



Minutes of January 22, 2008 Meeting of the Executive Committee

Attendees included:

- Ken Petraglia, Chair
- Mike Salatti, Vice Chair
- Don Adams, Secretary/Treasurer and Co-Chair of 2009 District 1 Annual Meeting, New York Upstate Section
- Lynn LaMunyon, International Director
- Steven Gayle, District Administrator
- Amy Dake, Co-Chair of 2009 District 1 Annual Meeting, President New York Upstate Section
- Michael Schauer, Immediate Past Chair

1. **Introductions and Quorum Determination**

Ken Petraglia opened the meeting and welcomed the attendees. All were introduced and a quorum was in place.

2. **2008 District Office Election Results**

Ken Petraglia asked for a vote to accept the Tellers Report on the recent election and Mike Salatti asked for the ballots to be destroyed. The board unanimously voted to accept the motion.

3. **Report of Chairman**

Ken excited to be involved. He thanked Lynn, Paula Benway for encouraging his involvement at the District level of ITE.

Ken appointed chairs to the ITE Committees. During the process he could not find role descriptions on record for each of the positions, so as he reached out to potential chairs and they accepted he asked them to write a couple paragraphs: their vision of the role, what they thought they could accomplish during their term (set their own goals). The intent is not to be strict with these goals but to provide the committees with a purpose and allow for a report at the May meeting. Mike Salatti thought that District 6 has committee descriptions. Steve said he will look into.

Finally, Ken thanked Mike for his involvement on the board and welcomed Lynn as International Director.

4. **Report of Immediate Past Chair**

Mike Schauer thanked the other Board members and Kim for their support and was happy with what was accomplished during his term as Chair. Based on Ken's committee assignments he commended him on a great start.

In closing, Mike stated that he is impressed how volunteers step forward to continue to carry the torch and he is excited about the state of traffic engineering, which appears to be great.

Mike Schauer noted that he felt the fall meeting was a success, in that it provided an opportunity to meet in the section and help address some the agenda items for the January meeting.

5. **Report of Vice Chairman**

As first order of business, Mike Salatti made a motion to pass the October 29, 2007 District 1 Executive Board meeting minutes. The motion was approved to accept the Minutes of the October 29, 2007, District 1 Executive

6. Report of International Director

Lynn stated that there was nothing new to report since last meeting. The mid-year meeting is in Miami.

Lynn took a moment to acknowledge Kim's accomplishment and noted how it will be difficult to live up to the precedent he set.

There was some discussion about International Meetings and how the quality has been lacking the last couple meetings. Cost and size are the big drivers of location and Headquarters has been working with hotel chains to lock in rates. Steve asked if these agreements with hotel chains could be used to negotiate rates at the section and district level meetings. Overall the Annual International Meeting is a big deal and will be an ongoing topic for improvement at the International level.

7. District Administrator

Steve followed up on the following question: If a member allows their membership to lapse, then a year later wants to renew their membership will they be required to pay membership fees for the year their membership lapsed. The answer from headquarters was not but there is a \$80 renewal fee. Waiving the renewal fee may be an option granted on a case by case situation.

Steve pointed out that the Mega Issue for 2007 was about the Public's face of Transportation.

