



**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**

April 5, 2019 @ 10 AM  
 via ZOOM

Attendees:	Position	Voting Member
Christina Doughney	Director	Yes
Kash Revalli	Past President	Yes
Jennifer Yonkoski	President	Yes
Dan Rourke	Secretary	Yes
Courtney Bentley	Treasurer	Yes
Alex Kerr	Syracuse Local Activities Chair	Yes
Sarah Bowman	Technical Committee Chair	Yes
Tom Miller	Membership Chair	Yes
Dan Quiri	Communications Chair	Yes
Jeff Lebsack	District Chair	Yes
Jim Jones	Member	No
Adam Frosino	Rochester Local Activities Chair (via Phone)	No

Absent:	Position	Voting Member
Tom Polech	Vice President	Yes
Mike Salatti	International Director	No
Shelly Johnston	Albany Local Activities Chair	No
Paul Pfleuger	Charter & Bylaws Chair (via Phone)	Yes
Jennifer Michniewicz	Buffalo Local Activities Chair (via Phone)	No
Mark Budosh	Member	No

- I. Call to Order – Jennifer Yonkoski called the meeting to order at 10:04 AM
- II. Approval of Meeting Agenda – No comments on the meeting agenda. Motion to approve was made by Alex Kerr, seconded by Kash Revalli, passed unanimously.
- III. 2019 Calendar Review – Jennifer Yonkoski reviewed the 2019 calendar.
  - a) Annual Report to the District was due April 1<sup>st</sup> including the financials. Jeff Lebsack noted that the report submitted looked good.
  - b) International award submissions to the District were due on April 1<sup>st</sup>. Move this to March 1<sup>st</sup> for the 2020 Section calendar so it is not missed.
  - c) Identify the Treasurer candidates by the end of May. The Treasurer for 2020 will come out of the Syracuse/Southern Tier area.
- IV. Reading and Approval of January 11, 2019 Minutes –Kash Revalli made a motion to forego reading of the January 11, 2019 meeting minutes, seconded by Dan Rourke, passed unanimously.



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Jennifer Yonkoski made a motion to approve the January 11, 2019 meeting minutes, seconded by Courtney Bentley, passed unanimously.

- V. Reports from District/International Officers
  - a) International Director – Mike Salatti (not present) - No report.
  - b) District Chairperson – Jeff Lebsack - No report.
- VI. Reports from Section Past Officers (Past)
  - a) Immediate Past President – Kash Revalli
    - i. Annual report submitted the second week of March
    - ii. Treasurer’s report submitted to Jeff L. April 1<sup>st</sup>.
  - b) President – Jennifer Yonkoski
    - i. Spending time at the District Level as mentioned in the District report by Jeff L.
  - c) Vice-President – Tom Polech – No Report.
  - d) Secretary – Dan Rourke – No Report.
  - e) Treasurer – Courtney Bentley
    - i. Draft 2019 Budget Review and list of revisions made:
      - 1) Due to the unknown cost for the potential website, leave the scholarship at \$1,000 for 2019.
      - 2) Maintain the \$200 website hosting fee budget for 2019 since renewal is due on 6/4/19 and it is unlikely our new website direction will be decided on by that date.
      - 3) Motion to approve was made by Kash Revalli, seconded by Christina Doughney, passed unanimously.
    - ii. 1<sup>st</sup> Quarter Treasurer’s Report
      - 1) Revenue balance transfer from 2018
      - 2) 1<sup>st</sup> Quarter executive board meeting
      - 3) Two bank accounts are still active. NE District account is there for when we host the annual meeting. Account will stay open and balance will remain.
      - 4) Jennifer – Small discrepancy from 2018 to 2019 from a check written \$184.02 in December but not cashed until 2019. Agreed to make the notes in our own records and we will not make an amendment to the 2018 treasurer’s report.
      - 5) Courtney – Make an effort to encourage closure of expenses by the end of the calendar year.
- VII. Reports from Section Committees
  - a) Local Activities - Alex Kerr (Chair)
    - i. Buffalo – Jennifer Michniewicz (not present) – No Report
    - ii. Rochester – Adam Frosino –
      - 1) Annual Picnic/Baseball game scheduled for 8/9/19.
    - iii. Syracuse – Alex Kerr –
      - 1) 2/27 held a joint event with ASHE, PDH seminar presented by Tensar. Well attended by public and private sector. Alex was the only ITE representative.
    - iv. Albany – Shelly Johnston (not present) – No report.



