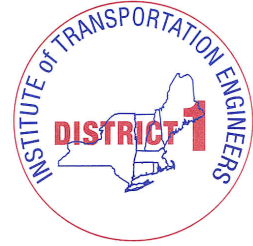




**INSTITUTE OF TRANSPORTATION
ENGINEERS
NORTHEASTERN DISTRICT**



Minutes of September 10, 2008 Meeting

Attendees included:

- Ken Petraglia, Chair
- Mike Salatti, Vice Chair
- Don Adams, Secretary/Treasurer
- Lynn LaMunyon, International Director, and Chair of 2008 District 1 Annual Meeting, Met Section
- Steven Gayle, District Administrator
- Michael Schauer, Immediate Past Chair
- Amy Dake, NY Upstate Section President and Co-Chair of 2009 District 1 Annual Meeting,
- Gary Hebert Co-Chair of 2007 District 1 Annual Meeting, New England Section
- David Hurwitz, UMass Student Chapter ITE President
- Kim Hazarvartian , District By-Laws/Charter, New England Section
- Guus Driessen, Public Relations, New England Section
- Mike Knodler, Vice President, New England Section
- Jeffrey Dirk, President, New England Section
- John Mirabito, Immediate Past President, New England Section
- Kevin Hooper, Past Presidents Council , New England Section and Chair 2010 District Annual Meeting
- Kien Ho, Treasurer, New England Section
- Paul Eng-Wong, International Vice President-elect

1. Call to Order

The Fall Executive Committee meeting of ITE Northeastern District was called to order at 1:35 PM at the Best Western in Waltham, MA.

2. Introductions and Quorum Determination

All were introduced and a quorum was in place.

3. Report of Chairman

Ken welcomed everyone to the annual fall meeting. Ken thanked Lynn and Kim for their support and guidance at the District level. He expressed the satisfaction he experienced being involved at the District level and encouraged others to get involved with the District level.

4. Report of Vice Chairman

Mike Salatti will send a copy of the UMass Student report to the sections as an example to follow. He also invited the UMass section to come to the Met Section to share their recipe for success

5. Report of Secretary/Treasurer

- A motion was made, seconded, and unanimously approved to accept the Minutes from the May 29, 2008 Northeastern District Annual Business Meeting.

6. Report of Immediate Past Chair

Mike Schauer thanked the existing and past Board Members for their support during his term in office. He plans to stay involved in ITE. Ken Petraglia presented Mike with the Chairman's Award plaque, since he had been unable to attend the District meeting; and thanked him for his leadership and guidance.

7. Report of International Director

- Lynn noted that her International Director Report was due in the next two weeks. A copy of the last report was distributed as an example of what information she is looking for the report.
- Lynn discussed the problems with shortage of room nights in Anaheim and commitment made to return to the same hotel in 2016.
- State of ITE is solid despite the proposed annual budget presented as having deficit. The cash reserve has grown to more than 50% of the operating budget.
- Lynn distributed a copy of the ITE Financial Report which included 2007 Audit Final Comments, Current Financial Summary and Financial Projections to December 31, 2008.

7. District Finances

- Steve provided an overview of the proposed 2008-2009 budget. He explained issues related to the current calendar year fiscal year. The Executive Committee approved a Draft Budget in January; by the time the District Board votes on the budget at the Annual Meeting, nearly 80% of expenditures have been made. This makes the Board action essentially meaningless. Steve had proposed to the Executive Committee shifting the fiscal year to a July 1 start. This will allow action on the budget by the full District Board before the budget year begins and is intended to increase meaningful participation of the District Delegates. This action was approved at the May 29, 2008 Business Meeting.
- *Review of 2008 Finances*
The 2008-2009 budget for revenue is \$28,400.00 versus our budgeted expenses of \$34,925.00. With the start of the fiscal year on July 1, the actual revenue and expenses to date were minor; \$34.98 and \$68.30, respectively.

8. Appointments/Committees

Ken will identify a nomination committee chair from the New England Section for the candidates for the 2009 Secretary/Treasurer Election. Don will send out ballots, which will include a brief letter from Ken and instructions to return their ballot to Mike Schauer. Ken will check to see if he has District 6 committee descriptions to share with chairs.

