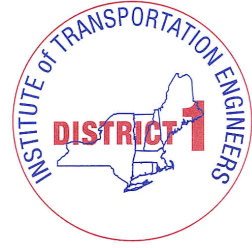




**INSTITUTE OF TRANSPORTATION  
ENGINEERS  
NORTHEASTERN DISTRICT**



**Minutes of May 10, 2007 Meeting**

Attendees included:

- Michael Schauer, Chair
- Ken Petraglia, Vice Chair
- Mike Salatti, Secretary/Treasurer
- Kim Hazarvartian, International Director,
- Stephen Gayle, District Administrator
- Lynn LaMunyon, Chair of 2008 District 1 Annual Meeting, MET Section
- Armando Lepore, Co-chair of 2008 District 1 Annual Meeting, MET Section
- Stephen Gayle, Chair of 2006 District 1 Annual Meeting, Upstate Section
- Frank Romeo, Gary Hebert, Co-Chairs of 2007 District 1 Annual Meeting, New England Section
- Lynn LaMunyon, Immediate Past Chair
- District Delegates and other members at large

**1. Call to Order**

The May 10, 2007 ITE District 1 meeting was called to order at 1:45 PM at the Biltmore Hotel in Providence, Rhode Island.

**2. Introductions and Quorum Determination**

All were introduced and a quorum was in place.

**3. 2007 District Office Election Results**

Mike Schauer announced Mike Salatti as the Secretary/Treasurer for 2007.

**4. Report of Chairman**

Mike Schauer noted that the next Secretary /Treasurer will be from the Upstate section and Rick Zabinski, former International Director, is chair of the Nominations Committee

**5. Report of Immediate Past Chair**

Lynn noted that she was happy and proud to serve the board and acknowledged the help she received during her tenure.

**6. Report of Vice Chairman**

Ken P chaired the Awards Committee and announced that winners of the following awards were selected and will be announced at the evening meeting

- The Student Chapter Award winner was UMASS - Amherst
- The Student Paper Award winner was Kevin Healey of UMASS - Amherst
- The Section Award would be announced at the dinner (The New England Section was the recipient)

Ken is hoping to get greater participation by the other student chapters.

## **7. Report of Secretary/Treasurer**

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.

A motion was made and unanimously approved to accept the Minutes of the May 18, 2006 Annual Business Meeting.

A motion was made and unanimously approved to accept the minutes of the January 10, 2007 Executive Committee Meeting.

## **8. Report of International Director**

Kim thanked the members who gave him the opportunity to serve. And noted he enjoyed every minute of it, even the certification stuff. He regrets that his term is coming to an end, but is pleased to see such excellent candidates for the position. He went on to say that it has been a privilege to work with both the District and International Board—and that ITE is in good hands!

Kim has been an outstanding representative and ambassador for District 1 and it was so noted at the meeting and acknowledged

Kim also noted the Institute is in excellent condition with regards to membership, participation, financial and programs offered.

There was some discussion about the Institute's surplus and meeting attendees generated how or where some of that surplus should be applied. It was explained that it is a financially planned surplus to be used during periods when less revenue is expected.

## **9. District Finances**

- Review of 2006 Finances  
Our budget for revenue was \$24,400.00 versus our budgeted expenses of \$30,050.00. Actual revenue and expenses were \$32,214.00 and \$26,974.34 respectively, which resulted in a surplus of \$5,239.68. At the beginning of the meeting, the ITE District 1 budgets for 2005 and 2006 were distributed by Steve Gayle.
- Audit 2006 Financial Records.  
Mike Schauer noted that audit is underway and that Mike Salatti will be working with Steve Gayle to progress the audit and will report the outcome at another meeting.
- 2007 Budget  
The 2007 budgeted revenue and expenses are \$27,850.00 and \$32,050.00, respectively, which would yield an expected deficit of \$4,200.00. A motion was made and approved to accept the 2007 budget.

**10. Appointments/Committees**

Mike Schauer presented the appointment of Steve Gayle as the District Administrator, as well as International Committees, District Committees and District Officers in a leadership roster that was distributed at the beginning of the meeting. A motion was made and approved to accept Steve as the new Administrator.

Andy Paluri was selected to serve on the Int. Policy and Legislative Committee.

**11. Annual Meeting Reports**

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

Stephen Gayle outlined the final outcome of the meeting. The meeting had 105 full and 20 one-day registrations. Consultant support was received by 29 firms, and there are 14 vendors.

- **2007 – Providence, RI, May 9-11**

Gary Hebert announced that they were pleased with the attendance registration has exceeded their estimates at 175. The meeting success was acknowledged by those on attendance and Gary's and Frank Romeo's efforts were appreciated

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

Lynn discussed the LAC plans for the 2008 Annual Meeting recommended to be held in Atlantic City. This will be a joint meeting between the District 1 and District 2. Most of the effort in organizing will be done by District 1. Some committee chairs are still open but most positions are filled. She discussed the various social events and various venues settings, and then went into the scheduled agenda. The full -registration is expected to be about \$240.00.

A motion was made and approved to select the venue as planned for the 2008 meeting.

**12. Old Business**

Steve gave a report on his attendance at the Certification Board and his attendance at the recent meeting to discuss the Prof. Planners certification. By the end of 2007 the Institute expects 2000 PTOEs.

**13. New Business**

- **International Director Elections**

Mike Salatti announced that this year the District would be holding elections to replace Kim H. as International Director as his term ends. The election will be held via traditional mailing ballots between June 20 and July 20. In the rotating basis within District 1 this year's candidates will be from the Met Section. A nominating committee headed by Paul Eng-Wong and consisting of Tom Soyk and Mike Salatti identified several fine candidates. Two of the candidates have accepted the nomination to run and commitment to serve if elected. The candidate names are Lynn LaMunyon and Michael O'Rourke. As per the by-laws:

“Additional nominations may be made by petition, signed by not less than 15 voting members of the district, with at least three petitioners from each Section in the District. Each such petition shall be accompanied by the written consent of the nominee to hold office if elected and each petition shall be received by the Secretary –Treasurer not later than 75days (May 22) prior to the Institute’s Annual Meeting.

A Tellers Committee headed by Lorenzo Rotoli has been established.

Some discussion was made that perhaps to write petition dates should be modified to be complete prior to the Annual Meeting. It was decided that some discussion would occur during the bylaws section of the meeting.

- ***Fall Executive Committee Meeting, Albany, NY***

Mike Schauer announced the addition an of another board meeting to be held in Albany on Oct 29 at 10:00 am. Some discussion arose concerning the time and -Mike will check to see if the time can be changed.

***Post Meeting Note: Mike Schauer has confirmed the meeting time to be 11:00.***

- ***Bylaws and Charter Revisions***

Kim went over the numerous proposed minor changes to the District Bylaws and Charter. Upon discussion, further minor changes were proposed.

The board voted to send the proposed Bylaw changes to the District membership for an approval vote. The proposed Bylaw changes will be part of the balloting package that will be sent to the membership regarding the International Director elections.

The Board voted to petition the International Board of Direction to adopt the proposed Charter changes.

14. Adjourn – A motion was made and passed to adjourn the meeting at 3:20 PM.