



EXECUTIVE BOARD MEETING - MEETING MINUTES

April 13, 2018 9:00am

Video Conference Call via ZOOM

Attendees:	Position	Voting Member
Christina Doughney	Past President (via ZOOM)	Yes
Kash Revalli	President (via ZOOM)	Yes
Jennifer Yonkoski	Vice-President (via ZOOM)	Yes
Tom Polech	Secretary (via ZOOM)	Yes
Dan Rourke	Treasurer (via ZOOM)	Yes
Alex Kerr	Local Activities Chair(via ZOOM)	Yes

Absent:	Position	Voting Member
Sarah Bowman	Technical Committee Chair	Yes
Dave Tuttle	Director	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
Adam Frosino	Rochester Local Activities Chair	No
Mark Nadolny	Communications Chair	Yes
Paul Pfleuger	Charter & Bylaws Chair	Yes
Mark Budosh	Past Director	No
Mike Wieszchowski	2018 District Annual Meeting Chair	No

- I. **Call to Order** – Kash Revalli called the meeting to order at 9:04am.
- II. **Approval of Meeting Agenda** – Kash Revalli reviewed the meeting agenda. Motion to approve was made by Alex Kerr, seconded by Christina Doughney, passed unanimously.
- III. **2018 Calendar Review** – Kash Revalli stated that nothing has changed since the last meeting.
- IV. **Reading and Approval of January 12th, 2018 Minutes** – Jennifer Yonkoski made a motion to forego reading of the January 12th, 2018 meeting minutes, seconded by Kash Revalli, passed unanimously.



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Tom Polech made a motion to approve the January 12th, 2018 meeting minutes, seconded by Jennifer Yonkoski, passed unanimously.

V. Reports from District/International Officers

- a. International Director – Mike Salatti (not present)

No report.

- b. District Chairperson – Bill McMenamin (not present)

No report.

VI. Reports from Section Officers

- a. Immediate Past President – Christina Doughney

Christina Doughney submitted the 2017 annual budget report to the District a few weeks ago.

- b. President – Kash Revalli

Kash Revalli attended an ASCE conference in Buffalo; he spoke to ASCE about the potential of holding joint activities with ITE. Kash is searching for candidates in Buffalo for this year's Treasurer election.

Kash mentioned to be vigilant of scam emails being sent to the Treasurer.

Kash received a \$200 stipend to attend other Section meetings.

- c. Vice-President – Jennifer Yonkoski

There were 3 applications received for the student scholarship; the deadline was this Wednesday. Review of the applications will take place soon.

- d. Secretary – Tom Polech

No Report.

- e. Treasurer – Dan Rourke

Dan Rourke reviewed the First Quarter Treasurer's Report. The \$250 refund from the Hilton Garden Inn in Rochester was received. A \$500 check was sent to the Buffalo region for the Future City Competition. A \$300 check was sent to BMTS for the bridge pedal.



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Dan was not able to perform bank transactions; he proposes that the Executive Board members meet at a Citizens Bank in Lake George during the District Meeting in May.

f. Director – Dave Tuttle (not present)

No report.

VII. Reports from Section Committees

a. Local Activities - Alex Kerr (Chair)

- i. Buffalo – Jennifer Michniewicz (not present) – Kash Revalli reported for Jennifer Michniewicz. No updates on local events. Jennifer is looking for comments on the Survey Monkey survey she sent out, to inquire about expectations from ITE members.
- ii. Rochester – Adam Frosino (not present) – No report.
- iii. Syracuse – Alex Kerr – No updates.
- iv. Albany – Shelly Johnston (not present) – No report.
- v. Southern Tier – Jennifer Yonkoski – Jennifer Yonkoski mentioned that BMTS received the \$300 check for the Binghamton Bridge Pedal on August 25.

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

- i. General – Jonathan Walczak (not present) – Christina Doughney mentioned that Section membership is down to around 130; 10 years ago membership was around 200.

Kash Revalli recommended that the Executive Board members re-group after the Survey Monkey survey goes out to members to decide how to proceed.

- ii. Student - Jeff Lebsack (not present) – Kash Revalli is working with UB to try to generate more student interest and involvement in ITE.

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

- i. Newsletter Editor - Mark Nadolny (not present) – Christina Doughney mentioned that there has not been a newsletter since Summer 2017. Mark Nadolny would like to relinquish his communications duties to another member.
- ii. Webmaster - Paul Pfleuger (not present) – Kash Revalli mentioned that Paul Pfleuger made some updates to the website after the January Board meeting. With the current website platform, the Secretary needs to email the webmaster the approved meeting minutes to be posted to the website.



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

Christina Doughney mentioned that Mark Budosh provided Mark Nadolny with charter & bylaw changes to be included in the next newsletter. Kash Revalli suggested that the changes be sent in a separate email to members, and will be included on this Fall's election ballot; Mark Budosh was nominated to send the email to members.

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

No report. Christina Doughney mentioned that Sarah is organizing the technical program for the \ Section meeting with Jeff Lebsack.

f. Meetings

i. 2018 District Meeting – Lake George

Jennifer Yonkoski is working on collecting payment from registrants. Sponsorships are in good shape, all 12 vendor spots are filled; 3 vendors had to be turned down.

ii. 2018 Section Annual Meeting – Albany

Christina Doughney will send out an email soon to active members in the Albany area to develop a LAC and determine a location for the meeting. Jennifer Yonkoski mentioned that there is an American Planning Association conference in early October. Dan Rourke mentioned that there is a NYSATE one-day conference in early November and that the local bridge conference in Syracuse is in late October. Christina wants to avoid holding the Section meeting the same week as another conference.

VIII. Old Business

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

Kash Revalli will touch base with Mark Budosh to make sure the updates to the charters & bylaws get emailed to members before being included on the election ballot this fall.

b. Recruitment

Dan Rourke goes to a career fair at RPI each October; Clarkson also holds a career fair in October. Christina Doughney suggested that it might be more effective to get directly in contact with civil engineering departments of local universities. Dan Rourke proposed that it might be most effective to assign one person to each college to contact the civil engineering department.

c. ITE NY Upstate Section website update/revamp

Kash Revalli will sit down with Paul Pfleuger to come up with a plan of action for potentially moving the website to a new platform, or making improvements to the existing website.



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IX. **New Business** – None.

X. **Adjournment**

Christina Doughney made a motion to adjourn, seconded by Tom Polech, passed unanimously. The meeting adjourned at 9:56am.