



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

EXECUTIVE BOARD MEETING – MEETING MINUTES

July 10, 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
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	Yes
Tom Miller	Membership Chair	Yes
Paul Pfleuger	Charter & Bylaws Chair	Yes
Gordon Meth	International Director	No
Christina Doughney		No

Absent:	Position	Voting Member
Dan Quiri	Communications Chair	Yes
Sarah Bowman	Technical Committee Chair	Yes
Jim Jones	Buffalo Local Activities Chair	No
Adam Frosino	Rochester Local Activities Chair	No
Shelly Johnston	Albany Local Activities Chair	No
Jeff Lebsack	Student Membership Chair	No
Rebecca Brown	District Chair	No



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- I. Call to Order – Tom P called the meeting to order at 10:05 AM
- II. Approval of Meeting Agenda – Courtney made motion to approve, Tom P second, agenda approved unanimously
- III. 2020 Action Calendar Review – Calendar attached
 - a. Didn't send awards nomination package in June
 - i. Dan Rourke said he can send package
 - ii. Will figure out logistics of how/when we're presenting them later
 - iii. Gordon Meth suggested what New England District did – a slideshow YouTube video
 - b. Treasurer election candidate
 - i. Tom P has 2 interested candidates in Rochester, will get headshots and bios to send out
 - c. Secretary may be able to upload meeting minutes to the website directly
 - d. Our meeting is cancelled this year
 - e. International meeting is coming up (virtual)
 - i. Register to attend if you can, a lot of good benefits for the cost and a lot of PDHs available
 - f. Don't know yet if we can have holiday meetings, will likely discuss during next meeting
- IV. Reading and Approval of April 3, 2020 Meeting Minutes
 - a. Jenn made motion to forego reading, Paul second, passed unanimously
 - b. Kash made motion to approve minutes, Eric second, meeting minutes passed unanimously
- V. Reports from District/International Officers
 - a. International Director – Gordon Meth
 - i. Annual Meeting coming up
 - ii. More international representatives (including Randy McCourt) have been able to attend more events in Districts and Sections since they are all virtual
 1. Current situation has actually allowed for more interaction virtually
 2. Randy has been working to get all-inclusive calendar put together on the website
 - iii. ITE is moving away from Chapters (we don't have any in our Section). There are still some out there, but many operate like our local areas and Section is in charge of oversight and bookkeeping. Other Chapters could be Sections, rather than having 4 levels of ITE.
 - iv. Still working to grow membership, increase awareness of many benefits available including all the online resources and
 - b. District Chair – Rebecca Brown – not present
 - i. Christina Doughney noted that the District is having a virtual event during the International meeting
 1. August 12th, 5:30 PM
 2. Free, fun happy hour event maybe with trivia
- VI. Reports from Section Officers
 - a. Immediate Past President – Jennifer Yonkoski
 - i. Annual Meeting updates below
 - b. President – Thomas Polech
 - i. Treasurer candidates already discussed, will move forward with that



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- ii. Will have to decide later in year/next year if we want to push back the Annual Meeting rotation or skip Rochester
 - c. Vice President – Dan Rourke
 - i. Have to finalize scholarship – notify via email and send check out
 - ii. Will get list of years of service certificates for 20+ years
 - d. Secretary – Courtney Bentley
 - i. No updates at this time
 - e. Treasurer – Eric Newman – 2nd quarter report attached
 - i. Spent more than budgeted on website (\$4000)
 - ii. Local meetings and activities will likely come in under budget this year
 - iii. Won't have Annual Meeting costs and income this year
 - iv. Advertising income – nothing in budget now, but may be able to get some with new website
 - 1. Could have them pay regular full rate, but would include through 2021 and wouldn't have to charge again until January 2022
 - 2. Rates vary for different Sections and stuff, but could be \$300-400/year
 - 3. Overtime can get more traffic to the website, if we start posting more often rather than just to sign up for website
 - a. Could highlight blog posts on behalf of sponsors, as long as it's related to ITE
 - 4. Eric and Kash can reach out to potential sponsors to determine interest and fees
 - v. Talked to NYS ITS recently – want to partner together, have joint events, let them know about our events.
 - vi. Budget amendments – Eric made motion to amend, Kash second, revised budget passed unanimously – revised budget attached
 - 1. Increase website (line 4) to \$4200
 - 2. Remove Annual Meeting (lines 9 & 20) - \$0
 - 3. Advertising (line 21) – assume \$600, conservative estimate for the first year
 - f. Director – Kash Revalli
 - i. Recently joined BEAM (Buffalo Engineering Awareness for Minorities) and will work to determine how ITE can work with BEAM out outreach
- VII. Reports from Section Committees
- a. Local Activities – Alex Kerr (Chair)
 - i. Buffalo – Jim Jones – Not present, provided update via email:
 - 1. WNY is planning a biking tour in September for 1.5 credits. Postponed from June. I know Jeff has been highlighted in ITE Journal and with an exciting project in Lancaster here. Other than that, we've been in our cocoons since our last check in.
 - ii. Rochester – Adam Frosino – Not present, provided update via email:
 - 1. I don't have much to report on the Rochester Social events given the current situation. The summer picnic in August at the Red Wings game has obviously been cancelled since there is no Red Wings season this year. Maybe we can save up social \$ from 2020 and make 2021 a year to remember!
 - iii. Syracuse – Alex Kerr
 - 1. Not much to report now, should look into virtual events, although it seems many people are inundated with those right now
 - iv. Albany – Shelly Johnston – not present



