



EXECUTIVE BOARD MEETING - MEETING MINUTES

July 13, 2018 9:00am

Video Conference Call via ZOOM

Attendees:	Position	Voting Member
Kash Revalli	President (via ZOOM)	Yes
Jennifer Yonkoski	Vice-President (via ZOOM)	Yes
Dan Rourke	Treasurer (via ZOOM)	Yes
Christina Doughney	Past President (via ZOOM)	Yes
Alex Kerr	Local Activities Chair(via ZOOM)	Yes
Mike Salatti	International Director (via ZOOM)	No
Jennifer Michniewicz	Buffalo Local Activities Chair (via ZOOM)	No
Paul Pfleuger	Charter & Bylaws Chair (via ZOOM)	Yes

Absent:	Position	Voting Member
Tom Polech	Secretary	Yes
Dave Tuttle	Director	Yes
Sarah Bowman	Technical Committee Chair	Yes
Jonathan Walczak	Membership Chair	Yes
Jeff Lebsack	District Vice-Chair	Yes
Shelly Johnston	Albany Local Activities Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Mark Nadolny	Communications 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 9:03am.
- II. **Approval of Meeting Agenda** – *No comments on the meeting agenda. Motion to approve was made by Alex Kerr, seconded by Christina Doughney, passed unanimously. *(See Note on Page 6)*
- III. **2018 Calendar Review** – Kash Revalli reviewed the past three months on the calendar.
- IV. **Reading and Approval of April 13th, 2018 Minutes** – *Dan Rourke made a motion to forego reading of the April 13th, 2018 meeting minutes, seconded by Jennifer Yonkoski, passed unanimously. *(See Note on Page 6)*
Jennifer Yonkoski made a motion to approve the April 13th, 2018 meeting minutes, seconded by Christina



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Doughney, passed unanimously. *(See Note on Page 6)

V. Reports from District/International Officers

a. International Director – Mike Salatti

Mike Salatti spoke about the One ITE initiative webinar that was held last week. The purpose of the initiative is to make sure that ITE remains a credible organization in the transportation field, and to make the districts and sections more uniform. Dues, affiliates, and bylaws are all items under consideration that could be made more uniform. Further discussion will occur at the International Meeting in Minneapolis this year. Mike Salatti will put together an article to be posted on the Section website.

b. District Chairperson – Bill McMenamain (not present)

No report.

VI. Reports from Section Officers

a. Immediate Past President – Christina Doughney

Christina Doughney is working on scheduling the 2018 Annual Section Meeting.

b. President – Kash Revalli

Kash Revalli mentioned that his coworker Courtney Bentley has expressed interest as a candidate for this year's Treasurer election. Courtney is a Past President of the student chapter of ITE at the University of Buffalo. Jennifer Michniewicz came up with a list of other potential candidates in the Buffalo region, but none of the other candidates are current ITE members. Jennifer supports Courtney Bentley as a candidate.

c. Vice-President – Jennifer Yonkoski

Jennifer Yonkoski mentioned that the Student Scholarship was awarded to Alyssa Ryan from UMass. There were three applications received. Tom Polech helped review the applications. Jennifer and Tom were both in agreement with their rankings and review of the applications. Jennifer saw Alyssa at the Northeastern District Meeting in Lake George in May; she was thankful for the scholarship.

Jennifer Yonkoski inquired about how to solicit applications for professional awards for the Annual Section Meeting. Kash Revalli will send Jennifer a letter template to send out to the membership.

d. Secretary – Tom Polech (not present)



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No Report.

e. Treasurer – Dan Rourke

Dan Rourke reviewed the Second Quarter Treasurer’s Report. The only transactions during the Second Quarter were the Student Scholarship and \$1,000 seed money was returned from the District Meeting.

f. Director – Dave Tuttle (not present)

No report.

VII. Reports from Section Committees

a. Local Activities - Alex Kerr (Chair)

- i. Buffalo – Jennifer Michniewicz – Jennifer Michniewicz mentioned that there are currently not enough members in the Buffalo area to schedule an event. Jennifer suggested a lunch or happy hour in Buffalo for potential Treasurer candidates to act as an ITE recruiting tool. Kash Revalli suggested that ITE could potentially sponsor the first year of membership to give prospective members a feel for what ITE is about and what we do. Others on the call were in agreement. Christina Doughney mentioned that it might not be possible for municipal or public employees to accept sponsorship since it could be considered a gift. Kash Revalli suggested that the first step in recruitment should be to enhance local activities.

Jennifer Michniewicz asked if it was a good time to send out the Survey Monkey survey to Section members; Kash Revalli agreed that now is a good time. Kash will send Jennifer the member list with emails.

- ii. Rochester – Adam Frosino (not present) – Alex Kerr reported that a joint picnic with NYSATE is scheduled for August 10th at a Rochester Red Wings game.
- iii. Syracuse – Alex Kerr – Alex Kerr stated that the next local activity is in September, to be coordinated with ASHE. They are looking to put together a PDH-approved event specific to traffic that would qualify for licensed PTOE’s.
- iv. Albany – Shelly Johnston (not present) – No report.
- v. Southern Tier – Jennifer Yonkoski – Jennifer Yonkoski mentioned that the Binghamton Bridge Pedal will take place on August 25. The Section sent a \$300 check to sponsor the event.

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

- i. General – Jonathan Walczak (not present)

No report.



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- 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 mentioned that he added a placeholder for the 2018 Annual Section Meeting on the website. Paul also has made revisions that were discussed at the last Executive Board Meeting. Paul asked others on the call to check the website to look for broken links or outdated information.

