

Meeting Notes

Northeastern District Business Meeting

Hilton Garden Inn, Waltham, MA

September 14, 2011

Attendees Included:

Gary Hebert, District Chair	Samuel Gregorio, NEITE Website Chair
Armando Lepore, District Vice Chair	Peter Vasiliou, NEITE Sr, Director
Michael Wieszchowski, Dist. Secretary/Treasurer	Russell Holt, NEITE Member
Paula Benway, International Director	Rod Emery, NEITE Nominating Chair
Steven Gayle, District Administrator	Jeffrey Dirk, NEITE Legislative Chair
Ken Petraglia, 2013 Int'l Mtg Local Arrangements	John Mirabito, NEITE Strategic Planning
Joe Balskus, NEITE President	William Mcnamara, NEITE Member
Kien Ho, NEITE Vice-President	Roger Dickinson, NEITE Jr. Director
Joe Segale, NEITE Secretary	Alan Cloutier, NEITE Continuing Education
Michelle Langone Danila, NEITE Sr. Director	Douglas Prentiss, NEITE Awards Chair
Michael Knodler, NEITE Student Coordinator	Joseph Hallisey, NEITE Jr. Director

1. Call to Order

At 12:20 PM Gary Hebert, District Chair, called the meeting to order and thanked NEITE for hosting.

2. Introductions and Quorum Determination

Introductions were made and it was determined that a quorum was present for the executive committee with 4 of 5 committee members present. Of the full District Board, 10 of 20 voting members were in attendance.

3. Report of Chairman

Nothing to report.

4. Report of Immediate Past Chairman

Nothing to report.

5. Report of Vice-Chairman

Armando Lepore reported that four student chapter reports were received this year; UMass, Northeastern University, UConn and University of Buffalo. UMASS was the winner at both the District and International Level. He would like to commend all the chapters for their hard work on their submissions.

In addition, Christina Douglas of NY Upstate Section is recognized for winning the Section Newsletter Award (under 200 circulation).

6. Report of Secretary

Mike Wieszchowski asked if the meeting notes from May had been read and if there were any additions or corrections. None were voiced.

Armando Lepore motioned to approve the meeting notes from May 25, 2011. Paula Benway seconded and the motion was approved unanimously.

7. Report of International Director

The International Director's report, which is attached and incorporated by reference, was summarized by Paula Benway.

She mentioned that the St. Louis International meeting will most likely be a financial loss and International is thinking of making changes to increase attendance and reduce costs. The current trend of losses for these meetings is not sustainable and International is looking to put a hold on the spring technical conferences for a while until a change can be made.

8. Report of Student Chapter Coordinator

Mike Knodler reported that there are currently 10 student chapters within the district. Gary Hebert congratulated Mike on receiving the Harvey Boutwell Awards for his hard work and dedication.

Mike has been tasked with running the student chapter traffic bowl each year, with the winning advancing to International. UConn advanced to International for the District this year, though they did have to have one member replaced because of age (she was 28 and the limit is now 27). At the International level, BYU won over UConn.

Mike is looking to hold the next traffic bowl in November at a Met Section Meeting in Queens to give the winner more time than they had this year to prepare for the trip to the International event in August.

The Student Poster Session at the last District Meeting featured eight posters. Mike felt that having the session certified for PDH's was a good idea.

The student Symposium for 2012 will be set up by NEITE, probably in the spring.

9. Report of Committee Chairs

Nominating Committee:

Rod Emery went to the St. Louis meeting and was disappointed with the poor communication; meeting dates and times confused, meetings canceled because of missing people. Overall the meetings were ineffective.

Policy/Legislative Committee:

Doug Prentiss reported that nothing new has occurred since the last meeting.

Steve Gayle reminded everyone that International has many policies in place and that Sections & Districts need to check with International before issuing policy statements or talking with government to ensure consistency.

Web Site Administrator:

Gary Hebert mentioned that a new website administrator is needed and if anyone has any suggestions to please contact him.

10. District Finances

Steve Gayle reported that the 2010-2011 financials have been audited and an Audit Report was furnished by Mike Wieszchowski that indicated that no significant discrepancies were found in the financial records for the past fiscal year.

