

## Meeting Notes

### Northeastern District Executive Committee Meeting

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

January 17, 2012

Attendees included:

Armando Lepore, Chair  
Michael Wieszchowski, Vice Chair & 2012 District Annual Meeting Co-Chair  
Michael Knodler, Secretary/Treasurer & 2013 District Annual Meeting Co-Chair  
Gary Hebert, Immediate Past Chair  
Paula Benway, International Director  
Steven Gayle, District Administrator  
Don Adams, 2012 District Annual Meeting Co-Chair  
Joseph Balskus, 2013 District Annual Meeting Co-Chair  
Mike Salatti & Bill McMenamin (via phone), 2014 District Annual Meeting Co-Chair

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

At 11:20 AM, District Chair, Armando Lepore, called the meeting to order and thanked everyone for attending. Armando indicated that there was a quorum with all Northeastern District Executive Committee Members in attendance.

#### **2. Results of Northeastern District Officer Elections for 2012 Calendar Year, Armando Lepore**

Michael Wieszchowski reported the results of the election of officers for 2012 as follows:

District Chair: Armando Lepore  
District Vice-Chair: Michael Wieszchowski  
District Secretary/Treasurer: Michael Knodler

Mike Wieszchowski motioned to accept the Teller Committee report and destroy the ballots. Gary Hebert seconded and the motion passed unanimously.

Mike Wieszchowski moved to authorize Michael Knodler to be a signatory on all bank accounts of the ITE Northeastern District. Paula Benway seconded the motion and it passed unanimously.

#### **3. Recognition of New Board Members, Armando Lepore**

Gary congratulated and welcomed Mike Knodler as the new District Secretary/Treasurer.

Discussion then shifted to the District Administrator position when it was noted that Steve Gayle had just completed a 3-year term in that role. Mike Wieszchowski made a motion to approve Steve Gayle as District Administrator for another 3-year term through 2014. Gary Hebert seconded the motion and it passed unanimously. Congratulations Steve.

#### **4. Report of Chairman, Armando Lepore**

Armando thanked Gary Hebert for his efforts as Chairman last year, and expressed that he was looking forward to a great year. Armando announced that Mike Salatti will now serve as the incoming Student Coordinator. Mike Wieszchowski will coordinate the awards review. Armando noted that among his other responsibilities he will provide input for the Boutwell Award and serve as Teller for the election later in the year.

#### 5. Report of Vice Chairman, Mike Wieszchowski

Mike Wieszchowski handed out meeting notes from the September meeting. No comments were noted. Gary Hebert motioned to approve the meeting notes for the September 14, 2011 meeting. Mike Knodler seconded and the motion passed unanimously.

Mike mentioned he will coordinate the District Awards this year and will coordinate with Armando to observe last year's award ratings and summary to use as a guide. Mike announced that he will forward award announcements to Sections and Student Chapters once he receives them from International, so they will have time to meet the April 1, 2011 deadline for submitting to District. Mike will work with new Student Coordinator Mike Salatti to make certain the Student Paper Award and Student Chapter Award gets out to the students across the Northeastern District.

#### 6. Report of Immediate Past Chairman, Gary Hebert

Gary thanked everyone for their support last year and mentioned he felt that District service was very rewarding.

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

Paula distributed her report and provided an update of the activities of the International Board of Direction (IBOD). The most recent meeting prior to our District Board meeting was held October 14<sup>th</sup> and 15<sup>th</sup> at ITE Headquarters in Washington D.C.

Some of the critical issues discussed at the IBOD meeting which were subsequently discussed during the course of the District Board meeting included the following:

- ITE approaching a higher than anticipated deficit of greater than \$200,000 for 2011.
- A resolution was passed to increase dues by \$10 effective in 2012.
- The paper ITE Journal will be discontinued due to cost and timeliness concerns.
- Attendance at the Annual Meeting in St. Louis was low and is projected a financial loss due to hotel attrition rates. Additional discussion about future meetings centered upon different activities being considered to improve the overall quality and attendance at these meetings.
- Membership dropped in 2010 and was again projected to drop in 2011.
- The top publications sold by ITE were reported with the MUTCD and HCM being most prominent.
- Hibbett Neel will be a singular vice presidential candidate in 2012. A subcommittee was recently appointed to identify improvements to the election process.
- Upcoming meetings include Pasadena (Mar. 2012), Atlanta (Aug. 2012), and Boston (Aug. 2013).

#### 8. District Finances, Steve Gayle

Steve distributed the current budget with actual revenue/expenditures to date as the budget period is from July 2011 through June 2012. Notable activity included:

- To date, a revenue to date of \$18,288.52 from the 2011 Annual District Meeting in Port Jefferson, which far exceeded the \$3,500 of seed money return that was anticipated. There is an additional \$500 that is anticipated.
- Travel assistance checks were distributed to Section Presidents and District Officers.
- \$1,472.35 in expenses had been expended under the umbrella of Student Programs initiative.
- Only \$5,201.01 in dues had been received to date and 80 percent of that money had already been expended to the sections

Steve mentioned that the HSBC bank in Newburgh was no longer in business; however an alternate location has been identified. Mike Knodler will be added immediately following the meeting.