It was proposed that in the future, Committee Chairs will be requested to prepare and submit a report prior to the Annual Business Meeting and present it at the meeting. Mike Salatti will invite the committee chairs to the January Board Meeting to provide them an opportunity to learn more about the expectations of the board in preparation to preparing their annual report.

9. Annual Meeting Reports

Ken pointed out that the last several years the Annual Meetings have generated a surplus and that this was not the intent. Steve Gayle stated that the Annual Meetings is one of the only sources of revenue for the District.

- **2008 – Atlantic City, NJ, May 28-30 – Joint District 1 & 2 Meeting**

Before Lynn started Ken recognized the Lynn and Adam Allen for a great meeting and thanked them for their efforts. Below is a summary of the meeting:

- The joint meeting was rewarding but combining with another District requires another level of coordination and is a major commitment to make it work.
- 268 total attendees – 159 from District 1 and 105 from District 2, 184 full, 57 one-day, 16 technical only... details available on request.
- 25 Vendors participated, 42 consultant sponsors
- Financial – the meeting revenue was \$101,042.24 and total expenses were \$77,565.82, resulting in a surplus of \$23,476.42. \$7,000 of this was seed money to be returned to each District. The remainder was split between the Districts 1 and 2 based on the attendance ratio,
- Lynn pointed out that the surplus was related to:
 - More than budgeted attendees,
 - Consultant support,
 - Unexpected hotel discounts (a lot of these were received through meeting time negotiations).

Detail is included in the 2008 Annual Meeting Report.

- **2009 - NY Upstate Section**

Don Adams gave an update for the Meeting which is scheduled for May 13-15 at the Gideon Putnam Resort in Saratoga Springs, NY:

- A contract has been executed with the hotel for the meeting and Saratoga Springs Automobile Museum for the opening reception (get acquainted function)
- The meeting Co-Chair, Amy Dake, will be leading the finances
- Over the next couple months the committee will confirm the menu and entertainment in preparation for presenting a final budget at the January Meeting.
- Don will send a "Save the Date" pdf to Adam Allen in the next couple weeks for the District website.
- Date and location notices have been provided to the sections and ITE international.

- **2010 - NE Section – Portland, ME**

Kevin Hooper presented a report at the meeting and provided Don Adams with a copy to be distributed with the meeting minutes. Below is a summary of key items Kevin presented:

- Kevin has collected several documents from past meetings which will be used as a guide for planning the 2010 meeting.
- Kevin is planning on several of the Maine Chapter members to step up on the LAC and help with the hotel selection over the next couple months.
- Kevin provided a summary of the three facilities under consideration and their pros/cons. A recommendation will be provided in January.
- It was mentioned that the 50th Intermountain Section meeting will be held in May of 2010 so need to consider when selecting a date.

- **2008 – ITE International Meeting in Anaheim, CA**

Lynn provided an overview of the meeting, which led to discussions about the frustration of the quality of this meeting and the past meetings in Milwaukee and Pittsburgh. Poor location was cited as one of the reason for less than desirable attendance. Below is a summary of the key discussion points:

- Welcoming reception did not meet the expectations of past receptions, beer and wine were adequate but not enough food.
- The technical sessions were weak
- Vendors were removed from the conference which resulted in poor attendance in the vendor area.
- Attendee gifts were cheap
- Meals seemed expensive relative to what was served (\$35 for pizza)

Lynn and Steve Gayle explained some of the challenges faced by the Annual Meeting – the size, number of vendors put ITE in a situation that the meeting needs to be at a convention center. Unfortunately convention centers are difficult to negotiate with.

Lynn will include a summary of concerns in her report

10. Old Business

No old business was discussed.

11. New Business

- ***Northeastern District 1 Elections***
Ken will identify a Committee to identify candidates for Secretary/Treasurer

There was a discussion of how best to use the District's financial surplus; this included support of student and career guidance initiatives, including support of a UMass Student Chapter Road Show, where they may visit other campuses.

- ***Discussion Regarding UMass and student chapters***
The timing of the District Annual Meeting is not conducive to student participation (finals). UMass holds a Transportation Symposium that is a great forum for professionals and other students/student chapters to attend and learn more about UMass's student chapter and how it operates.

12. Adjourn – A motion was made and passed to adjourn the meeting at 3:45 PM.