

Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

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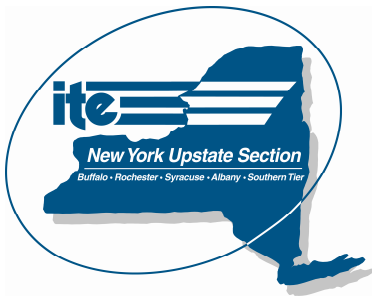
EXECUTIVE BOARD MEETING

July 9, 2021 at 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
Christine Bianchi	Treasurer	Yes
Alex Kerr	Local Activities Chair & Syracuse Local Activities Chair	No
Dan Quiri	Communications Chair	No
Paul Pflueger	Charter & Bylaws Chair	No
Gordon Meth	International Director	No
Jim Jones	Buffalo Local Activities Chair	No
Christina Doughney	Northeastern District Vice President	No
Kash Revalli	Technical Chair	No
Joe Hallisey	District Secretary/Treasurer	No
Adam Frosino	Local Activities - Rochester	No
Absent:	Position	Voting Member
Eric Newman	Secretary	Yes
Tom Miller	Membership Chair	No
Mark Budosh	Administrator	No
Adam Allen	District Chair	No
Jeff Lebsack	Student Membership Chair	No

- I. Call to Order – Dan Rourke called the meeting to order at 10:05
- II. Approval of Meeting Agenda – Jenn, motion to approve, Courtney second. Agenda was approved unanimously.
- III. Reading and Approval of April 16, 2021 Meeting Minutes – Jenn, motioned to forego reading of minutes, Tom second, approved unanimously. Courtney motioned to approve minutes, Tom second, approved unanimously.
- IV. 2021 Action Calendar Review –
 - a. Update the Annual Section Meeting Dates to 9/16 – 9/17



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V. Reports from District/International Officers

a. International Director - Gordon Meth

- Gordon noted that he is at the ½ way mark of his term
- ITE Membership is at an all-time high
- 1/3 of memberships are from agencies
- International meeting will be virtual this year. Next year is planned for New Orleans.
- Looking forward to increased activities for the Upstate Section, starting with joint meetings.
 - The current idea is a joint meeting in the Poughkeepsie area with the Met Section in February. ½ day event with 1 PM technical session and cocktail hour after.
 - Gordon will organize a planning meeting with Courtney and the Met Section
- The Upstate Section had the highest membership attendance (43%) at the Northeast District Meeting this year.

b. District Chair - Adam Allen – Not Present

VI. Reports from Section Officers

a. Immediate Past President - Thomas Polech

- Tom has a meeting with the RIT in the fall to start up their student group.

b. President, Dan Rourke – No Updates outside of agenda items.

c. Vice President – Courtney Bentley

- Student scholarship is extended through 7/31
- Transportation Awards Solicitation to be sent out 7/27, due 8/13
- The Awards review committee will be the same as the Scholarship review committee
- Kash will provide the awards/plaques contact information to Courtney
- Years of Service Certificates will be needed for the Section Meeting Awards Dinner. Dan Rourke will prepare 2020 and 2021 certificates.

d. Secretary – Eric Newman – Not Present

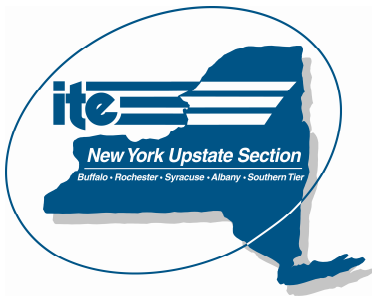
e. Treasurer – Christine Bianchi

- Reviewed the 2nd Quarter Treasurers report
- Christine will log into the Citizen bank account to cross check the 2nd Quarter Treasurers report balance
- \$4,000 deposit for the 2022 NED meeting was made. Second deposit will be in July, Third will be in October.
- Payment for meeting logo development will be made in the third quarter.

f. Director - Jennifer Yonkoski. See meetings updates.

g. Administrator - Mark Budosh (Not Present but provided updates before meeting)

- Mark looked into Venmo and Paypal accounts. Mark suggests we go ahead with a Paypal Business account for the Section. Free set-up, no monthly fee, 2.9% transaction fee.



