



Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

EXECUTIVE BOARD MEETING – MEETING MINUTES

January 10, 2020 @ 10:00 AM

At Barton and Loguidice office, Syracuse

Attendees:	Position	Voting Member
Kash Revalli	Director (via phone)	Yes
Jennifer Yonkoski	Past President	Yes
Tom Polech	President	Yes
Dan Rourke	Vice President (via phone)	Yes
Courtney Bentley	Secretary	Yes
Eric Newman	Treasurer	Yes
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	Yes
Tom Miller	Membership Chair	Yes
Dan Quiri	Communications Chair (via phone)	Yes
Jim Jones	Buffalo Local Activities Chair (incoming) (via phone)	No
Gordon Meth	International Director (via phone)	No

Absent:	Position	Voting Member
Paul Pfleuger	Charter & Bylaws Chair	Yes
Sarah Bowman	Technical Committee Chair	Yes
Rebecca Brown	District Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Jennifer Michniewicz	Buffalo Local Activities Chair (outgoing)	No
Shelly Johnston	Albany Local Activities Chair	No
Jeff Lebsack	Student Membership Chair	No

- I. Call to Order – Tom Polech called the meeting to order at 10:15 AM
- II. Approval of Meeting Agenda – No comments on the meeting agenda. Motion to approve was made by Jennifer Yonkowski, seconded by Alex Kerr, passed unanimously.
- III. 2020 Action Calendar Review and Approval – Tom P. reviewed the 2020 calendar and upcoming events.
 - a. New for today: appoint section administrator for banking transactions
 - b. District meeting for approval of 2021 NE District meeting location – moved to April 8th (from January 23rd). Will also impact selection of Local Arrangements Committee on calendar for March 13th.



Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

- i. Correction was made later in the meeting by Gordon Meth – calendar was correct as January 23rd meeting is still planned to occur.
 - c. Section awards nomination and selection activities moved further up, to provide more time before Annual Meeting.
 - d. Eric N. motion to approve 2020 calendar, seconded by Courtney B., passed unanimously
 - i. Made revision back to January 23rd – Jenn Y. motion to reapprove calendar, seconded by Dan R., passed unanimously.
- IV. Oath of Office – All new elected board members to the oath of office, led by Gordon Meth.
- V. Reading and Approval of September 11, 2019 Meeting Minutes – Jenn Y. made a motion to forego reading of the meeting minutes, seconded by Alex K., passed unanimously.
Jenn Y. made a motion to approve the September 11, 2019 meeting minutes, seconded by Tom M., passed unanimously.
- VI. Reports from District/International Officers
 - a. International Director – Gordon Meth
 - i. Membership numbers are high internationally, including agency license. Upstate Section has low numbers, Gordon wants to work to get NYSDOT to get an agency license. Board members agree this is a great initiative to take on.
 1. There are 2 options – membership in groups or a flat agency license. Agency license is \$11,000/year and can include many members.
 2. There are currently two agency members in NY Upstate Section – Binghamton (BMTC) and Monroe County (MCDOT).
 - ii. ITE is considering doing something for large consulting firms similar to public agency licenses.
 - iii. ITE now has the first new district in 30 years – Rocky Mountain District. There are a lot more districts and sections coming next year.
 - iv. Gordon corrected the calendar that he believes there is still a District meeting on January 23rd. He and Jenn Y. discussed confusion over different emails sent out in multiple email threads. The traffic bowl is on April 8th, but the first meeting is still scheduled for January 3rd. The 2020 calendar will be changed back.
 - b. District Chair – Rebecca Brown – not present
- VII. Reports from Outgoing Section Officers
 - a. Outgoing Past President – Kash Revalli
 - i. Annual Meeting summary – there were about 41 full registrations, 13 day 1, 4 dinner only, and 3 day 2. This is more than the budgeted registrations. Unfortunately, no students attended. We had great sponsorship of \$5,000+. We were able to offer 7 PDH credits. The net profit was about \$3,000.
 - b. Outgoing Treasurer – Courtney Bentley
 - i. 4th Quarter 2019 Treasurer's Report – the 4th quarter transactions included holiday parties.
 1. The Binghamton bridge pedal sponsorship was not posted to the account in 2019, but Jenn Y.'s contacts say it will be deposited soon.



Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

- ii. Draft 2020 Budget
 - 1. Website – see later in agenda (old business)
 - 2. Leadership ITE – cost about \$3000 or \$3500 (may not include hotels and airfare), district provides \$1500. Want to provide \$1000 from the Section to sponsor participants from the Section Paul P. for this year). Will re-work budget to allow for additional sponsorship money.
 - 3. Student scholarships (line 2) – we think we could still get applications with a reduced scholarship of \$500.
 - 4. ITE international has scholarship accounts – minimum of \$1000 (not sure if initial deposit or minimum balance). Maybe not a good year to start with added expenses such as the website and Leadership ITE.
 - 5. Local Activities – don't spend all money, can decrease to \$250 per 5 local areas.
 - 6. 2020 budget to be revised by incoming Treasurer (Eric Newman) and distributed for approval at next board meeting.

VIII. Reports from Section Officers

- a. Immediate Past President – Jennifer Yonkoski
 - i. Noted March 1st deadline for Annual Report submission to District.
 - ii. Will audit Treasurer's report once provided by Courtney B.
- b. President – Thomas Polech
 - i. Administrator position – to write checks and hold debit card. This person would keep their name on the bank account for 4 years as Treasurer through President. This helps to provide 2-person check of transactions and reduces how often the bank account needs to transfer names.
 - 1. Tom will stay 2020 section administrator – Eric N. made a motion to approve, seconded by Alex K., approved unanimously.
 - 2. This will need to be incorporated into the new bylaws.
- c. Vice President – Dan Rourke
 - i. Will be putting together a scholarship review committee.
- d. Secretary – Courtney Bentley
 - i. Will compile minutes from this meeting as well as 2019 Treasurer report for the audit and inclusion in the Annual Report to District.
- e. Treasurer – Eric Newman
 - i. Will work with Courtney B. to get materials together and file taxes.
 - ii. Eric mentioned as an attendee at the last Annual Meeting that it was unclear how to register and pay, such as if they could exhibit as a vendor, etc. Eric may be on the LAC for next meeting to help fix the process from the point of view as a vendor/exhibitor.
- f. Director – Kash Revalli – no new notes

IX. Reports from Section Committees

- a. Local Activities – Alex Kerr (Chair)
 - i. Buffalo – Jennifer Michniewicz – not present, Jim Jones provided updates
 - 1. There was an APWA presentation last night that ITE members attended and had a committee meeting after. We have a good group that worked to plan the Annual



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

- Meeting and is continuing to work on local ITE events and meeting once a month to plan.
2. There was a lunch and learn presentation in November and a holiday party (with ASCE, WNYGIS, APA, and others) in December.
 3. Jim Jones has been doing a lot of the planning and always knows what's going on with other groups, local projects, community activities, etc. Based on suggestions from Jennifer Michniewicz, Jim is taking over as the Buffalo local activities coordinator.
- ii. Rochester – Adam Frosino
 1. The Rochester holiday party was well attended with 5-10 ITE or joint members and 60-70 NYSATE members. There is a hockey game coming up soon (February 7th) and all are welcome to attend (RSVP by January 29th). We have tried telling members to share webinars and can make it an event to have together, but have not gotten much interest so far.
 - iii. Syracuse – Alex Kerr
 1. Just had a joint holiday event with ASCE and ASHE, and have been having great attendance at joint events. There is a lot of local interest in continuing joint events and many professional societies in the area are active.
 - iv. Albany – Shelly Johnston (not present) – no report
 - v. Southern Tier – vacant (Jenn Y. updated)
 1. Binghamton Bridge Pedal event was sponsored by the Section and held on August 20, 2019. The check was not cashed in 2019 but should be soon, there was some confusion about if/when it was paid.
- b. Membership – Tom Miller (Chair)
- i. General – Tom Miller
 1. Tom M. does not have access to full membership list online, only officers have access. Tom P. will update the list sent to Colleen Agan to include all voting board members.
 2. Trying to see if something can get going at RIT, but there is only one class of transportation so there are less students that would be interested in ITE.
 3. There are a lot of members that aren't active, so we need to come up with ideas of how to get them to participate. We also need to come up with ways to get more public agency and student members.
 - ii. Student – Jeff Lebsack (not present)
 1. Along with general membership discussion, we talked about the need to be better at talking about ITE to students and encourage them to sign up and get involved.
 2. Jeff met with UB students in November to chat about ITE with a pizza social.
- c. Communications – Dan Quiri (Chair)
- i. Communications/Newsletter editor – Dan Quiri
 1. Nothing new to report, waiting for website discussion. It would be good to get more things posted on Facebook such as local activities and annual meetings. Tom P. will work to get Dan Q. access to the Facebook page. Also look into a LinkedIn page.
 - ii. Website – Paul Pflieger (not present)
 1. Paul has been calling in to District calls about website, we will get an update from him.



