



Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

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EXECUTIVE BOARD MEETING

January 15, 2021 10:00 AM

ZOOM Meeting

Attendees:	Position	Voting Member
Jennifer Yonkoski	Section Director	Yes
Thomas Polech	Past President (on District board)	Yes
Dan Rourke	President (on District board)	Yes
Courtney Bentley	Vice President	Yes
Eric Newman	Secretary	Yes
Christine Bianchi	Treasurer	Yes
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	No
Dan Quiri	Communications Chair	No
Paul Pfleuger	Charter & Bylaws Chair	No
Gordon Meth	International Director	No
Mark Budosh	Administrator	No
Adam Allen	District Chair	No
Absent:	Position	Voting Member
Tom Miller	Membership Chair	No
Jim Jones	Buffalo Local Activities Chair	No
Shelly Johnston	Albany Local Activities Chair	No
Jeff Lebsack	Student Membership Chair	No
Christina Doughney	Northeastern District Vice President	No

- I. **Call to Order** – Dan Rourke called the meeting to order at 10:04
- II. **Approval of Meeting Agenda** – Dan, motion to approve, Courtney second. Agenda was approved unanimously.
- III. **2020 Review and 2021 Action Calendar** – 2021 calendar to be revised from Dan. Our annual meeting location, dates, and uncertainty with COVID-19.
- IV. **Oath of Office** – All elected board members to the oath of office led by Gordon Meth.



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V. **Reading and Approval of Sept 25, 2020 Meeting Minutes** – Jenn, motioned to forego reading of minutes. Tom second. Approved unanimously. Courtney voted to approve minutes, approved unanimously.

VI. **Reports from District/International Officers**

a. **International Director - Gordon Meth**

Over 15,000 members currently.

1/3 of members are in agencies.

Christina and Gordon are seeking NYSDOT as an agency to increase our upstate memberships and ITE in general.

First ever ITE technical conference is virtual in March of 2021.

Annual meeting is set for July in Portland, may go virtual, but it is too early to tell right now.

b. **District Chair - Adam Allen**

Student outreach to come, virtual summits in mid-February.

International is looking at ensuring our section calendars are up to date on our website.

District annual meeting for 2021 to be discussed into February.

Jenn, asked about email list to make sure Tom and Dan are within. Adam, will ensure key individuals are invited. Chris Lyman is contact that is sending emails out about district meetings.

VII. **Reports from Outgoing Section Officers**

a. **Outgoing Past President - Thomas Polech**

Tom thanked us for all our hard work for 2020.

Website updated was our biggest success. Blogs and Facebook for outreach, specifically students.

b. **Outgoing Treasurer - Eric Newman**

Review the Q4 budget report.

Focusing on revenue with advertising on our website.

Courtney asked about full annual report and who does this task.

Eric will connect with Christine about specifics of this new role and responsibilities.

Courtney, Mark will take on responsibility, discuss later in meeting.

Tom and Mark to connect soon to sort out banking.

Dialog about who is responsible for our of checking account, Administrator? Paul, third person to audit the books? Adam, at the district level, Admin does a lot of Treasure responsibilities. Gordon, Admin does most of this at the district level for continuity. Jen, Mark brought into cross check everything.

Courtney, Christine will still have log information to generate reports for quarterly meetings.

Noted to Christine to be on look out for spam as the treasurer.

Courtney, Review budget line items at the end of the meeting to save time.

Eric, 2021 proposed budget reviewed line by line with modifications from dialog with the group.

VIII. **Reports from Section Officers**



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- a. Immediate Past President - Thomas Polech, mail banking information and checks to Mark.
- b. President - Dan Rourke, student members and website sponsorships on his agenda for this year.
- c. Vice President - Courtney Bentley, ensuring last year's meeting minutes uploaded to our website. Paul and Tom, making sure members are invited to our upcoming meetings.
- d. Secretary - Eric Newman, encouraging others to join our section.
- e. Treasurer – Christine Bianchi, looking forward to working with us.
- f. Director - Jennifer Yonkoski, nothing to add for now. Annual meeting to be discussed later.
- g. Administrator - Mark Budosh, glad to be here and assist. Review bylaws to ensure Admin roles are all set. Paul, district operations manual to send to Mark, taken from bylaws. Dan to review operations manual for all roles for our section.

