



# INSTITUTE OF TRANSPORTATION ENGINEERS NORTHEASTERN DISTRICT



## Meeting Notes October 25, 2010 Northeastern District Fall Board Meeting Century House, Latham, NY

Attendees included:

Don Adams, Chair  
Gary Hebert, Vice Chair  
Mike Salatti, Past Chair, 2011 Port Jefferson Meeting Chair  
Armando Lepore, Secretary/Treasurer  
Lynn LaMunyon, International Director  
Paula Benway, International Director Elect  
Steven Gayle, District Administrator  
Timothy Trabold, NY Upstate Section President  
Michael Wieszchowski, NY Upstate Section Past President  
Carl Ast, NY Upstate Section Membership Chair  
Kevin Dandrade, New England Section President  
Ray DiBiase, Metropolitan Section President  
Gordon Meth, Metropolitan Section Past President  
Tommy Kwong, Metropolitan Section Student Outreach, 2011 Port Jefferson Meeting Finance

Adel Sadek, UB Student Chapter Advisor  
Jinge Hu, UB Student Chapter  
Shan Huang, UB Student Chapter

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

At approximately 12:25 PM Don Adams, Chair called the meeting to order and thanked everyone for attending the Annual Fall Meeting in Latham, NY.

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

Don Adams indicated that there was a quorum with a sufficient number of Northeastern District Board Members in attendance. A total of 3 student representatives were also in attendance along with many non-voting members.

### **3. Report of Chairman, Don Adams**

Don Adams thanked the Board and attendees for taking the time to attend the fall meeting. He noted that this is his last meeting as Board Chair and stated that and it was a great experience working with everyone. He appreciated all the cooperation and help that he received. Don emphasized how important it is to motivate our student chapters and provide them support. Umass Amherst is a great model for our other student chapters to emulate. He thanked Lynn LaMunyon for her great effort as International Director. He also congratulated Paula Benway on being voted the new International Director.

### **4. Report of Immediate Past Chair, Mike Salatti**

Mike Salatti also noted that this meeting was his last as an officer of the Northeastern District and said he greatly appreciated the opportunity to work with the District and thanked everyone for their support.

**5. Report of the Vice Chair, Gary Hebert**

Gary Hebert reported that he looks forward to assuming the role of Chair during 2011, and that he will focus on Student Chapter Initiatives.

**6. Report of the Secretary/Treasurer, Armando Lepore**

The Secretary presented the minutes of the May 21, 2010 Northeastern District Board Meeting at Portland, Maine.



*A motion to approve the May 21, 2010 meeting minutes was made, seconded, and unanimously approved.*

*(While not discussed at the meeting, a form confirming Northeastern District's 2011 dues remaining at \$20 per year was signed and returned to ITE International and is incorporated by reference.)*

**7. Report of the International Director, Lynn LaMunyon**

Lynn LaMunyon presented a summary of the Executive Director's Report dated October 4, 2010 (attached and incorporated by reference). Some main points of the report are highlighted below:

- 1) Voting members are declining (12% decline in 2010)
- 2) Unemployed members will be granted waivers to pay dues
- 3) 1360 members have not paid their dues
- 4) New publications are in progress, including topics such as advisory speeds, smart growth, and markings at uncontrolled pedestrian crossings
- 5) Attendance at webinars is increasing
- 6) The new headquarters office space is impressive and very high tech
- 7) Financial challenges may result in workforce shortages
- 8) Institutes revenues and expenditures are close to balanced

Lynn also discussed some other news:

- 1) Institute is tapping into it's reserve fund due to the \$111 K deficit (Reserves are at 70%)
- 2) 2011 membership dues will increase by \$5, but members will get 2 free council memberships
- 3) Life members will have to pay \$50/year to receive the Journal
- 4) Executive Board (Headquarters) is focused heavily on member services

Some comments were received by the meeting participants regarding the Institute's Annual meeting:

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- 1) Meetings are great events, and for many become family outings
- 2) Some expressed concern that the meeting format is becoming focused on awards, and is losing the "banquet" (fun) feel
- 3) Some felt that the meetings were too expensive, but others did not
- 4) Meeting format may need to be recrafted for the new generation professional

#### **8. District Finances – Steve Gayle**

Steve distributed the current budget with actual revenue/expenditures to date, and the proposed draft 2010-2011, but noted that he had not yet posted several expense items in the 2010 budget. He will get the corrected budget to everyone shortly. Steve also mentioned that he will work with the Secretary/Treasurer to audit the 2009-2010 report.

