



INSTITUTE OF TRANSPORTATION ENGINEERS NORTHEASTERN DISTRICT



Minutes of January 19, 2010 Executive Committee Meeting

Attendees included:

Mike Salatti, Past Chair
Don Adams, Chair
Gary Hebert, Vice Chair
Armando Lepore, Secretary/Treasurer
Lynn LaMunyon, International Director
Steven Gayle, District Administrator
Kevin Hooper, Chair of 2010 Portland, Maine Meeting
Tom Kwong, Metropolitan Section Finance Committee

1. Call To Order – Quorum Check

At approximately 11:55 AM Don Adams, Chair called the meeting to order and thanked all for taking the time to attend the meeting at the Cosimo's on Union site in Newburgh, NY. He indicated that indeed there was a quorum with all the Northeastern District Board members in attendance.

2. Election Results

Don Adams announced the election results, which were: Don Adams, Chair, Gary Hebert, Vice Chair, and Armando Lepore as Secretary/Treasurer. Don commented that 100% of the eligible voters participated in the election.



A motion was made, seconded, and unanimously approved to accept the tellers report on the election, accept Armando Lepore as Secretary/Treasurer, and destroy the ballots.



A motion was made, seconded, and unanimously approved to allow the new treasurer to have access to the District bank account and to write checks on behalf of the District.

3. Recognition of New Board Members

New Board Members were recognized. Mike Salatti was thanked for his service as District Chair.

4. Report of the Chair - Don Adams

Don said he looks forward to a successful year. He will continue to focus the District's efforts on its' student chapters. The University of Buffalo will soon become the newest student chapter upon approval from the District voting committee.

Don thanked Lynn LaMunyon for assisting him in preparing the meeting summary for the Saratoga Springs Annual Meeting.

Don is currently filling the Committee Chair positions and is nearly complete.

5. Report of the Vice Chair - Gary Hebert

Our Vice-Chair will focus on the Student Chapter and Section awards this year. He will use the scoring criteria from previous years.

Gary asked for a motion to approve the minutes from the September 17, 2009 meeting.



A motion was made, seconded, and unanimously approved to accept the minutes from the September 17, 2009 Executive Committee meeting held at the Milleridge Restaurant, Jericho, NY.

6. Report of Immediate Past Chair - Mike Salatti

Mike acknowledged the 2009 national award winners from the district:
Student Chapter Award – Umass Amherst
Section Newsletter Award – New England Section
Burton W. Marsh Award – Kevin Hooper

7. Report of International Director - Lynn LaMunyon

Lynn's International District report dated October 16-17, 2009 is attached and incorporated by reference. Lynn provided an abbreviated summary of the report contents. The major highlights are listed below:

- Sustainability and ITE's role
- Finances
- ITE Headquarters is relocating and will be running a fundraiser to help with the moving and relocation expenses
- Annual meeting task force was created to improve future meetings
- New ITE publications were released

8. Report of District Administrator - Steven Gayle

Steve noted that the Northeastern District fiscal-year runs from July 1 to June 30, and reviewed the status of the District's finances. He noted that the primary dues distribution will be received in March with a second distribution around October.

The budget to date and financial report was discussed and a copy is attached.

Steve indicated that Armando Lepore (2010 Secretary/Treasurer) will need to be an additional signatory for the District's bank account. The paperwork with the bank was started earlier that day and he will submit a letter to the bank noting that the board voted to add Armando Lepore as an additional signatory.

The election budget for International Director is estimated to be \$1800 based on prior year costs; however the new e-ballot process may be less expensive.

9. District Appointments - Don Adams, Chair

The Executive Committee includes Don Adams, Gary Hebert, Mike Salatti, and Lynn LaMunyon.

Steven Gayle will remain as District Administrator, a post he has held since 2007. He was appointed to a three year term at the 2008 Annual Meeting.

Kim Hazarvartian will remain as Chair of the ByLaws Committee, a post he has held since 2003. Mike Salatti will serve as the new Chair of the Distinguished Awards Committee.

Andy Saracena will remain Chair of the Membership Committee, a post he has held since 2003. Frank Dolan will serve as Chair of the Nominating Committee for International Director.

The Student Paper Award, Student Chapter Award, and Section Activity Award will be chaired by Gary Hebert, our District Vice Chair.

The Teller Committee will be chaired by Mke Salatti, our District Past Chair.

The Student Chapter Coordination Committee will be chaired by Mike Knodler.

Gordon Meth will Chair the Technical Committee.

The Annual Meeting Chair for the Portland, Maine meeting is Kevin Hooper.

Adam Allen will be replaced by Chistopher McBride as the Website Administrator.

Mike O'Rourke is staying on as Nominations Committee representative for ITE International, a post he has held since 2008.

There will be no need to appoint a representative to the International Resolutions Committee.

A new District representative will be selected for the International Policy & Legislative Committee.

10. Reports for District Committees

A report was submitted by the Student Chapter Coordination Committee relative to the International Collegiate Traffic Bowl. The report details the competition rules and instructions, contains a tentative schedule of the 2010 District Collegiate Traffic Bowl events, and lists each District's contact person. A copy of the report is attached.

11. Annual Meeting Reports

Kevin Hooper, 2010 Portland, Maine Northeastern District Annual Meeting Chair, provided a written progress report, financial, and schedule updates (see Attachment) of the meeting being held on May 19-21, 2010. A 'Save the Date' notice has already gone out. The total income for the meeting is estimated at \$66,885, and total expenses estimated at \$65,490, with a full registration cost of \$250.

Mike Salatti, 2011 Port Jefferson, NY Northeastern District Annual Meeting Co-Chair, provided a written report summary of the tentative plans for the meeting scheduled for May 25-27, 2011 (see Attachment). The Danfords Hotel and Marina has been selected for Port Jefferson.

12. Old Business

None.

13. New Business

The Upstate Section has revised their By-Laws, which require approval by the full District Board. A special e-mail vote will be held to approve the Upstate By-Laws changes and to accept the new student chapter at the University of Buffalo. Don Adams will assemble the voting information and send to Armando Lepore to distribute the ballot.

14. Adjourn

Motion to adjourn was made at 3:05 PM. Motion seconded and approved.

Separate Attachments:

- L. LaMunyon October 16-17, 2009 International Board of Direction Meeting Notes.
- S. Gayle, Preliminary 2009-2010 Northeastern District Budget Status Report
- M. Knodler, 2010 ITE International Collegiate Traffic Bowl Update
- K. Hooper, 2010 Portland, Maine Meeting Status Report
- M. Salatti, 2011 Port Jefferson, NY Annual Meeting Status Report