



# INSTITUTE OF TRANSPORTATION ENGINEERS NORTHEASTERN DISTRICT



## Minutes of May 20, 2010 Executive Committee Meeting

Attendees included:

Lynn LaMunyon, International Director  
Don Adams, Chair  
Gary Hebert, Vice Chair  
Mike Salatti, Past Chair  
Armando Lepore, Secretary/Treasurer  
Steven Gayle, District Administrator  
Ray DiBiase, Metropolitan Section President  
Bill McMenamin, Metropolitan Section Vice President  
Grace Van Kirk, Metropolitan Section Secretary  
Adam Allen, Metropolitan Section Treasurer  
Gordon Meth, Metropolitan Section Past President  
Mayer Horn, Metropolitan Section Delegate  
Leon Goodman, Metropolitan Section Delegate  
Kevin Dandrade, New England Section President  
Joe Balskus, New England Section Vice President  
Guus Driessen, New England Section Treasurer  
Kien Ho, New England Section Secretary  
Tom Errico, New England Section Senior Director  
Peter Hedrich, New England Section Senior Director  
Amy Dake, Upstate Senior Director  
Michael Wieszchowski, Upstate Section Delegate

Paul Eng-Wong, International President  
Kevin Hooper, Chair of 2010 Portland, Maine Meeting  
Steven Tupper, UMass Amherst Student Chapter President  
Shan Huang, SUNY Buffalo

### **1. Call To Order**

At 4:10 PM Don Adams, Chair called the meeting to order and thanked all for taking the time to attend the Annual Business Meeting at the Portland Regency Hotel in Portland, Maine.

## **2. Introduction and Quorum Determination**

The Secretary/Treasurer conducted a roll call. Don Adams indicated that there was a quorum with 20 of the 20 Northeastern District Board members and delegates in attendance. Student representatives also attended along with many non-voting members.

## **3. 2010 District Office 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.

## **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 was approved by the District voting committee as the newest student chapter.

Don congratulated UMass Amherst for winning the District ITE Student Traffic Bowl in April at the UConn Joint Symposium. They will advance to the International Collegiate Traffic Bowl competition at the Annual International Meeting in Vancouver, Canada.

New Board Members were recognized. Lynn LaMunyon was thanked for her service as District International Director as her tenure expires this year.

Don commented on how much he enjoyed attending the recent Met Section meeting in Princeton, NJ.

## **5. Report of Immediate Past Chair - Mike Salatti**

Mike had nothing to report at this time.

## **6. Report of the Vice Chair - Gary Hebert**

Our Vice-Chair stated that he received 3 Section reports and 3 submissions from the Student Chapters for awards this year. He prepared an awards summary, which he distributed to the District Board. He used the same scoring criteria from previous years. Gary will be announcing the award recipients during the Awards Dinner.

## **7. Report of the Secretary – Armando Lepore**

Armando asked for a motion to approve the minutes from the January 19, 2010 meeting.



*A Motion was made, seconded, and unanimously approved to accept the minutes from the January 19, 2010 Executive Committee meeting held at the Cosimo's on Union Restaurant, Newburgh, NY.*

#### **8. Report of International Director - Lynn LaMunyon**

Lynn's International District report dated March 12-13, 2010 is attached and incorporated by reference. Lynn provided an abbreviated summary of the report contents. There were no questions from the meeting participants.

#### **9. Report of Student Chapter Coordinator – M. Salatti/M. Knodler/Don Adams**

There was a very good student turn-out at the Annual District meeting, with 12 student poster sessions.

The recent District Student Traffic Bowl was well attended, and will be an annual event. Don Adams mentioned that a decision has to be made relative to the location of the District's annual event. The District can designate a single location, or it can rotate locations every year. Don also mentioned that a funding source should be investigated to assist the District Traffic Bowl winners with their travel expenses, such as contributions from the Sections.

Mayer Horn suggested that the student chapters be sent the Section newsletters. The Upstate and New England Sections already do it. It was uncertain whether the MET Section does.

#### **10. 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.

The current budget with actual revenue/expenditures to date, and the proposed draft 2010-2011 budget were discussed and a copy is attached.

