

## **Meeting Notes**

### **Northeastern District Executive Committee Meeting**

#### **Cosimo's on Union, Newburgh, NY**

**January 31, 2011**

Attendees included:

Gary Hebert, Chair  
Armando Lepore, Vice Chair  
Michael Wieszchowski, Secretary/Treasurer  
Don Adams, Immediate Past Chair & 2012 District Annual Meeting Co-Chair  
Paula Benway, International Director  
Steven Gayle, District Administrator  
Ken Petraglia, Local Arrangements Chair for 2013 ITE International Meeting

#### **1. Welcome and Quorum Determination**

At 11:35 AM, District Chair, Gary Hebert, called the meeting to order and thanked everyone for attending. Gary indicated that there was a quorum with all Northeastern District Executive Committee Members in attendance.

#### **2. Results of Northeastern District Officer Elections for 2011 Calendar Year, Armando Lepore**

Armando Lepore reported the results of the election of officers for 2011 as follows:

International Director: Paula Benway  
District Chair: Gary Hebert  
District Vice-Chair: Armando Lepore  
District Secretary/Treasurer: Michael Wieszchowski

*Don Adams motioned to accept the Teller Committee report and destroy the ballots. Armando Lepore seconded and the motion passed unanimously.*

*Don Adams moved to authorize Michael Wieszchowski to be a signatory on all bank accounts of the ITE Northeastern District. Armando Lepore seconded and the motion passed unanimously.*

#### **3. Recognition of New Board Members, Gary Hebert**

Gary congratulated and welcomed Paula Benway as the new International Director and Mike Wieszchowski and the new District Secretary/Treasurer. It was discussed if a motion was needed to approve Steve Gayle as the 2011 District Administrator. Steve reported that he was in the second year of a three year term, so no motion was required for this year.

#### **4. Report of Chairman, Gary Hebert**

Gary thanked Don Adams for his efforts as Chairman last year and wants to continue many of Don's initiative, especially regarding student involvement. Gary plans to send out a letter to students encouraging their involvement, and he asked that if anyone has ideas for adding new student chapters, to let him know. Steve Gayle mentioned that \$200 for each of the 10 student chapters was budgeted and money for all but Rutgers University has been sent out to the Sections for their use. Steve will verify if the Rutgers' student chapter will remain active in 2011 before sending out that money.



#### **5. Report of Vice Chairman, Armando Lepore**

Armando handed out meeting notes from the October meeting. No comments were noted. Mike Wieszchowski motioned to approve the meeting notes for the October 25, 2010 meeting. Gary Hebert seconded and the motion passed unanimously.

Armando mentioned he was responsible for District Awards this year and that he received last year's award ratings and summary from Gary Hebert to use as a guide. Armando will forward award announcement to Sections once he receives from International, so they will have time to meet the April 1, 2011 deadline for submitting to District.

Gary Hebert will call Mike Knodler and ask for his assistance in getting the word out about student award submittals and student papers. Paula Benway mentioned that Stantec is committed to still providing \$1,000 for the Student Paper Award.

#### **6. Report of Immediate Past Chairman, Don Adams**

Don thanked everyone for their support last year and mentioned he felt that District service was very rewarding. Don reported that the District Logo contest was complete (see new business for further discussion). Steve Gayle has already sent check to logo contest winner, Andrew Tracy from UB. Gary Hebert will follow-up by sending Andrew a letter of congratulations.

#### **7. Report of the International Director, Paula Benway**

Paula passed out her January 2011 International Director's Report and mentioned that the 2012 candidates for International office will be at the Port Jefferson Meeting in May. Paula announced that Tom Brahm's just launched, on a limited basis, "The ITE Community" a facebook-like social network for ITE members. At this point the International Board of Directors and the Coordinating Council are online to test and a full launching to all ITE members is targeted for the ITE Technical Conference & Exhibit in April. Paula mentioned that the District Annual Meeting dates should be submitted to the ITE Journal. Mike Wieszchowski will ensure Journal has District meeting dates.

Paula mentioned that the Parking Council budget was cut and that no money is budgeted for data collection, so Districts and Section will need to fund on their own. She queries how Sections could be enticed to initiate data collection without Council fund. Paula will send a summary email describing the issue to Gary Hebert who will contact Sections and discuss possibilities. Paula mentioned that the hot topics for which the Parking Council would like to see data includes Car Sharing Parking; Motorcycle Parking; and Fuel Efficient Vehicle Parking (powerstations).

#### **8. District Finances – Steve Gayle**

Steve distributed the current budget with actual revenue/expenditures to date. Notable activity included:

- \$6,405 surplus from the 2010 Annual District Meeting.
- Travel assistance checks were sent to Section Presidents and District Officers.
- Student Chapter support checks were sent to the Sections.
- October dues were received from International and 80% distributed back to Sections.
- Insurance costs were up last year to account for off-site activities at the Annual Meeting. In the future, meeting insurance will be covered within the Annual Meeting budget, so this cost won't be as high next year.

Steve mentioned that the HSBC bank in Newburgh was no longer in business, so adding Mike Wieszchowski to the District Account, as Secretary/Treasurer was not yet possible. Steve is researching bank options and will contact Mike Wieszchowski to coordinate signature once accounts have been settled.