8. District Finances

- Review of 2007 Finances
Our budget for revenue was \$27,850 versus our budgeted expenses of \$32,050. Actual revenue and expenses were \$ 34,382.63 and \$32,813.74, respectively, which resulted in a surplus of \$1,568.66. The ITE District 1 budgets for 2007 and 2008 were distributed by Steve. Budget specifics below:
 - District meeting revenue was higher than budgeted.
 - Exec. Committee meeting expenses increased with the addition of a fall meeting
 - Award expenses were higher then expected as a result of Stantec no longer contributing to student award.
 - Additional Miscellaneous expenses were a gift for Alan Gonseth and for Peg Boutwell.
- A motion was made and approved to (1) designate HSBC as the depository for ITE District 1 funds; and (2) authorize the District Administrator (Steven Gayle) and Secretary/Treasurer (Don Adams) to be signatories on all accounts.
- 2008 Budget
The proposed 2008 budgeted revenue and expenses were budgeted at \$27,900 and \$30,500, respectively. A loss is shown but typically the budget is very conservative and a surplus is realized at the end of the year. However, the following changes were proposed:
 - Increase awards from \$500 to \$1,000 to cover the additional expense for the student award. The intent is that the student award will be \$500 plus registration to the meeting.
 - With the addition of the fall meeting it was decided to increase the annual District Administrator Expenses from \$750 to \$1,000.
- The Board voted to amend the 2008 budget to as noted above. A motion was made and approved to accept the 2008 budget and recommend approval by the full District Board.

9. Appointments/Committees

Modifications were made to the Committee Chair Roster. Appointments to International Committees including: M. O'Rourke to the Nominations Committee and to keep A. Paluri on the Policy & Legislative Committee. Other than Executive Committee roles changes to the committee chairs included S. Johnston for Student Chapter Coordinator and LaMunyon/Allen as the Annual Meeting Chair.

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

- *2008 – Atlantic City, NJ, May28-30*

Lynn LaMunyon handed out a Committee Report for the upcoming meeting and reviewed the latest LAC organization chart, budget and schedule. She pointed out that District 2 is big on the golf tournament so they will take the lead. A "Save the Date" notice is going out soon. Full registrations are slated at \$225.00, one day at \$140 and vendor registration was \$400. Student costs will be \$25.

A call for paper notice was sent out and they received a great response, so they have a great selection for the technical program.

A motion was made and accepted to move forward with the meeting planning with the proposed budget.

- **2009 – Saratoga Springs, NY, May 13-15**

Don Adams and Amy Dake are the Co-Chairs of the 2009 meeting. The venue locations evaluated and selected by the LAC were in the Saratoga Springs/Lake George vicinity.

Don handed out a comparison between the Gideon Putnam in Saratoga Springs, NY and The Sagamore, Lake George, NY including an evaluation of basic costs and amenities. The Gideon Putnam is the preferred conference site. The package offered was both less costly and offered several extras.

Based on past meeting experience it was recommended that the meeting be kept on site at the Gideon (including the welcome reception).

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 Atlantic City.

11. Old Business

- The Boutwell scholarship fund was discussed and it was decided that a scholarship fund was not sustainable and a plaque in Harvey's honor would be pursued. Steve will check to see if this is something that could be placed at ITE Headquarters.

12. New Business

- Concern was expressed about the lack of participation by District Delegates in the recent election. Steve will prepare a summary of the District Delegate responsibilities to distribute. The ballots will be modified in the future so that it is clear to the delegates that abstaining is an option. If participation does not improve the board agreed that some sort of penalty may be required to improve future participation. This will be reviewed again in 2009.
- Steve explained the issues related with the current fiscal year (vote on budget when already 80% spent) and explained an option is to shift the fiscal year. Steve will look into the by-laws and then determine if it is practical to change the fiscal year to begin in June/July. A motion was made and accepted that as long as a change in the by-laws is not required Steve will make the change, which will include a "transition year" budget.
- Fall meeting – New England Section in September. Lynn mentioned that the Met Section has a meeting September 16; therefore avoid that week.
- Candidacy for International Vice President. Ken distributed the "Campaign Conduct" the rules for campaigning. Essentially the district will do what we can. The key is to encourage members to vote!
- Section of the Year Award – the discussion was focused on how this award is traditionally between the Met Section and the New England Section, and that the NY Upstate Section does not even provide a respectable submission. Ken asked that the Upstate Section make an effort this year. Lynn and Mike will provide examples of what they have submitted in the past.
- Ken asked Don to gather old minutes to put on website and to serve as a record of decisions made at past meetings.

13. Adjourn – A motion was made and passed to adjourn the meeting at 3:57 PM.