Gary Hebert has proposed a tiered session for monetary Student Paper Awards to honor submissions. Gary made a motion to accept the tiered structure for Student Paper Awards that would provide first place \$1000, second place \$500 and third place \$250. Paula Benway seconded the motion and it passed unanimously

## 9. Committees and Appointments, Armando Lepore

Armando passed out the 2012 Committee Chair Roster. The notable additions to the roster of committee chairs include the following:

- Ed Bolden will serve as Membership Chair
- Lynn LaMunyon will serve as District Nominating Committee Chair
- Technical Committee Chair will be Mayer Horn
- Umang Patel will serve as the Website Coordinator
- Paul Eng-Wong will serve as the Chair of the Policy and Legislative Committee
- Mike Salatti will serve as the new Student Coordinator

Mike Knodler will update the contact information for new board members and will provide to the webmaster for posting on the District website.

## 10. District Committee Reports

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

Mike Salatti mentioned that he is looking forward to his new role and will work with Mike Knodler to develop an improved contact list for reaching out to the students within the District. Mike Salatti and Mike Knodler both reported on the results of the District Student Traffic Bowl which had been held in the Fall of 2011 for two reasons: 1) to allow the winning team more time to raise funds for travel to the Grand Championship at the International Meeting, and 2) more readily facilitate the event being held in the MET NY/NJ Section. The later is consistent with the District's desire to rotate the event between the three Sections of the District. This year five teams participated and the winning team was UMass, Amherst who will represent the District in Atlanta later in 2012. Mike Knodler suggested mentioned that one new focus will be reaching out to students within the District that may not be directly affiliated with a Student Chapter, yet have an interest in transportation and the profession.

### b. 2011 Annual District Meeting – MET NY/NJ Section

Mike Salatti distributed the final report for the very successful District Annual Meeting in Port Jefferson, NY. Although all highlights of the meeting are included within the report a few points of discussion at the District Board Meeting included the following:

- Proper documentation of PDHs is critical and given the existing backlog associated with some of the approved certifiers there will need to be a concerted effort to address this early in the technical program process.
- The bank account has been left open in an effort to facilitate transition to the District Annual Meeting in 2014 to be held in the greater NYC area.

### c. 2012 Annual District Meeting, NY Upstate Section – Don Adams & Mike Wieszchowski

Don and Mike provided an attached meeting report updating the considerable progress that has been made to date for the meeting to be held in Lake Placid, NY. The local arrangements committee has been active and the final meeting preparation is underway. The current meeting budget is anticipated to be \$50,564 with an estimated per person expense of \$421.

### d. 2013 Annual District Meeting, New England Section – Joe Balskus & Mike Knodler

Joe and Mike distributed a progress reported on meeting planning activities to date and that Northampton, Massachusetts has been identified by the New England Section and that the Hotel Northampton has been selected as the preferred venue. Joe and Mike are working with both the Hotel Northampton and Helms Briscoe to research hotel prices. After some discussion, Gary Hebert motioned to approve Northampton as the 2013 Annual Meeting location with Mike Knodler and Joe Balskus as meeting Co-Chairs. Mike Wieszchowski seconded and the motion passed unanimously.

**e. 2014 Annual District Meeting, MET NY/NJ Section – Mike Salatti & Bill McMenamin**

Mike and Bill reported that the MET NY/NJ Section was already in the planning stages for the 2014 Annual District Meeting given the desire to host the meeting within the greater NYC area. Bill reported that they are working with Helms Briscoe to solicit proposal from possible venues for the meeting. To date, six venue proposals have been made and there is a wide range in room and food and beverage minimums. Bill noted that the LAC team will plan to have more information to report at the May District Board Meeting.

**11. Old Business**

No topics were discussed under Old Business.

**12. New Business**

**a. District Calendar Updates**

Mike Knodler reported that he had begun drafting the 2012 District Calendar, which will list 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 Umang Patel, District webmaster, for posting. Mike will also submit a condensed version of this calendar and the updated officer roster to the International Membership Director.

**b. Date/Location of Northeastern District Meetings**

Armando Lepore reported that the next Northeastern District Board meeting will be held in conjunction with the Annual Meeting in Lake Placid, NY in May, 2012. The fall meeting of the District Executive Committee will likely be held September, 2012 in Jericho, NY in conjunction with the scheduled MET NY/NJ Section Meeting.

**13. Adjournment**

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

Separate Attachments:

P. Benway, January 2012 Executive Director's Report  
S. Gayle, 2011-2012 Northeastern District Budget  
A. Lepore, Committee Roster  
D. Adams, 2012 Annual Meeting Progress Report  
M. Knodler, 2013 Annual Meeting Progress Report  
M. Knodler, 2012 District Calendar  
M. Knodler, 2012 District Officer's Roster

Last Revised: 2/23/12