Armando Lepore motioned to approve the Audit Report. Paula Benway seconded and the motion passed unanimously.

A copy of the approved 2011-2012 budget showing current expenditures was provided and is attached and incorporated by reference.

Steve mentioned that International is looking to umbrella all Districts and Sections as tax exempt under one entity, but it hasn't happened yet, so Sections still need to carry their tax exempt status individually for now.

11. Annual Meeting Reports

2011 District Meeting – Port Jefferson:

A draft final report for the 2011 meeting was provided. It has been attached and incorporated by reference. Gary Hebert reported that the Port Jefferson meeting generated a huge surplus and a check for over \$14,000 was received by District from the meeting.

2012 District Meeting – Lake Placid:

Mike Wieszchowski, presented details on the upcoming 2012 meeting in Lake Placid. He reported that efforts are well underway and on schedule. He mentioned that the meeting schedule currently shows a bike tour on the last day to accommodate suggestions that outdoor activities be separated to avoid cancellation of all because of inclement weather. However, because a last session activity like that would probably be very poorly attended, he thinks the bike tour will be moved back to the same timeframe as the golf, on the first day, and a concurrent indoor activity will be planned to accommodate inclement weather if it occurs. The Progress Report for the 2012 Annual Meeting is attached and incorporated by reference.

Steve Gayle reminded everyone that insurance for off-site events may be needed, if applicable, for annual meetings, as our general policy only covers activities located on the meeting site.

2013 District Meeting – Northampton, MA:

Joe Balskus reported that preliminary planning for the 2013 meeting has begun and they feel Northampton is probably the best location. Their preferred site at this point is the Hotel Northampton which has 106 guest rooms and a grand ball room that holds 200.

2014 District Meeting – There is potential for a NYC meeting in Manhattan. Lynn Lamunyon will be the chair and asks if additional financial support from District could be provided to help offset the higher costs associated with that venue. The additional funds would come from the Port Jefferson surplus recently obtained.

It was questioned if the added support was reasonable, as it would not benefit all members, but only the conference goers. General consensus was that the people going to the conferences



are generally the same from year to year and since the surplus was generated by a District meeting and would be used by a District meeting the benefit would be well placed.

Steve Gayle suggests that the action of deciding on additional support be tabled until the Spring Board Meeting when the entire board can debate the issue. He suggests that Lynn talk to Helms Briscoe and get an idea of costs before then to help in the decision making.

12. Old Business

August 2013 International Meeting – Boston MA:

Ken Petraglia had an organizational meeting with Tom Brahms. They felt that the Monday welcome reception and Tuesday theme party were always very good but have recently become fairly poor. They did however feel the Route 66 party in St. Louis was a good example of how it should be done. They look to bring back what these events used to be at the 2013 meeting.

Ken mentioned that St. Louis had a professional poster session that generated 40 posters and presenters got 10 PDH's, same as if presenting a paper. He felt this was good because many topics could be presented without the need of additional rooms or AVI, that presentations would require, but it was not well received and little interest was shown for it in St. Louis, so it may not be continued.

Student Chapter Support requests:

A student chapter funding assistance form has been developed and may be used by student chapters to request financial assistance for activities. Mike Knodler should ensure each student chapter receives a copy and understands its intent. A copy of the student chapter support form along with a description of the District's premise on student chapter support is attached and incorporated by reference

13. New Business

The January Board Meeting will be held on January 17, 2012 at Cosimo's on Union, as coordinated by Armando Lepore and Steve Gayle.

14. Business From the Floor

No new business was reported.

15. Adjourn

Joe Balskus motioned to Adjourn at 1:45 PM. Paula Benway seconded and the motion passed unanimously.

Separate attachments:

- Northeastern District International Director Report, August 2011
- 2011-2012 Northeastern District Budget Report
- Port Jefferson, May 2011, Draft Final Annual Meeting Report
- Lake Placid, May 2012, Annual Meeting Progress Report
- Student Chapter Funding Assistance Form
- Student Chapter Support Premise

Original: 01/03/12