



Minutes of January 10, 2007 Meeting of the Executive Committee

Attendees included:

- Michael Schauer, Chair
- Ken Petraglia, Vice Chair
- Mike Salatti, Secretary/Treasurer
- Kim Hazarvartian, International Director
- Alan T. Gonseth, District Administrator, *Outgoing District Administrator*
- Frank Romeo, Co-Chair of 2007 District 1 Annual Meeting, New England Section
- Armando Lepore, MET Section President, and Co-Chair of 2008 District 1 Annual Meeting, MET Section
- Steven Gayle, Chair of 2006 District 1 Annual Meeting, Upstate Section, *Incoming District Administrator*
- Lynn LaMunyon, Immediate Past Chair

1. **Introductions and Quorum Determination**

Mike Schauer opened the meeting and noted the number of attendees who are new to the Executive Committee. All were introduced and a quorum was in place. Mike Salatti expressed appreciation for the opportunity to serve on the Board, and is looking forward to following in the footsteps of those who preceded him. Alan Gonseth's dedication and service to the District Board as Administrator were acknowledged. He was presented a gift as a token of the Board's appreciation. The duties of the District Administrator will be passed onto Steve Gayle and the transition will occur over the next few months while Alan is still located on the East Coast.

2. **2007 District Office Election Results**

Mike Schauer asked for a vote to accept the Tellers Report on the recent election and destroy the ballots. The board unanimously voted to accept the motion.

3. **Report of Chairman**

Mike Schauer just noted the new members to the Executive Committee and is looking forward to a productive year as Chair.

4. **Report of Immediate Past Chair**

Lynn LaMunyon has expressed her gratitude of the support she received from the Board and looks forward to an equally good year for the District.

5. **Report of Vice Chairman**

Ken Petraglia noted his responsibilities to chair the Awards Committee and is seeking greater involvement by Students in the student paper awards. His award responsibilities include:

- The Student Chapter Award
- The Student Paper Award
- The Section Award

There was discussion about the guidelines of the Student paper and that some changes may be in order.

6. Report of Secretary/Treasurer

Mike Schauer asked for acceptance of the minutes of the District Annual Meeting prepared by Ken P. A motion was made and approved to accept the Minutes of the May 18, 2006, District Annual Meeting.

A motion was made and approved to (1) designate First Niagara Bank as the depository for ITE District 1 funds; and (2) authorize the Chair (Michael Schauer), Vice-Chair (Kenneth Petraglia), and Secretary/Treasurer (Michael Salatti) to be signatories on all accounts, and (3) to authorize the District Administrator (Steven Gayle) to act on behalf of the District with respect to all financial communications.

7. Report of International Director

- Kim Hazarvartian reported on the International Board of Direction Meeting held in DC. He noted that little was needed to discuss at the District 1 Meeting. One mega topic was ITE's future International Role. A very small percentage of members lie outside the US and Canada. Headquarters is in flux in how to best approach the lack of membership. At this time, ITE will take a middle ground approach regarding how to actively grow outside US. Neither aggressively encourage growth nor abandon such sections.
- Next year 's mega issue will be about the Public's face of Transportation.
- It appears that ITE has turned the corner on the decrease of registrations and a small increase is now expected.
- Headquarters' thrust is to deliver on the technical programs ITE offers.
- Tom Brahm responded to a number of concerns raised by the District 1's sections, including:
 - Cost of registrations of Annual Meetings – fees are based upon budgeted expenditures and headquarters does not feel they are out of line with similar such meetings organized by other sister groups.
 - TOPS TSOS issue – TOPS and TSOS folks that acquire their PE can take their PTOE exam. You may retain both titles at your option. Most on the Board feels that once you acquire the PTOE, the TOPS or TSOS should drop out and no one person should retain both certifications. [S Gayle will bring this up at the Certification Board Meeting he will attend in the near future.]
 - Concern about \$300 Recertification fee for PTOE -
 - Regarding Grades – No longer is there an associate grade.

8. District Finances

- Review of 2006 Finances
Our budget for revenue was \$24,400 versus our budgeted expenses of \$30,050. Actual revenue and expenses were \$32,214.02 and \$26,974.34, respectively, which resulted in a surplus of \$5,239.68. The ITE District 1 budgets for 2006 and 2007 were distributed by Al.
- 2007 Budget
The 2007 budgeted revenue and expenses are budgeted at \$27,850.00 and \$32,050.00, respectively. A loss is shown but typically the budget is very conservative and a surplus is realized at the end of the year. Discussion arose about what the voting mechanism should be used for the upcoming International Director position election. Kim informed the Board that Headquarters could assist in setting up electronic voting for a nominal fee to the vendor. Lynn will assist Mike Salatti in the organization of the electronic balloting and coordinating with ITE Headquarters. Members will be given an option to receive a written ballot in lieu of electronic balloting. Notification will be accomplished for this option utilizing the upcoming 2007 Annual Meeting Registration packages.
- The Board voted to amend the 2007 budget to provide the 2007 District Annual Meeting with a \$2,500 grant to subsidize the Welcome Reception. A motion was made and approved to accept the 2007 budget and recommend approval by the full District Board.