IX. Reports from Section Committees

- a. Local Activities - Alex Kerr, no information to share currently. Hopes to have more after activities post COVID.
 - i. Buffalo - Jim Jones, bike tour in October of local urban rail trail. Wrote blog for our website.
 - ii. Rochester - Adam Frosino, NYSATE events were cancelled last year. Hockey and holiday party have been their go-to events.
 - iii. Syracuse - Alex Kerr, events to consider into 2021 like the canal trail and the newer trail around Onondaga Lake.
 - iv. Albany – Shelly asked to be taken off this task. Dan, looking for volunteers in the Albany area.
 - v. Southern Tier – Still vacant.
- b. Membership - Tom Miller (Chair)
 - i. General, Tom Miller, not on the call. Email sent prior noted nothing to add.
- c. Communications - Dan Quiri (Chair)
 - i. Website - Paul Pfleuger, update our homepage two or three times a year, but we need someone to add content. Mark, update website when the president has content or letter to share. Quarterly? Courtney, have a plan and who is in charge should be in the operations document to make sure it gets done. Blog posts option for sponsors? Dan, President's message to add to our website to keep things current. Paul, quarterly president's message is ideal. Blogs and projects to highlight as well.
- d. Charters & Bylaws - Paul Pfleuger (Chair)

Paul, Sent our information to northeast district and international.
- e. Technical - Kash Revalli (Chair)

Dan, thank Kash for stepping up and assisting. Kash, make sure role is part of the operation's manual.



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f. Meetings – Jennifer Yonkoski

Jennifer, likely virtual for the district meeting. Virtual meeting for our sectional meeting in September timeframe with so much unknown at the moment. Adam, half virtual, half live?

- i. 2021 Section Annual Meeting, Binghamton, NY Jennifer Yonkoski
- ii. 2021 ITE NE District Meeting, Long Island, NY Jennifer Yonkoski
- iii. 2022 ITE NE District Meeting, Ithaca, NY? Jennifer Yonkoski
Dan Rourke

X. Old Business

- a. Recruitment – college job fairs, CE depts, career centers. Dan, discuss at next meeting.
- b. STEM Outreach. Courtney, keep this is a reminder for us.
- c. Website
 - i. Dan and Paul will continue to update the website. Dan, we discussed prior.
 - ii. Blog Posts. Dan, we discussed prior.
 - iii. Sponsorship. Courtney, pertaining to payments, Venmo tied to a personal account and rules to consider? Paul, someone to investigate this. Square for payments at event. Mark will look into Venmo and Square.

XI. New Business

- a. Dan, email from Shelly Johnston – “There is \$1,420.83 in an account for the Transportation Symposium. ITE is one of six sponsoring organizations of the Symposium, but we have not had an event since 2015. Does the Board want to distribute the money and close the account? If someone is interested in chairing a Transportation Symposium, I could continue as the treasurer so I can write checks.”
Paul, discussion about what to do and ensure others are paid out? Dan, reach out to Shelly to find out more to figure out what to do.
- b. From ITE International:
Tom and Jenn about annual report and 2020 budget report. Christina sent us a reminder about this from the district.
 - i. ITE will be hosting the [International Virtual Student Leadership Summit from February 19-20, 2021](#). **Please help us market the meeting to student leaders, students, and chapter advisors.** Attached are a couple of marketing flyers that can be used and we appreciate you helping us with outreach. The agenda and program are available online. Registration is \$10 for students and \$25 for professionals. All registration fees support the Diversity Scholars Program.
 - ii. Please provide your meeting dates as well as any Board Meetings you will be hosting this spring. Members of the ITE International Executive Committee are available to participate. This can provide an opportunity to update your leadership team on the latest initiatives and new ITE Strategic Plan and answer questions or receive feedback. Please provide meeting details on this link: <https://www.surveymonkey.com/r/QG8JZD8>



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- iii. In March we will host our first-ever, virtual Technical Conference on Intersections and Streets. Program and registration information can be found <https://www.itetechconference.org/>. Please make your members aware of this important learning opportunity.

