized method of transferring files among all Executive Board members, such as Google Drive or Dropbox. Paul Pfleuger suggested that draft meeting minutes should be labeled as such when emailed out for review by the Executive Board; also, approved meeting minutes should be promptly posted to the website and labeled as such.

d. Charters & Bylaws - Paul Pfleuger (Chair)

No report.

e. Technical - Sarah Bowman (Chair)

No report.

f. Meetings

- i. 2018 District Meeting – Lake George
Mike Wieszchowski (via ZOOM) stated that the District Meeting will be held May 21-23, 2018 in Lake George. Mike Wieszchowski attends monthly conference calls with the LAC. They are still short on presentations, especially from the NY Upstate Section. Contact Mike Wieszchowski or Jeff Lebsack with any potential presentations. There are 18 submissions for technical presentations so far; 25-27 total presentations are needed.

Company sponsorships are short; 2 Gold and 3 Silver sponsors have been received as of last



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week. No budget issues so far. Registration will be online. A website will be set up with a link to the registration form; Mike Wieszchowski will send Paul Pfleuger a link to the website to be added to the Section website. The District now has a MailChimp list for all member of the District; Paul recommended sending the Sections an advance notice so that they know the emails are upcoming and the domain can be added to users' safe senders list.

A golf tournament and mini golf tournament will be offered. Tours will be incorporated into the welcome reception. The traffic bowl will be replaced with traffic trivia with prizes. Christina Doughney will be leading the technical tour.

ii. 2018 Section Annual Meeting – Albany

Christina Doughney will reach out to Shelly Johnston and others in the Albany area to see if they can help with the meeting planning process and to establish a LAC.

X. **Old Business**

a. By-laws Section 4.6 (electronic voting conditions)

Mark Nadolny will include a passage in the next newsletter related to the bylaw revisions. Paul Pfleuger suggested sending the bylaw revisions as a separate email from the newsletter, because at least 10% of voting members need to vote, with at least 2/3 in favor, for the changes to be adopted.

Mark Nadolny and Jonathan Walczak have both requested to relinquish their titles to other members if potential replacement candidates are identified.

Jennifer Yonkoski stated that the 2018 calendar should be revised to state that ballots should be opened at least 31 days prior to the Annual Section Meeting, per ITE bylaws.

b. Recruitment

Kash Revalli stated that it is important to find ways to make ITE membership more enticing to students. The Section needs to be more committed to this initiative than in the past. Kash Revalli and Jeff Lebsack will get in contact with the University of Buffalo to try to expand interest. It is important to reinforce that more than just Traffic Engineers are members of ITE.

Paul Pfleuger suggested that it is important to recruit members from public agencies throughout the state, and that they can take advantage of agency memberships for reduced annual dues; most of the current NY Upstate Section members are consultants.

XI. **New Business**

a. ITE NY Upstate Section website update/revamp

Kash Revalli suggested that the format of the website could be improved; websites for other sections are formatted better. It is important to be consistent with what is posted and keeping it up to date. Kash



Institute of Transportation Engineers New York Upstate Section

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Revalli recommended that someone should check over the website quarterly to check for outdated information and formatting issues. The website was reviewed as a group and many of the tabs included outdated documents and information from previous years. It was agreed that pictures should be added to the homepage.

Jennifer Yonkoski suggested that it would make more sense for each Executive Board Member to upload their own documents to the website rather than relying on Paul Pfleuger to upload everything. Paul Pfleuger stated that a switch to WordPress would make this possible. It would cost an additional \$5.99 per month to add additional users to the existing GoDaddy website account. A switch to Google Docs might be beneficial for ease of updating of the website by multiple people. The Board and Committee contact information should be updated immediately; Jennifer Yonkoski will send the 2018 list and 2017 meeting minutes to Paul Pfleuger.

Kash Revalli will send a spreadsheet of past award winners to Paul Pfleuger to be used to update the website. Mark Nadolny will fill in the spreadsheet with award winners from 2013-2017 by February 2, 2018 based on award recipients listed in past newsletters.

XII. **Adjournment**

Kash Revalli made a motion to adjourn, seconded by Tom Polech, passed unanimously. The meeting adjourned at 1:29pm.