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- v. Southern Tier – vacant
 - 1. Jennifer noted that the Binghamton Pedal Tour is not happening this year
- b. Membership – Tom Miller (Chair)
 - i. General – Tom Miller
 - 1. Current membership is 128
 - 2. Some college initiatives may pick up steam in the fall
 - 3. New member outreach – we don't get notifications about new members, but Tom can check the website list periodically to reach out to anyone new who joins
 - ii. Student – Jeff Lebsack – not present
 - 1. Website has a page with links to college civil engineering and urban planning programs in our Section area
- c. Communications – Dan Quiri (Chair)
 - i. Newsletter – Dan Quiri
 - ii. Website – Paul Pfleuger
 - 1. New website is complete, covered elsewhere in minutes
 - 2. Paul will cancel GoDaddy website hosting before
- d. Charters & Bylaws – Paul Pfleuger (Chair)
- e. Technical – Sarah Bowman (Chair) – not present
 - i. Tom P noted that we may need to find a new Technical chair, Sarah had a recent job change
- f. Meetings
 - i. 2021 Section Annual Meeting, Binghamton, NY – Jennifer Yonkoski
 - 1. Cancelled vendors and sponsors
 - a. All paid via PayPal, we will lose the extra fee
 - b. Not sure if we will lose another fee to refund via PayPal, or if vendors may be willing to accept a check
 - c. Eric Newman noted that Wavetronix District held sponsorship money for next year
 - d. Jen will send emails to each vendor/sponsor to ask what they would prefer
 - e. Could possibly apply their sponsorship money to the website
 - 2. Notified people who had submitted abstracts to present that it was cancelled/postponed
 - 3. New date is not set with the hotel yet, will probably be 3rd or 4th week of September
 - 4. Dan sent out cancellation notice to the membership
 - ii. 2021 ITE NE District Meeting, Long Island, NY
 - iii. 2022 ITE NE District Meeting, Ithaca, NY? – Jennifer Yonkoski, Dan Rourke
 - 1. Not many updates now, no contract has been signed yet
 - 2. Would want to still work with the same hotel if we can for the following year

VIII. Old Business

- a. Recruitment – college job fairs, CE depts, career centers
 - i. Will determine how we can interact with students in the fall when they get back to campus
- b. STEM Outreach
- c. Website Modernization is complete
 - i. Once we determine who we want to have access, Paul will grant individual access so we can track who is changing things



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1. Webmaster, President, Secretary, Communications Chair, Annual Meeting planner
- ii. Gordon said that he likes the new website, Randy McCourt does as well.
 1. Looking forward to seeing membership number posted on website go up

IX. New Business

- a. No new business at this time

X. Adjournment – Tom P adjourned meeting at 11:05



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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
23	NE District Executive Committee Meeting and Approval of 2021 NE District Meeting Location	President Past President
24	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
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
July-2020		
2	Distribute Executive Board Meeting Agenda	President
10	Executive Board Meeting (via ZOOM)	President
17	Email Awards Nomination Package to Section Members	Vice 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		
18	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	Awards Submission Deadline	Vice President
	Close Treasurer Election Ballots (31 Days After 1st Notice)	Secretary
	Distribute Executive Board Meeting Agenda	President
25	Announce Election Results	President
	Annual Section Meeting – Binghamton, NY	Past President/Chair
	Awards Presentation (Virtually or Locally Presented)	Vice President
	Executive Board Meeting (at Annual Section Meeting)	President
29	Select Award Winners, Order Plaques, and Print Years of Service Certificates	Review Committee (Vice President Initiates)
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