9. Appointments/Committees

The Board voted on appointing S. Gayle as the new District Administrator taking Alan Gonseth's place.

Modifications were made to the Committee Chair Roster. Appointments including: A Saracena as Membership, LaMunyon as Awards, Distinguished Awards and Teller. It was recommended that a past International Director serve as Nominating Chair for the upcoming International Director position. Mike Schauer will approach J Pecora.

It was suggested by S Gayle that the International Nominations Committee Chair not be the International Director as sometimes had been the case. M. Salatti suggested that the former past District Chair could serve on tis committee

on a rotating basis. Accordingly, Mike Schauer will ask Rod Emery to serve on this International Committee. It will be up to each succeeding board to opt to maintain this policy; a by-law will not be voted on at this time.

As District Administrator, S Gayle volunteered to obtain sample district leadership responsibilities of other districts with the intent to develop a formal procedures guideline for District 1.

10. **Annual Meeting Reports**

- **2006 – Cooperstown, NY, May 17-19**

Steven Gayle provided a report of the Cooperstown Meeting. The meeting had 105 full and 20 one-day registrations. Consultant support was received by 29 firms, and there are 14 vendors. A surplus of \$4,241.00 was achieved. Steve acknowledged the work efforts of the entire LAC. Consultant support was excellent.

- **2007 – Providence, RI, May 9-11**

Frank Romeo handed out a Committee Report for the upcoming meeting. A “Keep the Date Free” notice is going out soon. Registrations are scheduled to go out about March 1. PDHs will be offered for the technical sessions. Most technical programs are finalized. Full registrations are slated at \$250.00 and one day at \$175. Valet parking costs are \$22/day. Room rate is \$149/day. The Board voted to amend the 2007 budget to provide the District Annual Meeting with a \$2500 grant to subsidize the Welcome Reception.

- **2008 – Atlantic City, NJ, May 28-30**

Armando Lepore is the Chair of the 2008 meeting. Lynn LaMunyon is the Co-Chair. The venue evaluated and selected by the LAC was Atlantic City, NJ. Some discussion with District 2 was generated about setting up a Joint meeting. It was suggested that some notification and coordination with District 2 Board be performed to avoid conflict.

A few hotels within Atlantic City were visited and evaluated with regard to costs. The sites were short listed down to the Tropicana and Hilton Casino Resort. The Hilton is the preferred hotel site. The package offered was both less costly and offered several extras.

Discussion arose about the dates and timing of the meeting. The LAC was recommending the end of Memorial week to host the meeting rather than earlier in May as is traditionally done. None of the Board members objected to the proposed dates at the end of May. Thus, the dates chosen are May 28, 29 and 30.

The Executive Committee recommended the LAC move ahead with its planning and a formal vote of the District to take place at the May meeting in Providence.

11. **Old Business**

- Additional District Board Meeting – Currently, the Board’s last of two meetings is in May at the District Meeting, less than half way into the year. A proposal was made last year to add a third meeting in the fall to provide more opportunities to tighten up loose ends. A motion was presented to set up a fall meeting that rotates around the District coinciding with a regular meeting occurring within Chair’s home section. The purpose is to both present an opportunity for the Board to meet and exchange ideas and conduct some business that would normally occur in January. It is hoped that this will reduce the length of the meeting agenda in January. More importantly, it provides an opportunity for the District Board to be more accessible to the membership, particularly to those who do not normally attend the Annual District Meeting. Thus, it was concluded by the Board that a Fall Executive Board meeting will be included in this year’s agenda and will coincide with the Upstate Annual Section meeting in Buffalo.
- Some discussion arose regarding the District 1 name change to Northeastern District. Initial discussion about the change came up at last May’s full board meeting. At that time, the full board accepted the name change to “Northeastern District” primarily for International purposes. Kim will contact Headquarters about the relevance of the name change. Nevertheless, this Executive Board voted to also retain the name “District One” as a practical matter and to avoid confusion to the membership. Either name can be used to identify this District.

12. New Business

- Recognition of the late Harvey Boutwell was discussed including the intentions of the New England Section at the Annual Meeting in Providence. The Executive Board supported the LAC's proposal to bring Peg Boutwell to the meeting, at District expense and offer her the opportunity to present this year's Boutwell Award.

13. Adjourn – A motion was made and passed to adjourn the meeting at 3:55 PM.