



**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**

July 12, 2019 @ 9:30 AM  
 via ZOOM

Attendees:	Position	Voting Member
Christina Doughney	Director	Yes
Kash Revalli	Past President	Yes
Jennifer Yonkoski	President	Yes
Tom Polech	Vice President	Yes
Dan Rourke	Secretary	Yes
Courtney Bentley	Treasurer	Yes
Sarah Bowman	Technical Committee Chair	Yes
Tom Miller	Membership Chair	Yes
Jeff Lebsack	District Chair	Yes

Absent:	Position	Voting Member
Dan Quiri	Communications Chair	Yes
Adam Frosino	Rochester Local Activities Chair	No
Alex Kerr	Syracuse Local Activities Chair	Yes
Mike Salatti	International Director	No
Shelly Johnston	Albany Local Activities Chair	No
Paul Pflieger	Charter & Bylaws Chair	Yes
Jennifer Michniewicz	Buffalo Local Activities Chair	No

- I. Call to Order – Jennifer Yonkoski called the meeting to order at 9:35 AM
- II. Approval of Meeting Agenda – No comments on the meeting agenda. Motion to approve was made by Tom Polech, seconded by Courtney Bentley, passed unanimously.
- III. 2019 Calendar Review – Jennifer Yonkoski reviewed the 2019 calendar.
  - a) Scholarship was awarded and check was mailed out this year’s recipient, Christopher Page
  - b) NE District Annual Meeting was held in New Haven, CT on May 8<sup>th</sup> – 10<sup>th</sup>
  - c) Tom P. will be sending out the years of service awards for the annual meeting
- IV. Reading and Approval of April 5, 2019 Minutes –Christina Doughney made a motion to forego reading of the April 5, 2019 meeting minutes, seconded by Sarah Bowman, passed unanimously.

Tom Polech made a motion to approve the April 5, 2019 meeting minutes, seconded by Kash Revalli, passed unanimously.



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- V. Reports from District/International Officers
- a) International Director – Mike Salatti (not present) – Summer 2019 Newsletter Article (see attached).
  - b) District Chairperson – Jeff Lebsack
    - i. NE District Annual Meeting was held in New Haven, CT on May 8<sup>th</sup> – 10<sup>th</sup>. There was a good turnout this year with over 300 attendees. The Upstate section was well represented during the meeting.
    - ii. International Director: Mike Wieszchowski and Gordon Meth were the candidates, votes were finalized and Gordon Meth will be the new International Director. Gordon Meth ran by petitioning in to the race.
    - iii. District board will have an operation manual and clear procedure for the International Director eligibility moving forward. By Laws state that 2 candidates will continue moving forward.
    - iv. The District is currently trying to get their website updated and running.
    - v. Jen Y. – When will the section by-laws be due? Unknown at this time
    - vi. The commitment for the International Directors is typically 4 meetings per year.
- VI. Reports from Section Past Officers (Past)
- a) Immediate Past President – Kash Revalli – No Report
  - b) President – Jennifer Yonkoski – No Report
  - c) Vice-President – Tom Polech
    - i. Scholarship was awarded to this year's recipient, Christopher Page who is a Rochester area high school student that is attending college in the fall.
    - ii. Tom will be organizing the years of service award to recognize Mark Nadolny at the annual meeting this year.
  - d) Secretary – Dan Rourke – No Report.
  - e) Treasurer – Courtney Bentley
    - i. 2<sup>nd</sup> Quarter Treasurer's Report
      - 1) Deposit for the section meeting was made
      - 2) The 2-year website domain fee was paid up through July 2021
      - 3) The scholarship check was mailed as noted above
  - f) Director – Christina Doughney – No Report.
- VII. Reports from Section Committees
- a) Local Activities - Alex Kerr (Chair) (not present)
    - i. Buffalo – Jennifer Michniewicz (not present) – No Report
    - ii. Rochester – Adam Frosino – (not present) – No Report
    - iii. Syracuse – Alex Kerr – (not present) – No Report
    - iv. Albany – Shelly Johnston (not present) – No report.
    - v. Southern Tier – Vacant – No report.



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- b) Membership - Tom Miller (Chair)
  - i. General – Tom Miller - Tom Polech to discuss RIT with Jim Pond for the upcoming school year
  - ii. Student - Jeff Lebsack – Attended the traffic bowl and recognized that a new team was entered from NJIT.
  
- c) Communications – Dan Quiri (Chair)
  - i. Communications/Newsletter Editor – Dan Quiri – (not present) – No Report
  - ii. Webmaster - Paul Pfleuger (Not Present) – please refer to Old Business
  
- d) Charters & Bylaws - Paul Pfleuger (Chair) – (not present) – Waiting on the District for an update.
  
- e) Technical - Sarah Bowman (Chair) - No report.
  