2nd Quarter Report

Date: 7/7/2020

	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	TOTAL	Expended	Remaining	
Awards/Scholarships									
1	Certificates/Awards	\$ 400.00	\$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%	\$500.00	
2A	Upstate Section Leadership ITE Sponsorship	\$ 1,000.00	\$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	NA	\$0.00	
4	Web Site	\$ 2,000.00	\$0.00	\$2,172.80	\$2,000.00	\$0.00	208.64%	-\$2,172.80	
Donations									
5	ITE International Professional Development Fund Donation	\$ -	\$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%	\$100.00	
Meetings									
7	Local Meetings (Activities)	\$ 1,000.00	\$300.00	\$49.00	\$0.00	\$349.00	34.90%	\$651.00	
8	Quarterly Executive Board Meetings	\$ 100.00	\$88.46	\$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%	\$10,000.00	
10	District 1 Meeting (Disbursed every 3 years)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	
	Subtotal	\$ 15,100.00				\$437.46	2.90%	\$14,662.54	
Memberships									
11	New Member Outreach	\$ 100.00	\$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%	\$200.00	
Sponsorships									
13	BEAM	\$ -	\$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%	\$500.00	
15	Future City Competition: Buffalo	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00	
Other									
16	Bank Charges	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	
17	Election Expenses (Electronic Balloting)	\$ 150.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150.00	
18	Newsletter	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	
19	Other (mailing)	\$ 50.00	\$ -	\$0.00	\$0.00	\$0.00	0.00%	\$50.00	
	Total Expenses	\$ 16,600.00	\$388.46	\$2,221.80	\$2,000.00	\$0.00	\$4,610.26	27.77%	\$14,989.74
Income Categories									
20	Annual Meeting Income	\$ 10,000.00	\$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	NA	\$0.00	
22	District Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00	
23	Section Dues	\$ 900.00	\$650.00	\$753.58	\$0.00	\$1,403.58	155.95%	-\$503.58	
24	Other Income	\$ -	\$201.00	\$0.00	\$0.00	\$201.00	NA	-\$201.00	
	Total Income	\$ 11,100.00	\$851.00	\$753.58	\$0.00	\$0.00	\$1,604.58	14.46%	
2020 Budget Balance (Income Minus Expenses)		\$ (5,500.00)	\$462.54	-\$1,468.22	-\$2,000.00	\$ -	\$ (3,005.68)	NA	
Checking Account Balance Carryover from 2019		\$ 17,262.08	\$17,262.08						
Checking Account Balance		\$ 11,762.08	\$17,724.62	\$16,256.40	\$ 14,256.40	\$ 14,256.40	\$14,256.40		

ITE New York Upstate Section
2020 Treasurers Report

Amended 2020 Budget

Date: 7/10/2020

	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	\$ 4,200.00	\$0.00	\$2,172.80	\$2,000.00	\$0.00	\$4,172.80	99.35%	\$27.20
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	\$49.00	\$0.00	\$0.00	\$349.00	34.90%	\$651.00
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	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
10	District 1 Meeting (Disbursed every 3 years)	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
	Subtotal	\$ 7,300.00					\$437.46	5.99%	\$6,862.54
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	\$ 8,800.00	\$388.46	\$2,221.80	\$2,000.00	\$0.00	\$4,610.26	52.39%	\$9,389.74
Income Categories									
20	Annual Meeting Income	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00
21	Advertising (Website/Newsletter)	\$ 600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$600.00
22	District Student Chapter Support	\$ 200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
23	Section Dues	\$ 900.00	\$650.00	\$753.58	\$0.00	\$0.00	\$1,403.58	155.95%	-\$503.58
24	Other Income	\$ -	\$201.00	\$0.00	\$0.00	\$0.00	\$201.00	NA	-\$201.00
	Total Income	\$ 1,700.00	\$851.00	\$753.58	\$0.00	\$0.00	\$1,604.58	94.39%	
	2020 Budget Balance (Income Minus Expenses)	\$ (7,100.00)	\$462.54	-\$1,468.22	-\$2,000.00	\$ -	\$ (3,005.68)	NA	
	Checking Account Balance Carryover from 2019	\$ 17,262.08	\$17,262.08						
	Checking Account Balance	\$ 10,162.08	\$17,724.62	\$16,256.40	\$ 14,256.40	\$ 14,256.40	\$14,256.40		