- d. Charters & Bylaws - Paul Pfleuger (Chair)

Paul Pfleuger discussed the email that Mark Nadolny sent to Section members with proposed changes to Section 4.6 of the Section bylaws. Changes include electronic balloting that shall be concluded no less than 5 days before the Annual Section Meeting. Christina Doughney mentioned that the proposed changes need to go out to vote to membership this fall during the Treasurer election. Kash Revalli suggested sending a follow-up email clarifying that the changes will be included on the election ballot this year.

Paul Pfleuger questioned the reason for the 5 calendar day requirement; he believes that is not enough time for an elected candidate to prepare to attend the Annual Section Meeting. Paul suggested setting a deadline for sending out the election ballot to members. Paul suggested sending a list of potential candidates to the membership, then allowing 30 days to identify any additional candidates before sending out the election ballot. Paul also mentioned that previous candidates who are not currently on the Executive Board are allowed to run again; examples would be himself or Jeff Lebsack. One candidate for the Treasurer election is sufficient if no others can be identified.

Christina Doughney questioned where in the bylaws the additional 30 day requirement is explained; Paul Pfleuger stated that it is in Section 4.5. Paul mentioned that Section 4.4 details the nomination of candidates. Section 4.2 states that no member can occupy the same office consecutively for more than two consecutive terms. Theoretically, Executive Board members could hold the same position for two years. Paul stated that International has hard deadlines for their voting window. Paul suggested trying to identify Treasurer election candidates a year in advance rather than a few months before the ballots go out. Kash Revalli suggested creating internal guidelines for election milestones, which would still work with the way the bylaws are written now. Dan Rourke suggested putting the milestone dates on our annual Section calendar starting next year (2019).



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

Kash Revalli mentioned that Sarah is organizing the Annual Section Meeting with Christina Doughney.

f. Meetings

i. 2018 District Meeting – Lake George

Kash Revalli mentioned that Mike Wieszchowski sent a summary of the District Meeting to the Executive Board. The summary is attached to these meeting minutes.

ii. 2018 Section Annual Meeting – Albany

Christina Doughney is planning the meeting; she is looking to simplify the format this year since the District Meeting was just held this spring in Lake George. We will try a one-day meeting without vendors. An RFP was sent out to venues last week in the Schenectady area to cut some travel time for members coming from western parts of the state.

The LAC currently consists of Sarah Bowman (technical program), Mike Wieszchowski (gifts), Shelly Johnston (registration), Wendy Holsberger (consultant support), and Dan Rourke (financial). The venue will likely be chosen next week. The awards will be given out at lunch with the Executive Board meeting at dinner. Attendees who don't stay for the Board meeting could travel home the same night. The goal is for 6 PDH credits to be available. Christina mentioned that New England Section chapters hold similar format meetings.

VIII. **Old Business**

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

Kash Revalli suggested sending a follow-up email to members to expect the bylaw changes to be included on the upcoming election ballot. Paul Pfleuger suggested including a deadline for comments in the follow-up email; comments should be sent directly to Paul. There are stipulations in the bylaws about proposed changes to the bylaws. Paul stated that the bylaw election should be separate from the Treasurer election; a certain percentage of members need to vote on bylaw changes. Paul will look through the bylaws in the next week.

b. Recruitment

Nothing new to report.

c. ITE NY Upstate Section website update/revamp

Kash Revalli asked if there is a way to modernize the website and allow access to update the website to more than one person. It was tabled and will be discussed further at the next Executive Board Meeting.

IX. **New Business** – None.



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X. **Adjournment**

Paul Pfleuger made a motion to adjourn, seconded by Alex Kerr, passed unanimously. The meeting adjourned at 10:10am.

Email from Mike Wieszchowski:

Kash,

I won't be able to make it on the conference call on Friday, but I wanted to update you and the Board on our recent Northeastern District Meeting hosted by Upstate Section in Lake George NY; May 21-23, 2018

The event went very well. There were 164 total participants at the meeting with 108 full registrants, 9 1-day, 2 tech program only, 10 students, 17 vendors and 18 guests who participated in activities. There were several new things that were tried and all worked out great; Our first ever Mini-golf tournament was a big hit, trivia night was the highest attended trivia event the District has ever seen, and offering a slew of door prizes, vendor passport prizes and early registration prizes got people really excited leading into the award dinner. For anyone wanting more information or to see pictures or the technical presentations, you can visit <https://ite-ned-annual-meeting.org/meeting-recap-photos/> for a recap and more information.

Financially, the event was a success as well. I did everything I could to add value to the meeting and spend money, to include serve more high end hors d'oeuvres, offering free drinks at every function, buying an extra \$600 in give-away prizes and adding a couple extra items to the welcome gift but in the end there was a significant surplus of over \$12,000. This was caused by a higher than budgeted attendance and consultant support, having considerably more vendors than expected (17 versus the 12 planned), and a high number of guest activities being paid for. I've attached the financial statement for the meeting for anyone who would like to see it. I will be presenting the District a check for \$15,750 at the next District board meeting in the fall. This will cover the \$3,500 seed money they provided and \$12,250 in meeting surplus. I have already transferred the \$1,000 seed money from the Section back to the Section account.

With that said, I'd like to thank everyone in the Upstate Section who were on the LAC or who volunteered to help out. The meeting couldn't have been a success without a whole lot of people pitching in and I very much appreciate everyone's support. If any questions come up at the meeting, just email them to me and I'll send you out a response as soon as I can. Thanks.

-Mike

NOTE: It was recognized after the meeting adjourned that there was an absence of quorum at the meeting. Therefore, the motions made at this meeting shall be nullified and carried forward to the next Executive Board Meeting for approval.