

Meeting Notes

Northeastern District Board Meeting **Milleridge Inn, Jericho, Long Island, New York** **September 20, 2012**

Attendees included:

Armando Lepore, Chair
Michael Wieszchowski, Vice Chair
Michael Knodler, Secretary/Treasurer
Gary Hebert, Immediate Past Chair
Paula Benway, International Director
Grace Van Kirk, MET Section President
Adam Allen, MET Section Vice President
Bill McMenamin, MET Section Past President
Ray DiBiase, MET Section Jr. Director

Steven Gayle, District Administrator
Ed Bolden, MET Section
Lynn LaMunyon, MET Section
Meaghan Capuano, NY Upstate Section President
Amir Rizavi, MET Section
Paul Eng-Wong, District Policy & Legislative Chair
Mike Salatti, District Student Outreach Chair
Mark Sargent, NY Upstate Section
Tom Arlo, MET Section

1. Call to Order

At 1:16 PM Armando Lepore, District Chair, called the meeting to order and thanked everyone for attending.

2. Introductions and Quorum Determination

Introductions were made and a roll call of delegates was completed. It was determined that a quorum was present with 14 of 20 voting members present.

3. Report of Chairman

Armando thanked the District Board members for a great year. This is Armando's last board meeting as Chair, however he looks forward to remaining actively involved.

4. Report of Immediate Past Chairman

With this being his last meeting on the board, Gary Hebert thanked everyone for their support during the course of his time on the District Board. Gary noted that he was pleased to provide input in selection of the Boutwell Award and would serve as Teller for the election later in the year.

5. Report of Vice Chairman,

Mike Wieszchowski mentioned that he had coordinated the District Awards process and presented the results at the previous board meeting in Lake Placid. Mike reiterated for attendees that this year the District had awarded monetary prizes for second (\$500) and third (\$250) place in the student paper competition to go along with the existing \$1,000 award provided from Stantec for the first place recipient.

6. Report of Secretary

Mike Knodler asked if delegates had reviewed the meeting minutes from the May 24, 2012 District Board Meeting and if there were any additions or corrections necessary.

Gordon Meth motioned to approve the meeting minutes from the May 24, 2012 District Board Meeting. Adam Allen seconded, and the motion was approved unanimously.

7. Report of the International Director

Paula Benway, International Director, noted that her written report was included within the meeting packet (attached). Paula 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 August 10th and 11th, 2012 during the ITE Annual Meeting in Atlanta, GA.

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:

- Financial and membership projections are running a bit behind, however there is optimism that the new publications will help offset finances. With regards to membership in the Northeastern District there are 260 unpaid members (56 affiliated with MET Section).
- Group tax exemption was a key point of discussion at the IBOD Meeting. A resulting declaration is that by the end of 2013 each District/Section/Chapter must qualify for tax exemption on their own or opt into the ITE group plan.
- The nomination and election process for ITE International Vice President has been reviewed in an attempt to minimize the financial and time commitments associated with the election process. Implementation of next steps are on hold as there is a desire to not make constitutional amendments in advance of proposed changes.
- Leadership training program is now in place, however discussions remain ongoing with regards to details of implementation.
- The ITE Annual Meeting was a success with a bit over 600 attendees. There is a plan to change the meeting timeframe from August to September or October. With regards to the Spring Technical Conference there are currently none planned beyond those that are currently scheduled.

8. District Finances

Steve Gayle reported on the District Finances. Steve reported that the budget was adopted at the previous District Board Meeting in Lake Placid and to date \$47.88 dollars had been spent. The budget report is attached.

Michael Knodler reported that he had performed an audit on a review of all accounts for the period of July 1, 2011 through June 30, 2012 with all accounts proving to be accurate with financial records to be correct and in good order. The audit report is attached.

Mike Wieszchowski motioned to accept the Audit Report. The motion was seconded by Paula Benway and passed unanimously.

The tax exemption status noted in the International Director's report was discussed further. Currently, the 3 Sections are tax exempt. The District Board is prepared to join the ITE umbrella account for tax exemption, but will await specifics on how to enroll. One ramification of this change may be the need realign our budget calendar with January to December to meet reporting requirements.