## 9. Committees and Appointments – Gary Hebert

Gary passed out the 2011 Committee Chair Roster. Changes for this year at the International level include Rod Emery on the Nominations Committee and Doug Prentiss on the Policy and Legislative Committee. At the District level, other than the Executive Committee changes, Ken Petraglia and Kevin Hooper were selected for the Nominating Committee for the 2012 Secretary/Treasurer and Mike Salatti and Adam Allen were listed as the 2011 Annual Meeting co-chairs.

## 10. District Committee Reports

### a. Student Chapter Coordination - Traffic Bowl and Other Initiatives – Mike Knodler

March 24<sup>th</sup> is the UMass Student Symposium and District Student Traffic Bowl. Mike Knodler should contact each Chapter to remind them. Steve Gayle suggested that Mike Knodler set-up a schedule that rotates the Student Traffic Bowl location each year. Gary Hebert will talk to Mike Knodler about Student Traffic Bowl timing and possibly moving it to November next year to give more preparation time between District and International meetings.

### b. 2010 Annual District Meeting – New England Section

Kevin Hooper has submitted the final report for this meeting and has nothing further to report.

### c. 2011 Annual District Meeting, Port Jefferson, NY – Adam Allen

Registration form has been emailed out and placed on District website. Helms Briscoe helped obtain the necessary hotel rooms and no issues were reported.

### d. 2012 Annual District Meeting, NY Upstate Section – Don Adams

Don reported that he has a good start putting together the local arrangements committee and has utilized Helms Briscoe to research hotel locations and negotiate prices. Don passed out a progress report for the meeting planning and facility comparison sheets from Helms Briscoe. After careful consideration, looking at prices, locations and facilities, Don recommended the Crown Plaza Hotel in Lake Placid as the location of choice for the 2012 meeting. After some discussion, Don Adams motioned to approve Lake Placid as the 2012 Annual Meeting location. Mike Wieszchowski seconded and the motion passed unanimously.

Don Adams will review available dates in May 2012 and will lock down the date for the meeting within the next month or so. Mike Wieszchowski suggested later in the month to avoid weather related issues and Don was reminded to be aware of other conferences such as NYSATE & Jackson Hole when considering the best date.

## 11. Old Business

No topics were discussed under Old Business.

## 12. New Business

### a. New District Logo

Don Adams reiterated that Andrew Tracy of the University of Buffalo submitted the winning design. Don motioned to accept the winning design colored Pantone 308 as the official District Logo. Mike Wieszchowski seconded and the motion passed unanimously.

Don will distribute the new logo to each Section, the District webmaster and will make a general announcement to the District as a whole.

**b. District Calendar Updates**

Mike Wieszchowski handed out the current 2011 District Calendar, which listed all District events as well as the upcoming events supplied to him by each of the Sections. Mike will submit this calendar and updated 2011 officer roster to Chris McBride, District webmaster, for posting. Mike will also submit a condensed version of this calendar and the updated officer roster to Christina Garneski, International Membership Director.

**c. Date/Location of Northeastern District Fall Meeting**

The fall meeting of the District Executive Committee will be held September 14, 2011 in Waltham, MA in conjunction with the scheduled New England Section Meeting.

**d. 2013 ITE International Meeting, Boston, MA – Ken Petraglia**

Ken announced that he would be the Local Arrangements Chair for the 2013 International Meeting, and asked for Executive Committee input concerning coordination. New England Section is scheduled to host the District Meeting that same year and Ken wondered if the Executive Committee felt the two meetings should be combined. After some discussion, the consensus was that the District Meeting would lose its identity if combined with International. We should keep the meetings separate and space them out as much as possible to avoid overlap, District Meeting in May, International in August. Gary Hebert motioned to keep the District and International meetings separate in 2013. Don Adams seconded and the motion passed unanimously.

Ken passed out a chart listing activities required for the International Meeting, which highlighted the LAC responsibilities. He questioned if the responsibilities for the International Meeting combined with the effort for the District Meeting may require too much man-power for the New England Section, and he inquired about the possibility of switching hosting years with the Met Section. After discussion, it was agreed that the 2013 District Meeting responsibilities should remain with New England Section and that Ken would receive assistance from the other Sections to help support the International Meeting effort. All Executive Committee members said they would help and would be glad to pull from their Sections to assist as well. Ken asked that volunteers contact him after the meeting to get involved. There will be an initial meeting between Tom Brahms and the meeting planning committee in the Spring.

**e. Status of Student Funding Initiative Donations**

Currently student initiatives are being funded through Annual Meeting surpluses. There was a discussion about possibly using the District golf outing at the Annual Meeting to support this initiative, but it was felt that the funds generated would be fairly small and the added cost may deter the small number of golfers we already get from signing up. Consensus was that this topic should be put on the agenda for the full board meeting in May for further discussion.

**13. Adjournment**

With discussions complete, Mike Wieszchowski motioned to adjourn at 2:40 PM. Armando Lepore seconded and the motion passed unanimously.

Separate Attachments:

P. Benway, January 2011 Executive Director's Report  
S. Gayle, 2010-2011 Northeastern District Budget  
G. Hebert, Committee Roster  
D. Adams, 2012 Annual Meeting Progress Report  
D. Adams, Helms Briscoe Facility Reports  
K. Petraglia, ITE Annual Meeting Functional Responsibilities  
M. Wieszchowski, 2011 District Calendar  
M. Wieszchowski, 2011 District Officer's Roster