Steve mentioned a couple of other items:

- 1) The Nominations Committee Chair (Mike O'Rourke) requested a travel subsidy to represent the District at the Annual meeting, and he was given \$500 by the District Board.
- 2) Steve will research the banking fees of other banks, since our current bank (HSBC) is charging \$25/month for the checking account

#### **9. Annual Meeting Reports – Kevin Hooper/Mike Salatti**

**Portland, ME May 19-21, 2010** - Kevin Hooper, NEITE District Meeting Chair, provided a draft final meeting report dated May 19-21, 2010 (copy is attached). Including all categories of attendees, a total of 231 persons attended various meeting events, and the meeting was highly successful. The meeting had a surplus of approximately \$6,405, with expenses totaling \$61,735. Consultant support of \$26,000 contributed greatly to the success of the meeting. The meeting surplus will be useful in addressing the Section's budget, upcoming student chapter initiatives, avoiding potential future dues increases, and reducing future meeting registration fees.

**Port Jefferson, Long Island, NY May 2011** - Mike Salatti presented a verbal update:

- 1) The date is set for May 25, 26, 27, 2011 before the Memorial Day weekend
- 2) The District Board meeting is scheduled for Wednesday late afternoon (5:00-6:30) with ½ hour free time before and after
- 3) Golf is planned for the first day, and a bike tour on the 2<sup>nd</sup> day
- 4) Exhibits will be open from the first day onward
- 5) Student Poster Boards will be set-up in 2 groups over 2 days
- 6) A Pub Crawl event is scheduled
- 7) Room price will be \$131/night
- 8) 60 rooms are reserved
- 9) There will not be a Companion Program

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- 10) A wine tasting is being investigated
- 11) The Technical Committee has sent out a call for papers

Mike mentioned that the room availability at nearby hotels may be an issue, due to competing events in Town. He is checking with the Hampton Inn, because he thinks that we may need an additional 20 rooms.

#### **10. Old Business – Don Adams**

Don mentioned that Student Chapters are becoming more active, and he is concerned that the District cannot provide financial support every year. There is no promise of individual membership contributions yet, and he sees potential contributions coming from the Sections. Don asked everyone to consider ideas for fundraisers.

The District Logo Contest yielded many good design concepts. Don has short-listed several promising logos, and will distribute the list to the membership for a vote.

#### **11. New Business – Don Adams**

The 2011 candidates for District Secretary/Treasurer were asked to introduce themselves and address the Board.

Dan Crane, Meeting Planner from HelmsBriscoe gave a presentation describing the services his firm provides to clients, including organizations such as ours. A company brochure was provided (copy is attached). The firm has 1000 Associates booking 18,000 meetings a year. They negotiate contracts for meeting/hotel arrangements, and their buying power translates into a cost savings for their clients. ITE Headquarters uses HelmsBriscoe for their meeting arrangements. Clients do not pay a fee for their services, since they work on commissions from the hotels. The Board discussed using HelmsBriscoe for assistance in planning the Annual District Meetings, and everyone seemed interested in using their services.



*A Motion to approve the use of HelmsBriscoe as a resource for planning meetings was made, seconded, and unanimously approved.*

*A Motion to adjourn was made at 3:12 PM, seconded, and unanimously approved.*

Separate Attachments:

L. LaMunyon, October 4, 2010 Executive Director's Report  
S. Gayle, 2009-2010 Northeastern District Budget, Draft  
S. Gayle, 2010-2011 Northeastern District Budget, Final  
K. Hooper, 2010 Portland, Maine Meeting Draft Final Report  
HelmsBriscoe Brochure