9. Annual Meeting Reports

2012 – Lake Placid, New York

Mike Wieszchowski began his report by distributing the final report of the Annual Meeting (attached). Among the discussion highlights noted by Mike in his report were the following:

- Planned for an initial deficit, but ended up with \$9,850 surplus. Some of the explanations for the surplus included the following : publicity and save the dates was primarily electronic, 1 candidate for international vice president as compare to typical 2, vendor led workshop (worked well and was free). Audio visual costs minimized by shuffling equipment between rooms, hotel was accommodating, and motivational speaker donated time in exchange for free meal rather than paid.

- Biggest savings was done via tracking meals. Breaks were billed for minimum amount.
- Technical program featured 9 technical sessions. The workshop provided another opportunity for 3 PDHs, and the bike tour was approved for 1 PDH.
- The bike tour was a successful 14 mile tour along Olympic scenic highway with 23 participants.
- Electronic registration worked very well. Costs about \$800 to \$850 for registration. 123 registered attendees, including , 92 full registrants.
- 13 vendors were featured at the meeting within the break/registration area. Vendor showcase idea is good, but did not quite work. Future consideration may be to make it a separate technical track.
- Other notes of advice: order a few extra speaker gifts, and set aside room during bike tour for folks to earn PDH in the event they could not do the ride for bad weather.

2013 – Northampton, Massachusetts

Michael Knodler presented a report (attached) on the current working details for 2013 meeting in Northampton, Massachusetts. The meeting is proposed to run from Wednesday May 22, through Friday, May 24 and would be based at the Hotel Northampton, which is located in the heart of downtown Northampton. Mike noted that the meeting budget had been presented at the previous District Board Meeting. The meeting planning is well underway with an ambitious technical program and fun social/networking program being planned.

2014- New York City, New York

Bill McMenamin presented an update on proposed meeting locations for the 2014 meeting. Despite much work and discussion at the previous District Board Meeting the tentative arrangement with the proposed New York City location fell through and could no longer honor the proposed agreement. In light of this event, New York City no longer seemed like a feasible alternative and the LAC would begin investigating alternative sights for the 2014 meeting (outside of New York City). Specifically, Bill noted that that they are working with Helms Briscoe and considering 4 plus areas. North Shore Long Island, West Point , Bear Mountain and Jersey Shore (Long Branch). Bill said that an updated report will be made at the January 2013 District Executive Committee Meeting.

10. Old Business

2013 ITE International Annual Meeting in Boston, MA

Ken Petraglia submitted a written report (attached) requesting funds from the Northeastern District be donated to enhance the overall meeting experience. Ken's proposal included a listing of possible ideas for which the donated funds may be applied. Resulting discussion centered upon the amount of money to offer along with any restrictions that were appropriate for the district board to append to the donation.

Gary Hebert made a motion that the board approve up to \$5,000 towards a signature activity to be mutually agreed upon at a later date. Mike Wieszchowski seconded the motion and the motion passed unanimously.

11. New Business

Paul Eng-Wong reported that a meeting is planned with ITE HQ staff to get s a sense of what training and professional development is needed. The meeting scheduled in Newark on 10/23 to identify training and professional needs from the perspectives of who approves of them within selected agencies. Any interest parties should coordinate with Paul.

Mike Salatti provided a quick update on student activities. It is again time to think about hosting the student traffic bowl. In 2013, the event is likely to again overlap with the New England Section Student Symposium which has yet to be scheduled. The Upstate Section would like to host the event in 2014.

Armando Lepore noted that the election of the 2013 for Secretary and Treasurer is about to get underway. The nominating committee has selected and received approval from Ray DeBiase and Gordon Meth from the MET Section. Good luck to both.

12. Adjournment

Armando announced that the next meeting will be the Executive Committee Meeting to be held in January in upstate, New York.

Mike Wieszchowski made a motion to adjourn the meeting. Grace Van Kirk seconded and the motion passed unanimously.

Separate Attachments:

- M. Knodler, 2012 District Officer's Roster
- M. Knodler, Meeting Minutes from May 24, NED District Board Meeting
- P. Benway, 2012 September Executive Director's Report
- S. Gayle, 2012-2013 Northeastern District Budget
- M. Knodler, 2011-2012 Financial Audit Report
- M. Wieszchowski 2012 Annual Meeting Final Report (Lake Placid, NY)
- M. Knodler 2013 Annual Meeting Progress Report (Northampton, MA)
- K. Petraglia Donation Request for 2013 ITE Annual Meeting LAC

Last Revised: 1/21/13