- f) Meetings
  - i. 2019 Section Annual Meeting – Buffalo, NY
    - 1) Meeting will be 9/10 – 9/11 at 500 Pearl St., Buffalo, NY
    - 2) Technical program is anticipating 7 – 9 PDH's
    - 3) Registration will be \$125 for the whole program. There will also be an option for attending just the awards banquet dinner.
    - 4) A lunch panel infrastructure discussion with ITE, APA, APWA, and ASCE has been organized.
    - 5) It was noted that the award winners should be notified in advance of the meeting in order to make plans to attend.
  - ii. 2020 Section Annual Meeting
    - 1) Jenn Yonkoski is the meeting chair
    - 2) Binghamton was proposed for the meeting location.
    - 3) Dates for the meeting will be finalized prior to the 2019 Annual Meeting in Buffalo
  - iii. 2021 ITE NE District Meeting – Location TBD
    - 1) Jenn Yonkoski and Dan Rourke will be co-chairs
    - 2) Jeff Lebsack provided Jenn and Dan will valuable feedback from attendees at the 2019 Meeting in Connecticut that will be taken into consideration during the planning process.
    - 3) Jenn had initially contacted The Statler at Cornell and was presented with some conflicts with end of week dates in mid-May due to graduations at the college.
    - 4) Since the initial contact with the Statler, HelmsBriscoe has been contacted to initiate their services to find venues and compare quotes.
    - 5) HelmsBriscoe was left with Ithaca as the preferred location with Turning Stone or a smaller town on the eastern side of the state (New Paltz/Kingston) as potential alternate locations. The goal is to avoid duplicating previous meeting locations (Lake Placid, Albany, Saratoga, Lake George).
    - 6) Jenn asked how many rooms should be put into a block to hold for the meeting? Mike W. will be contacted to get the data from the Lake George meeting to use as a reference.
    - 7) The Preferred location, dates, and draft budget will be completed by January 2020 to present to the District.

VIII. Old Business

- a) Recruitment – On going. Will continue to look for college career fairs and college CE departments for



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opportunities to gain exposure.

- b) Website options from ITE Headquarters:
  - i. Please see the attached e-mail with three options presented by ITE Headquarters.
  - ii. All attendees generally agreed that Option 1 would be a good fit for our section and meet the needs we have been looking for. An official decision or vote was not made at this time.
  - iii. It was discussed that when the website moves forward that a webmaster should be assigned and it could be the Communications Chair or the acting Secretary.
- c) STEM Outreach – Hold this item on the agenda topics for the next call to participate.

IX. New Business

- a) OneITE Initiative – No updates on by-law changes at this time. See discussion under the District Chair updates.
- b) 2020 National Rural Intelligent Transportation Systems Conference and Exhibit (NRITS)
  - i. Jenn received an e-mail asking if there was interest to support on Oct./Nov. conference somewhere in the eastern U.S.
  - ii. It was decided that the best reply would be to give them our 2020 annual meeting information and let them decide if they would like to discuss further.
- c) District Board Voting Representatives - See discussion under the District Chair updates.
- d) NY Upstate Section Status
  - i. Question originated at the District Meeting in New Haven, CT. Should the section combine with New England and become a Chapter?
  - ii. The idea presents several issues including geographical location
- e) District Treasurer – Christina Doughney and Kash Revalli will be running for the District Treasurer position. There will be a vote at the fall meeting by the District Board, not scheduled yet but likely in Oct./Nov.

X. Adjournment - Courtney Bentley made a motion to adjourn, seconded by Kash Revalli, passed unanimously. The meeting adjourned at 11:03 AM

XI. Next Meeting – Day 2 of the Section Annual Meeting on 9/11/19.

## A WORD FROM OUR INTERNATIONAL DIRECTOR

Dear Transportation Professionals

It's been a cold and wet spring and we are finally gliding into warmer weather of summertime. Fortunately, it came just in time for the 2019 Northeastern District Annual Meeting in New Haven. The meeting was outstanding in its technical content, value, social opportunities and of course – an endless supply of pizza. But what made this record-breaking event even more special was the fact the International Board and the 2019 Leadership ITE class joined with our District to concurrently hold their spring meeting with us. The board has been making an effort in recent years to travel and meet the members on their own turf. While the IBOD meeting are generally conducted immediately prior to the official local District meeting, the planning of this event allowed better integration and I can happily say more board members stayed through most or all this meeting than any I've previously attended. It was thoroughly enjoyed by all and I was pleased about their participation in events and the technical



program. They have rave commentary about our district. Aside from a New Haven walking pizza tour we conducted as a group, during our luncheon, I treated the Board and Leadership ITE to the NE treat of cannoli. I picked up the shells and filling from my cousin's 100-year-old bakery on Arthur Avenue in the Bronx and along with HQ staff we stuffed and garnished away. It was a truly a treat as they got to taste the best cannoli around. Shockingly – some board members never tasted a cannoli or had never even heard of a them. Can that be possible? My sincere congratulations to Joe Baskus, Joe Halliday and the enormous local arrangements team for a super job. I know the Met Section will do its best to meet the high bar that is now set as the planning for next year's event in Riverhead, Long Island gets further underway.



So, a brief recap of One ITE and how it effects those of us in the Northeastern District. With the help of our own District board, a beta test was conducted to evaluate the process for updating the new model District bylaws. That process was completed and all districts across the Institute are in the final throes of updating the model to reflect local board preferences.

As me move forward, the One ITE Bylaws subcommittee, which I lead, is continuing to perfect the District Bylaws language addressing individual district concerns. District bylaws received will be reviewed for compliance and edits, if necessary, will be coordinated with individual districts. We seek to have the IBOD adopt these new bylaws in July with the exception of the Western District and new Mountain District and possibly the MovITE and New Great Lakes which should be ready by November for adoption. All new District Bylaws will be effective January 1<sup>st</sup> , 2020.

The committee has been preparing a new model Section Charter which also was presented at May IBOD meeting. Comments will be solicited from IBOD in July with possible board acceptance of new model charter at that time. Finally, new model section bylaws were drafted in prep for the May meeting. Comments will also be solicited from the Board in July, but it's not anticipated the final model will be adopted until November. Then in early 2020 the sections will commence the process of preparing their new bylaws.

It's been a busy time serving on the board but have found it rewarding and am honored to represent the great Northeastern District.

Happy Summer!!