



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

EXECUTIVE BOARD MEETING – MEETING MINUTES

April 3, 2020 @ 10:00 AM

ZOOM Meeting

Attendees:	Position	Voting Member
Kash Revalli	Director	Yes
Jennifer Yonkoski	Past President	Yes
Tom Polech	President	Yes
Dan Rourke	Vice President	Yes
Courtney Bentley	Secretary	Yes
Eric Newman	Treasurer	Yes
Tom Miller	Membership Chair	Yes
Dan Quiri	Communications Chair	Yes
Paul Pfleuger	Charter & Bylaws Chair	Yes
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	Yes
Jim Jones	Buffalo Local Activities Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Jeff Lebsack	Student Membership Chair	No
Gordon Meth	International Director	No
Rebecca Brown	District Chair	No
Christina Doughney	District Treasurer/Secretary	No

Absent:	Position	Voting Member
Sarah Bowman	Technical Committee Chair	Yes
Jennifer Michniewicz	Member, past Buffalo Local Activities Chair	No
Shelly Johnston	Albany Local Activities Chair	No



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

- I. Call to Order – Tom P called meeting to order at 10:03 AM
- II. Approval of Meeting Agenda – Jenn Y made motion to approve, Dan R second, motion approved
- III. 2020 Action Calendar Review
 - a. Tom P. reviewed calendar and action items
 - i. International award submission deadline passed, we did not submit any this year
 - ii. Did submit annual report
 1. Jenn noted that annual report is actually a submission for award for the section and format has changed.
 - a. We need to all be more conscious of things we can add and make us more competitive for Section awards
 2. Jeff Lebsack – District board was impressed with our section’s submission
 - a. Continued discussion later: it’s hard to compete with Met section, but we can with a few more events throughout our different local activities
 - b. Maybe should have looked at the momentum award as well to submit for that, keep in mind for next year
 - iii. In coming months, Tom P. to identify nomination committee, Vice President to identify section awards committee
 - iv. Remove district meeting from calendar since it was postponed to 2021
- IV. Reading and Approval of January 10, 2020 Meeting Minutes
 - a. Jenn Y made motion to forego reading, Paul 2nd, passed unanimously
 - b. Dan R motion to approve, Tom 2nd, meeting minutes passed unanimously
- V. Reports from District/International Officers
 - a. International Director – Gordon Meth
 - i. Will be doing virtual webinars, in time blocks for different time zones
 - ii. D/S/C updates – Florida chapters becoming sections, Midwest changing and 3 sections moving. Northeast will be only District with real Chapters, rest are only small subgroups.
 - iii. ITE Affiliates are now gone, many have become members
 - iv. 30 DOTs have industry memberships, NE only has 2 of 8 that exist in the area
 1. Need to work on NYSDOT and others throughout District
 - v. Need bylaws from Sections, know they are being voted on today
 - b. District Chair – Rebecca Brown
 - i. Meeting postponed a year
 - ii. Looking at ways to present Section awards with District meeting postponed, maybe at Section meetings who win at their meeting in the fall
- VI. Reports from Section Officers
 - a. Immediate Past President – Jennifer Yonkoski
 - i. Mostly just conference changes, will be addressed later
 - b. President – Thomas Polech
 - i. Bylaws and charters – will be discussed later in meeting
 - c. Vice President – Dan Rourke