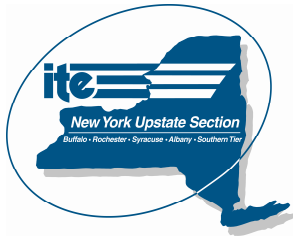
Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

- d. Charters & Bylaws – Paul Pfleuger (Chair) – not present
 - i. We will get District bylaws and basic format/shell to set up Section bylaws. Hopefully this will be done by the next meeting.
- e. Technical – Sarah Bowman (Chair)
 - i. Call for abstracts out for District meeting, just looking for expressions of interest now.
- f. Meetings
 - i. 2019 Section Annual Meeting, Buffalo, NY – Kash Revalli
 - 1. No further update
 - ii. 2020 Section Annual Meeting, Binghamton, NY – Jennifer Yonkoski
 - 1. Jenn Y. is the meeting chair
 - 2. Meeting to be held in Binghamton on September 24-25 at the Double Tree by Hilton.
 - 3. Hoping to get the LAC together from local Binghamton and BMTC people.
 - iii. 2020 ITE NE District Meeting, Long Island, NY
 - 1. Call for abstracts out, all should consider attending.
 - iv. 2021 ITE NE District Meeting, Ithaca, NY? – Jennifer Yonkoski, Dan Rourke
 - 1. Jenn Y. and Dan R. are co-chairs.
 - 2. The location, dates, and draft budget is to be approved at the January 23rd District board meeting.
- X. Old Business
 - a. Recruitment – college job fairs, CE depts, career centers
 - i. For 2020, all should try reaching out to individual universities with local meetings, sponsorship info, etc. We need to try to get a line of communication open.
 - b. STEM Outreach
 - i. Keep in mind if you come up with ideas for events, there is an ITE award you can apply for. It has to be an original event (future cities involvement doesn't count).
 - c. Website Modernization
 - 1. Option 1 – ITE International Website - \$750 setup
 - 2. Option 2 – StarChapter - \$779 setup + \$990 annual
 - 3. Option 3 – Continue using existing website
 - i. We had decided in past meetings that Option 1 would be our choice, would only cost \$750 setup fee. Gordon will update us if there are any updates in the later in the month.
 - ii. Need to update website in general – new potential members are unsure if International membership includes Section membership. Need to clarify that it does (based on address).
 - iii. Tom P. will talk to Paul P. about some other updates to the website.
 - iv. Should add \$750 to budget for 2020 and hope that we can get that completed.
 - v. New advertising on website would get money – add \$500 for first year budget, see how it goes for the future budgets.
 - d. PDH Approval – ITE is getting approved by NYS for PDHs
 - i. Any ITE webinar is pre-approved.
 - ii. Gordon will look into if there is a way to submit Section meeting presentations or local presentations to ITE for approval.



Institute of Transportation Engineers
New York Upstate Section
A Community of Transportation Professionals
www.iteNYupstate.org

- II. New Business
- a. OneITE Initiative – Section charter & bylaw changes – as previously discussed, waiting for materials from District
 - b. Direct Deposit for Dues – should we sign up?
 - i. Yes, it makes more sense to do it that way instead of waiting for the check. Tom P. will get it set up.
 - c. Scholarship Account – minimum balance \$1,000, decent rate of return and no admin charges
 - i. Decided not to participate this year, but we will consider it again next year.
 - d. Section website “membership” page is out of date – Tom P. will work with Paul P. to update.
 - e. Email from Colleen Agan this morning:
 - i. Please fill out the attached pdf to share information about your leadership with our Diversity and Inclusion Committee and email it to diversity@ite.org. We’ll be working in 2020 to provide baseline information about the diversity of our leadership and we could use your help in acquiring that information. – Tom P. to fill out and submit
 - ii. We’ll be hosting a newly elected leadership webinar on February 20, from 2pm-3pm eastern. This is mainly for those who are newly elected to become better acquainted with the staff at ITE as well as some helpful hints on how we can help. Please make your new leaders aware AND make sure you send your updated leadership rosters for 2020 to Jennifer Childs at jchilds@ite.org
 - iii. We’ll be hosting our next District, Section, Chapter Leadership Call on March 5th from 2pm-3pm eastern. This is one of our regular quarterly calls to go over our key initiatives and give you a chance to ask questions as well. All leadership should plan to attend.
 - iv. If you want your next dues payment being sent in February to come by direct deposit, you must call me directly at 202-464-6227 so that I can get your checking and routing information. Please do this by February 20th.
 - v. Make sure to take a look at the updated awards information for 2020: <https://www.ite.org/professional-and-career-development/awards/> If you have any questions, you can contact Kathi Driggs at kdriggs@ite.org.
- III. Adjournment – Tom P. made a motion to adjourn, seconded by Eric N., passed unanimously. The meeting adjourned at 1:47 PM.
- IV. Next Meeting – April 3rd via Zoom, Alex K. will send an invite.