XII. Adjournment - Dan Rourke adjourned the meeting at 12:41.



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ITE NY Upstate Section Action Calendar 2021

Date	Action	Initiated by:
January-2021		
1	Administration and Fiscal Year Begins Distribute 2021 Draft Action Calendar Distribute 2021 Draft Budget	Incoming President Outgoing Treasurer
8	Distribute Executive Board Meeting Agenda	President
15	Executive Board Meeting Review and Approve 2021 Budget Prepare 2020 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
27	NE District Executive Committee Meeting	President Past President
29	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
February-2021		
8	Request Student Chapter Support from District	President
12	Distribute Scholarship Announcement to Section Members Select Scholarship Review Committee	Vice President Vice President



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22	Audit 2020 Treasurer's Report	Administrator
March-2021		
TBD	Local Activity - N/A 2021	Local Coordinators
1	Annual Report / Transportation Achievement Awards Nominations Due to District	Past President
12	Select 2021 District Meeting Location, Date, and Local Arrangements Committee (LAC)	Director
April-2021		
1	E-File Taxes Online	Treasurer
	ITE International Award Submission Deadline	President
2	Distribute Executive Board Meeting Agenda	President
9	Receive Section Dues from District	Treasurer
	Scholarship Application Deadline	Vice President
16	Executive Board Meeting (via ZOOM)	President
	Identify Election Nomination Committee (for Incoming Treasurer)	President
30	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
May-2021		
7	Identify Section Awards Committee Members	Vice President
	Scholarship Winner Selected	Review Committee (Vice President Initiates)
7	Mail Scholarship Award Check to Winner	Vice President
12-13	Northeastern District Meeting - Virtual	ALL
28	Identify Treasurer Election Candidates	Nominating Committee (President Initiates)
June-2021		
TBD	Local Activity	Local Coordinators
4	Email Awards Nomination Package to Section Members	Vice President
July-2021		
2	Distribute Executive Board Meeting Agenda	President
9	Executive Board Meeting (via ZOOM)	President
16	Email Treasurer Election Candidate Bios to Section Members	Nominating Committee (President Initiates)
23	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary



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August-2021		
6	Awards Submission Deadline	Vice President
18	Select Award Winners, Order Plaques, and Print Years of Service Certificates	Review Committee (Vice President Initiates)
20	Email Online Treasurer Election Ballots to Section Members (Min. 31 Days Prior to Annual Section Meeting)	Secretary
27	Follow-Up Treasurer Election Email (1 Week After 1st Notice)	Secretary
September-2021		
TBD	Local Activity	Local Coordinators
10	Distribute Executive Board Meeting Agenda	President
17	Close Treasurer Election Ballots (31 Days After 1st Notice)	Secretary
23-24	Announce Election Results	President
	Annual Section Meeting – Binghamton, NY	Director / Chair
	Annual Awards Presentation	Vice President
	Executive Board Meeting (at Annual Section Meeting)	President
October-2021		
1	Post Award Recipients to Section Website and Update Leadership History Spreadsheet	Vice President
8	Distribute Executive Board Meeting Minutes and Email to Web Master to Post to Website, Following Approval	Secretary
November-2021		
1	Distribute Local Holiday Party Invitations	Local Coordinators
12	Prepare Annual Meeting Report/Newsletter Article	Past President
December-2021		
TBD	Local Holiday Parties (Various Dates)	ALL
10	Prepare 2022 Draft Action Calendar	Vice President
	Update Section Officer List and Email to District Secretary/Treasurer	Secretary
	Update Section Leadership History Spreadsheet	Vice President