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

- i. Scholarship deadline next Friday 4/10, only one submission so far
 - 1. Reach out to anyone you know to apply
 - d. Secretary – Courtney Bentley
 - i. Nothing new to report, will try to get minutes for this meeting out sooner after meeting
 - e. Treasurer – Eric Newman
 - i. Shared quarter 1 treasurer’s report
 - ii. Highlighted changes were made based on January meeting minutes
 - iii. Will approve changes to budget at end of meeting, after website discussion
 - f. Director – Kash Revalli
 - i. Nothing to report
- VII. Reports from Section Committees
 - a. Local Activities – Alex Kerr (Chair)
 - i. Buffalo – Jim Jones
 - 1. Did a webinar (ITE webinar on legal aspects of traffic engineering) last month thanks to Watts/Paul Pfleuger
 - a. Jenn chimed in – events like that are good to discuss in the annual report, and pictures can be included (up to one page in report)
 - 2. Nothing upcoming planned right now, look at options for more web events
 - ii. Rochester – Adam Frosino
 - 1. Had hockey game in February – Adam, Tom and their guests attended through ITE, others from NYSATE. Around 50-60 total there, it was a great event.
 - 2. Still thinking picnic will take place end of August, not changed as of now.
 - iii. Syracuse – Alex Kerr
 - 1. Nothing now, hoping we will be able to go back to having in-person functions soon.
 - iv. Albany – Shelly Johnston – not present, Christina updated
 - 1. Nothing going on right now
 - v. Southern Tier – vacant, Jenn updated
 - 1. Nothing going on right now
 - 2. Bridge pedal event (ITE typically sponsors) is still being planned for end of August.
 - b. Membership – Tom Miller (Chair)
 - i. General – Tom Miller
 - 1. Nothing new to report
 - ii. Student – Jeff Lebsack
 - 1. Had 3 good meetings with students at UB, last November met about getting student chapter up and running. About 14 students attended and were interested, wide cross section in what they are studying and their backgrounds.
 - a. Went back and met with 3 students interested in traffic bowl – but all were over 27 as PhD students so aren’t eligible to compete
 - b. Was able to stop in to senior design class and talk to them about the traffic bowl, but then they were sent home next week
 - c. Have contacts at UB and students interested, continue getting them more active next semester
 - 2. Need to focus on making contacts at other schools now (RPI, Cornell, Syracuse, RIT, Clarkson)



Institute of Transportation Engineers

New York Upstate Section

A Community of Transportation Professionals

www.iteNYupstate.org

- a. The rest of this semester is pretty much over, but we can discuss at next meeting and certain people can work to make contact at each
- b. Eric Newman noted that he knows some people from RPI and others and can help
3. Jim Jones noted that there has been some interest from UB planning students. They have attended some of our events including holiday party.
 - a. Jeff and Jim can work together to get UB planning involved as well.
- c. Communications – Dan Quiri (Chair)
 - i. Newsletter – Dan Quiri
 1. No new news, keep sending things that you need distributed to your section
 2. Courtney suggested sending an email from Section letting members know that we are here if they need anything, hope they are doing well during this time, do they have any webinars or web events they would want us to organize, etc.
 - ii. Website – Paul Pfleuger
 1. Paul noted that we want to be careful of who we choose to work with for website, seamless transition.
 2. Website update discussed under “old business”
- d. Charters & Bylaws – Paul Pfleuger (Chair)
 - i. Tom created draft charter and bylaws based on what was received from District, was reviewed during a conference call, and Tom had distributed updated draft documents.
 - ii. Tom reviewed our Charter and Bylaws as they stand:
 - iii. Charter:
 1. Just need to insert dates and submit for Rebecca’s signature
 2. Will go into effect January 2021
 3. Jenn Y made motion to approve, Dan R second, approved unanimously
 - iv. Bylaws:
 1. Had made changes based on conference call
 2. There was some discussion about percentages in Section 6.6.
 3. Jenn Y made motion to approve, Paul P. second, approved unanimously
 - v. Final Charter & Bylaws will be sent to Rebecca Brown, District will fill in date and signature at their next meeting
- e. Technical – Sarah Bowman (Chair) – not present
 - i.
- f. Meetings
 - i. 2020 Section Annual Meeting, Binghamton, NY – Jennifer Yonkoski
 1. Did a call for vendors, sponsors, abstracts
 - a. Have some sponsors lined up – is already at budgeted sponsors
 - b. Budget of 5 vendors, already have 3 committed
 2. Would like to extend deadline to April 21st for call for abstracts
 - a. Tom suggested into May with everything going on
 - b. Jenn will send out email through Dan
 - c. About halfway to number of abstracts we need so far – think about people you can talk to about presentations they can do
 3. Jenn may be asking for more help with this meeting, since the District Meeting in upstate isn’t until 2022.