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

ITE NY Upstate Section Action Calendar 2020

Date	Action	Initiated by:
January-2020		
1	Administration and Fiscal Year Begins Distribute 2020 Draft Action Calendar Distribute 2020 Draft Budget	Incoming President Outgoing Treasurer
3	Distribute Executive Board Meeting Agenda	President
10	Executive Board Meeting (B&L - Liverpool, NY) Review and Approve 2020 Budget Prepare 2019 Annual Report to District / Section Activities Award Submission Appoint Section Administrator for Banking Transactions Select Annual Section Meeting Location, Date, and Local Arrangements Committee (LAC)	President Treasurer Past President ALL Past President/Chair
24	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
TBD	NE District Executive Committee Meeting and Approval of 2021 NE District Meeting Location	President Past President
February-2020		
10	Request Student Chapter Support from District Audit 2019 Treasurer's Report	President President
14	Distribute Scholarship Announcement to Section Members Select Scholarship Review Committee	Vice President Vice President
March-2020		
TBD	Local Activity	Local Coordinators
1	Annual Report / Transportation Achievement Awards Nominations Due to District	Past President
13	Select 2021 District Meeting Location, Date, and Local Arrangements Committee (LAC)	Past President Vice President
27	Distribute Executive Board Meeting Agenda	President
April-2020		
1	E-File Taxes Online ITE International Award Submission Deadline	Treasurer President
3	Executive Board Meeting (via ZOOM) Identify Election Nomination Committee (for Incoming Treasurer)	President President
10	Receive Section Dues from District Scholarship Application Deadline	Treasurer Vice President
17	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary

May-2020		
1	Identify Section Awards Committee Members	Vice President
1	Scholarship Winner Selected	Review Committee (Vice President Initiates)
	Mail Scholarship Award Check to Winner	Vice President
13-15	Northeastern District Meeting - Long Island, NY	ALL
29	Identify Treasurer Election Candidates	Nominating Committee (President Initiates)
June-2020		
TBD	Local Activity	Local Coordinators
5	Email Awards Nomination Package to Section Members	Vice President
July-2020		
2	Distribute Executive Board Meeting Agenda	President
10	Executive Board Meeting (via ZOOM)	President
18	Email Treasurer Election Candidate Bios to Section Members	Nominating Committee (President Initiates)
24	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
August-2020		
7	Awards Submission Deadline	Vice President
18	Select Award Winners, Order Plaques, and Print Years of Service Certificates	Review Committee (Vice President Initiates)
	Email Online Treasurer Election Ballots to Section Members (Min. 31 Days Prior to Annual Section Meeting)	Secretary
25	Follow-Up Treasurer Election Email (1 Week After 1st Notice)	Secretary
September-2020		
TBD	Local Activity	Local Coordinators
18	Close Treasurer Election Ballots (31 Days After 1st Notice)	Secretary
	Distribute Executive Board Meeting Agenda	President
24-25	Announce Election Results	President
	Annual Section Meeting – Binghamton, NY	Past President/Chair
	Annual Awards Presentation	Vice President
	Executive Board Meeting (at Annual Section Meeting)	President
October-2020		
2	Post Award Recipients to Section Website and Update Leadership History Spreadsheet	Vice President
9	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
November-2020		
2	Distribute Local Holiday Party Invitations	Local Coordinators
13	Prepare Annual Meeting Report/Newsletter Article	Past President
December-2020		
TBD	Local Holiday Parties (Various Dates)	ALL
11	Prepare 2021 Draft Action Calendar	Vice President
	Update Section Officer List and Email to District Secretary/Treasurer	Secretary
	Update Section Leadership History Spreadsheet	Vice President