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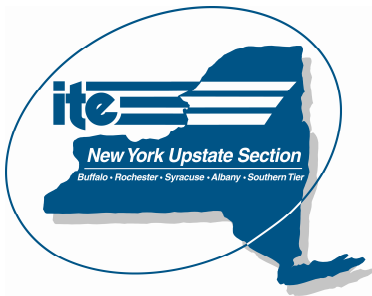
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- Jenn – currently has an ITE Paypal Account that is tied to the Citizen Bank account right now. Can we add this to the Section account? Jenn will gather this information for Mark.
- For the Paypal Account, is there an option for a Non-Profit account?
- Citizen Bank, there is the second section account open for meetings only with a \$300 balance.
- Paul P. – Go Daddy account expired tomorrow 7/10/2021. Auto-renew is set up for the old bank card. Dan to contact Mark to update payment information today.

VII. Reports from Section Committees

- a. Local Activities - Alex Kerr, no information to share currently.
 - i. Buffalo - Jim Jones
 - 8/5 Learning event with Transoft is scheduled
 - Transoft is interested in being a sponsor on our website
 - ii. Rochester - Adam Frosino, Joint event with NYSATE at the baseball game will be held
 - iii. Syracuse - Alex Kerr, Nothing is planned in the Syracuse area.
 - iv. Albany – Vacant
 - v. Southern Tier – Vacant
- b. Membership - Tom Miller (Chair) – Not Present
- c. Communications - Dan Quiri (Chair)
 - i. Website - Paul Pfleuger & Dan Quiri - Dan and Paul will continue to update our website
- d. Charters & Bylaws - Paul Pfleuger (Chair) – N/A, at the Chapter Level
- e. Technical - Kash Revalli (Chair)
 - Will be preparing a Call for Abstracts for the 2022 Ithaca Meeting.
- f. Meetings –
 - i. 2021 Section Annual Meeting, Binghamton, NY Jennifer Yonkoski
 - Meeting is still in person scheduled for 9/16 – 9/17
 - Registration is open, 25 registered so far
 - 5 vendors to date, assume more sponsors will be registering
 - Logo has been completed
 - ii. 2022 ITE NE District Meeting, Ithaca, NY Jennifer Yonkoski
Dan Rourke
 - 1st Deposit payment was made
 - Action calendar is in place for the LAC
 - Working on a logo for the conference
 - Mark volunteered to organize the golf event
 - Planning efforts will ramp up in the Fall after our Section meeting



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- iii. 2022 Section Annual Meeting, Rochester, NY Tom Polech
 - Tom initially proposed that we might want to skip Rochester as the location since there would be overlap with the 2021 NYS County Highway Superintendents conference in Rochester and the 2022 NED Meeting in Ithaca. General consensus was this meeting location should be ok, will be discussed at our next meeting.
 - Discussed the option of a 1 day meeting rather than a 2 day meeting

VIII. Old Business

- a. Recruitment – See above, Tom is working with RIT.
- b. STEM Outreach. Courtney & Jim are looking to do a Traffic Garden in the fall. This is a tool used to get Kids engaged with the rules of the road.
- c. Website – Update cover with the Section Meeting information and link to registration.
- d. Transportation Symposium account with Shelly Johnston. Dan Rourke will contact Shelly to start the process of closing the account. There is \$1,420.83 in the account that will need to be distributed among the 5 sponsoring organizations.
- e. Google Section Drive – Need to give Paul the address to use (B&L's office address) and the non-profit information.

IX. New Business

- a. Paul suggested that there might be an opportunity for Erie/Canada Joint Meeting?
 - i. Gordon said that there is a Hamilton Section. Courtney will reach out to the incoming Hamilton President to start up discussions.

- X. Adjournment - Dan Rourke adjourned the meeting at 11:51 AM