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

- ii. 2021 ITE NE District Meeting, Long Island, NY
 1. No update since meeting was postponed
- iii. 2022 ITE NE District Meeting, Ithaca, NY? – Jennifer Yonkoski, Dan Rourke
 1. Talked to Helms Briscoe about it once meeting was pushed back, they said it is an unprecedented time with hotels cancelling and everything. Have not heard back, but we have not signed contract yet.
 2. Will continue discussions about dates for rescheduling

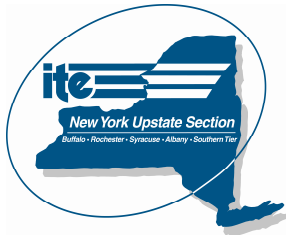
VIII. Old Business

- a. Recruitment – college job fairs, CE depts, career centers
 - i. On hold until fall semester
- b. STEM Outreach
 - i. No updates right now
- 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~~
 4. Option 4 – Other options discussed at 1/11/19 mtg.
 - a. FreshySites - \$2,249 setup + \$15 monthly
 - b. Ingenious Inc. - \$5,952 setup fee, no monthly
 - ii. Eric noted a company called Civic Plus, they do government websites, may be cheaper
 1. Eric can talk to his friend and get a quote then send to everyone
 2. Get a sample from them, can send them sample of what other Sections we may want to copy
 - iii. Tom noted that we want something with a lower monthly fee
 1. Paul noted that we will still have some sort of fee for domain, etc. Some of the fees included the hosting and some did not.
 - iv. For budget this year – use placeholder value of \$2000. Can amend budget after final decision.
 - v. Courtney asked if we could get a summary or table of our options and what is include and what we would have to pay in addition to fees
 1. Paul can work on and distribute
 2. Hopefully can make decision at July board meeting

IX. New Business

- a. Approval of Section Charter & Bylaws
- b. Approval of 2020 Budget
 - i. \$2000 was added for website
 - ii. Jenn made motion to approve budget, Kash 2nd, budget approved
- c. Section website “Membership” page is out of date
 - i. Paul to look at and updating

X. Adjournment – Tom P adjourned meeting at 11:01



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

ITE New York Upstate Section
2020 Treasurers Report

1st QUARTER

Date: 4/2/2020

	2020 Proposed Budget	Jan-March 1st Qtr Actual	April-June 2nd Qtr Actual	July-Sept 3rd Qtr Actual	Oct-Dec 4th Qtr Actual	Year To Date TOTAL	Percent Expended	Funds Remaining
Line Expense Categories								
Awards/Scholarships								
1 Certificates/Awards	\$ 400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$400.00
2 Upstate Section Scholarships	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
2A Upstate Section Leadership ITE Sponsorship	\$ 1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
Annual Bills								
3 Insurance	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
4 Web Site	\$ 282.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$282.10
Donations								
5 ITE International Professional Development Fund Donation	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
Marketing								
6 ITE Misc.	\$ 100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
Meetings								
7 Local Meetings (Activities)	\$ 1,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	30.00%	\$700.00
8 Quarterly Executive Board Meetings	\$ 100.00	\$88.46	\$0.00	\$0.00	\$0.00	\$88.46	88.46%	\$11.54
9 Annual Section Meeting	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
10 District 1 Meeting (Disbursed every 3 years)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
Subtotal	\$ 13,382.10					\$388.46	2.90%	\$12,993.64
Memberships								
11 New Member Outreach	\$ 100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
12 Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
Sponsorships								
13 BEAM	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
14 Future City Competition: Albany	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
15 Future City Competition: Buffalo	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
Other								
16 Bank Charges	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
17 Election Expenses (Electronic Balloting)	\$ 150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150.00
18 Newsletter	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
19 Other (mailing)	\$ 50.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50.00
Total Expenses	\$ 14,882.10	\$388.46	\$0.00	\$0.00	\$0.00	\$388.46	2.61%	\$15,775.74
Line Income Categories								
20 Annual Meeting Income	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
21 Advertising (Website/Newsletter)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
22 District Student Chapter Support	\$ 200.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	325.00%	-\$450.00
23 Section Dues	\$ 900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$900.00
24 Other Income	\$ -	\$201.00	\$0.00	\$0.00	\$0.00	\$201.00	NA	-\$201.00
Total Income	\$ 11,100.00	\$851.00	\$0.00	\$0.00	\$0.00	\$851.00	7.67%	
2020 Budget Balance (Income Minus Expenses)	\$ (3,782.10)	\$462.54	\$0.00	\$0.00	\$ -	\$ 462.54	NA	
Checking Account Balance Carryover from 2019	\$ 17,262.08	\$17,262.08						
Checking Account Balance	\$ 13,479.98	\$17,724.62	\$17,724.62	\$ 17,724.62	\$ 17,724.62	\$17,724.62		