Steve mentioned the following highlights:

- Dues collections are down by a significant margin, as is bank interest on our CD
- The \$1000 donation from Stantec for the student paper award offsets some of the revenue losses
- \$3500 seed money was distributed for the 2009 annual meeting, which we get back. The 2007 and 2008 meetings both had surpluses.
- The current District policy is to distribute 80% of the District dues to the Sections
- The Student Chapter support is still budgeted at \$200/chapter
- The International Director election was budgeted as \$1800, but should be closer to \$1200 due to the new e-ballot process
- The proposed draft 2010-2011 budget shows a deficit

After discussions, 2 items will be added to the proposed budget:

- \$500 will be added for new website software
- \$4000 will be budgeted for Special Initiatives for Student programs



*A Motion to approve the 2010-2011 budget with the additions mentioned above was made, seconded, and unanimously approved.*

#### **11. District Appointments - Don Adams, Chair**

The Executive Committee appointments were discussed and a copy is attached.



*A Motion to approve the Committees was made, seconded, and unanimously approved.*

#### **12. Reports for District Committees**

Mike Salatti, Distinguished Award Committee, will announce the H. Boutwell award recipient during the awards dinner.

Andy Saracena, Membership Committee, prepared a report that stated that membership has not grown from last year.

Chris McBride, Website Administrator, prepared a report in which he stated that the current software is outdated and new software is being explored. He is looking at web-based software that may cost \$10-\$40/month. The purchase price could be \$300-\$400. He will inform the Board of his research and recommendations. A copy of the report is attached.

#### **13. Annual Meeting Reports**

Kevin Hooper, 2010 Portland, Maine Northeastern District Annual Meeting Chair, provided a written progress report (see Attachment) of the meeting. He thanked everyone on the meeting committees for their hard work. He also thanked others who provided him guidance from their experience gained from running prior meetings. Enrollment is high and he anticipates a surplus.

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. The full registration fee should be around \$250. They are expecting to run a golf outing and bike trip.



*A Motion to approve the ITE Northeastern District meeting location at Port Jefferson, NY and the May 25-27, 2011 meeting period was made, seconded, and unanimously approved.*

#### **14. Old Business**

The upcoming election for the 2011 District International Director will be conducted electronically by e-ballot using an on-line service, ***Electionsonline***. Armando Lepore prepared

a written draft procedure detailing the steps involved and the approximate cost. He estimated that the election would cost \$1200, which is a lot less than previous elections. A copy of the report is attached.

## 15. New Business

Don Adams prepared a written proposed policy for Student Chapter Support that was discussed at the earlier Elected Leadership Session. A copy of the report is attached. Don suggested a special e-mail vote to approve after distribution. The existing budget amount for Special Initiatives for Student programs is not sufficient to support the level of activity that we are trying to foster. Kevin Dandrade suggested a budget amount of \$4000 for this line item, and all seemed in agreement. Funding will also be required from Sections and other means. Mike Knodler suggested moving the District Traffic Bowl to the fall to give the winning team more time to raise money for travel expenses for the International Annual meeting.

The donation for the ITE 80<sup>th</sup> Anniversary Fund for the new headquarters office was discussed.



*A Motion to approve a \$1000 donation for the ITE 80<sup>th</sup> Anniversary Fund was made, seconded, and unanimously approved.*

The next Board meeting was tentatively scheduled for October 25, 2010 near Albany, NY.

## 16. Adjourn



*A Motion to adjourn was made at 5:17 PM, seconded and unanimously approved.*

### Separate Attachments:

- L. LaMunyon March 12-13, 2010 International Board of Direction Meeting Notes.
- S. Gayle, 2009-2010 Northeastern District Budget, Final
- S. Gayle, 2010-2011 Northeastern District Budget, Draft
- G. Hebert, 2010 Awards Recommendations
- A. Saracena, Membership Committee report
- C. McBride, Website Administrator report
- K. Hooper, 2010 Portland, Maine Meeting Status Report
- M. Salatti, 2011 Port Jefferson, NY Annual Meeting Status Report
- A. Lepore, Northeastern District Guidelines for E-Balloting
- D. Adams, Student Chapter Support Premise