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- v. Southern Tier – Jennifer Yonkoski – No report.
  
- b) Membership - Tom Miller (Chair)
  - i. General – Would like to see more public sector and student representatives. Found a typographical error in the total membership number. Dan R. will make the correction from 175 to 130 in the table and re-send to Paul P. for posting on the website.
  - ii. Student - Jeff Lebsack
  
- c) Communications – Dan Quiri (Chair)
  - i. Communications/Newsletter Editor – Dan Quiri
    - 1) Dan was introduced as the new Communications chair taking over for Mark Nadolny.
    - 2) At this year’s meeting, Jeff Lebsack would like to recognize Mark Nadolny for all of his years of service.
  
  - ii. Webmaster - Paul Pfleuger (Not Present)
    - 1) Jennifer Yonkoski will reach out to APA website director
    - 2) Kash Revalli – reaching out to a contact with webmaster experience and how to share knowledge. Set up a google document for all to maintain their correspondence relating to this topic to help consolidate the information for Paul. Continuously update the google document with date and new information.
  
- d) Charters & Bylaws - Paul Pfleuger (Chair) – (not present) – Please see the discussion in Section IX New Business, a. One ITE Initiative.
  
- e) Technical - Sarah Bowman (Chair) - No report.
  
- f) Meetings
  - i. 2019 Section Annual Meeting – Buffalo, NY
    - 1) Two venues are in consideration: Hyatt Regency 9/19 – 9/20, dates work best. 500 Pearl 9/10 – 9/11 venue seems better but mid-week dates are only available.
    - 2) Will be a 1.5 day event. Likely starting mid-morning Day 1 and ending in the afternoon of Day 2.
    - 3) Kash has a draft budget and technical program started. The draft schedule/program will be shared in the near future.
    - 4) Local arrangements committee to date:
      - Chair Kash Revalli
      - Co-Chair Jim Jones
      - Technical Sessions Jennifer Michniewicz
      - Registration Paul Pfleuger
      - Sponsor/Vendors Support Adam Frosino
      - Gifts/Social Events Open
    - 5) Reach out to Sarah Bowman regarding assistance for PDH approval of the technical program.
    - 6) Potential for a national speaker TBD.



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- ii. 2019 ITE NE District Meeting – New Haven, CT
  - 1) Registration is currently open.

VIII. Old Business

- a) Recruitment - Christina Doughney has reached out to RPI recently. No response at this time.
- b) ITE NY Upstate Section website modernization – Please see Communications, Webmaster discussion above.
- c) STEM Outreach - Christina Doughney suggested that the Section should submit an entry in the STEM Outreach Competition for next year. The 2018 submission date was missed. Leave on agenda topics as a reminder for 2019.

IX. New Business

- a) OneITE Initiative

The by-laws state that you can't serve two consecutive term years as voting section delegates at the district level. The section currently maintains two delegates that includes the current President and the Director. Other sections have more delegates but will be reducing down to two delegates. Our representation should remain the same and will not require section by-law changes.

Jeff – existing district by-laws modifications. Chair will now be the President. Annual meeting section will be replaced with the Operations sections that will outline responsibilities of sections and officers.

International director – Nominating committee will present at least 2 candidates from each section. District appointed a task force that resulted in a formal plan to have the 2 candidate nominees continue to rotate through section by section. This year there is only 1 nominee and the second could come from petition.

Upstate section to nominate the District secretary/treasurer for 2020. District board will vote on the position.

- X. Adjournment - Courtney Bentley made a motion to adjourn, seconded by Christina Doughney, passed unanimously. The meeting adjourned at 11:46 AM