ITE New York Upstate Section
2020 Treasurers Report

APPROVED 2020 BUDGET

Date: 4/2/2020

	2020	Jan-March	April-June	July-Sept	Oct-Dec	Year			
	Approved	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	To Date	Percent	Funds	
Line	Expense Categories	Budget	Actual	Actual	Actual	Actual	TOTAL	Expended	Remaining
Awards/Scholarships									
1	Certificates/Awards	\$ 400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$400.00
2	Upstate Section Scholarships	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
2A	Upstate Section Leadership ITE Sponsorship	\$ 1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
Annual Bills									
3	Insurance	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
4	Web Site	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00
Donations									
5	ITE International Professional Development Fund Donation	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
Marketing									
6	ITE Misc.	\$ 100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
Meetings									
7	Local Meetings (Activities)	\$ 1,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	30.00%	\$700.00
8	Quarterly Executive Board Meetings	\$ 100.00	\$88.46	\$0.00	\$0.00	\$0.00	\$88.46	88.46%	\$11.54
9	Annual Section Meeting	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
10	District 1 Meeting (Disbursed every 3 years)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
	Subtotal	\$ 15,100.00					\$388.46	2.57%	\$14,711.54
Memberships									
11	New Member Outreach	\$ 100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
12	Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
Sponsorships									
13	BEAM	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
14	Future City Competition: Albany	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
15	Future City Competition: Buffalo	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
Other									
16	Bank Charges	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
17	Election Expenses (Electronic Balloting)	\$ 150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150.00
18	Newsletter	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
19	Other (mailing)	\$ 50.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50.00
	Total Expenses	\$ 16,600.00	\$388.46	\$0.00	\$0.00	\$0.00	\$388.46	2.34%	\$19,211.54
Income Categories									
20	Annual Meeting Income	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
21	Advertising (Website/Newsletter)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
22	District Student Chapter Support	\$ 200.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	325.00%	-\$450.00
23	Section Dues	\$ 900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$900.00
24	Other Income	\$ -	\$201.00	\$0.00	\$0.00	\$0.00	\$201.00	NA	-\$201.00
	Total Income	\$ 11,100.00	\$851.00	\$0.00	\$0.00	\$0.00	\$851.00	7.67%	
	2020 Budget Balance (Income Minus Expenses)	\$ (5,500.00)	\$462.54	\$0.00	\$0.00	\$ -	\$ 462.54	NA	
	Checking Account Balance Carryover from 2019	\$ 17,262.08	\$17,262.08						
	Checking Account Balance	\$ 11,762.08	\$17,724.62	\$17,724.62	\$ 17,724.62	\$ 17,724.62	\$17,724.62		