



MINUTES OF BOARD MEETING

Princeton University, NJ

April 22, 2009

EXECUTIVE BOARD

<i>President</i>	<i>Gordon Meth</i>
<i>Vice President</i>	<i>Raymond DiBiase</i>
<i>Secretary</i>	<i>William McMenamin</i>
<i>Treasurer</i>	<i>Grace Van Kirk</i>
<i>Past President</i>	<i>Edward Bolden</i>
<i>Jr. Section Director</i>	<i>Armando Lepore</i>
<i>Sr. Section Director</i>	<i>Lawrence Lennon</i>

STANDING COMMITTEE CHAIRS

<i>Awards</i>	<i>Edward Bolden</i>
<i>Industry</i>	<i>Rich Marsanico</i>
<i>Legislative</i>	<i>Leon Goodman</i>

LOCAL ARRANGEMENTS

<i>Local Arrangements, Northern NJ</i>	<i>Jeff Smithline</i>
<i>Local Arrangements, Southern NJ</i>	<i>Kevin Conover</i>
<i>Local Arrangements, New York</i>	<i>John Miller</i>
<i>Local Arrangements – L. I.</i>	<i>Lynn Weyant</i>
<i>Local Arrangements – Westchester</i>	<i>Michael O'Rourke / Brian Dempsey</i>

INTERNATIONAL DIRECTOR

Lynn LaMunyon

NON-STANDING COMMITTEES

<i>New Jersey Membership</i>	<i>Haseeb Ahson</i>
<i>New York Membership</i>	<i>Albert Dawson</i>
<i>Newsletter & Public Information</i>	<i>Mayer Horn & Jennifer Bates</i>
<i>Professional Development</i>	<i>Thomas Arlo & Sarah Weissman</i>
<i>Student Outreach</i>	<i>Thomas Pagano & Tommy Kwong</i>
<i>Young Members</i>	<i>Adam Allen & Danielle Joyce</i>
<i>Technical Projects</i>	<i>Luigi Casinelli & Ben Szeto</i>
<i>Web Site</i>	<i>Mark Kulewicz / Christopher McBride</i>
<i>Action Calendar</i>	<i>Andy Saracena</i>



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Attendees:

Adam Allen
Andy Saracena
Ray DiBiase
Gordon Meth
Bill McMenamin
Armando Lepore
Mark Kulewicz
Grace Van Kirk
Lee Goodman
Haseeb Ahson

Jeff Smithline
Mayer Horn
Sarah Weissman
Lynn LaMunyon
Ed Bolden

Gordon Meth called the meeting to order at 4:03PM.

Ed Bolden called a motion to approve the minutes from the March board meeting. Armando Lepore seconded this, and the minutes were unanimously approved

The president had just a few items on the agenda to discuss:

- NJ P.L. 2008, c 110 Update – Gordon opened with discussion on the letter drafted to NJ Municipalities and Counties in January regarding using PTOE's for transportation work and referencing the ITE Directory. He said all of the Executive Board has signed it and he added phone numbers. The letter was given to Mayer Horn, who has 40% of the contact info for the 364 Business Admins/Mayors and 13 county engineers. It was mentioned that the League of Municipalities creates a book every year with that information, but it may cost money and it would not be electronic. Sarah Weismann mentioned that the League people who run the conference may be able to email an announcement with the letter to the list of attendees.
- Resume Posting – Gordon discussed the resume postings on the Met Section website. He said the initiative is up and running. While he originally intended for it to be for entry level and interns, he decided it should include anyone who wants to post. He also mentioned that headquarters has the same postings available on their website if you have recently lost your job. They will give you a free membership for a year and post your resume.
- Student Chapter Meetings – Gordon discussed that Met Section representatives have attended meetings with Poly, Cooper Union, and NJIT. Gordon said the Cooper Union meeting was attended by four undergrads and the NJIT meeting was mostly grad students (about 15). The chapter at Rutgers is on hiatus as the faculty is on sabbatical and no one is sure who the president is. Poly is active and



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energized. Cooper Union could use some guidance. Lee suggested contacting Carl Selinger to which Gordon replied that although he is currently the advisor, he does not show up to meetings. NJIT needs motivation as well. Gordon brought at least one member of the “speakers bureau” to each student chapter meeting. Gordon also reached out to TCNJ students since some attended the Student Traffic Bowl in 2008. He said he is waiting to hear back from them. Ed Bolden asked Lee about the possible mentorships with Stevens. Lee said he submitted the names of those interested but it never went anywhere. Stevens has no formal transportation program and when he polled his class of seniors, only four people were interested in careers in transportation. Gordon also mentioned that someone from Hunter College requested info from him regarding his presentation on careers in transportation, but he decided to postpone until the fall semester.

- Traffic Bowl Questions - Gordon mentioned that Steve Gayle is looking for help with Traffic Bowl questions. Anyone with questions should email them to Steve. Lynn LaMunyon mentioned that headquarters would be creating an international student traffic bowl and has begun creating a question database.
- Grant Proposals from Polytechnic Institute of NY - Gordon brought up the grant proposals from Poly. It was mentioned that the District provides us with \$800 (\$200/chapter) to be used for the student chapters. It was decided that the request for \$100 for a resume book should be denied and we should let them know they can post their resumes on the Met Section website. The students also requested \$300 for accessories depicting their logo. Ed wanted clarification on what the Poly ITE accessories were going to be. Grace Van Kirk suggested that the items chosen be reviewed by the Met Section prior to distribution. Ed also asked why they have their own logo instead of just using the ITE logo. It was explained that they wanted to incorporate Poly, as the Met Section also has their own version of the ITE logo. Lynn said that the District says we can do what we please with the money, whether that be just hand it out or review something if we feel it might be inappropriate. She pointed out that they are only asking for \$100 more than the \$200 allotted by the District money. She also suggested we send letters to the other student chapters offering help if they would also like to submit proposals. Andy Saracena voiced that he thinks we should just hand over the money as a grant and just give them the money. Gordon pointed out that the Met Section operates with a Treasurer and Executive Board and asked whether the Poly Chapter does too. He would like to make sure it goes to the appropriate place and not just in someone’s pocket. Lee suggested we get advanced notice on what they would like to spend it on and then collect receipts later to back it up.

Ed made a motion to take action on the 1st grant proposal of giving the Poly Chapter \$300 for ITE accessories. Ray DiBiase seconded the motion. Lynn suggested we tell them the



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\$300 is their budget, and they have to submit receipts just the Met Section operates. The question was raised about how they would pay the money upfront since they are college students without full time employment. Gordon then suggested we pay the invoice directly and handle all the money. Lee made a friendly amendment to the motion authorizing \$300 for the Poly Chapter, with the Met Section handling the money transactions directly. The vote was unanimous.

Gordon then asked what we tell the other student chapters about subsidies and the possibility of going to San Antonio. It was decided that he draft an announcement to be included in the May issue of Transtalk that discusses the grants for student chapters. Gordon then asked if the section would like to subsidize students for San Antonio. Lynn asked if there was money in the budget for it. Grace asked if we could use the returned Pignataro Award money (\$750) towards sending students. She also stated that there is \$4000 for Student Outreach/Traffic Bowl and Subsidy in the 2009 budget. Mark Kulewicz asked if we should start by sending students to the District Meeting. Grace asked if there was enough time to get the word out to students and if they would be available since its typically finals time. Gordon suggested we move further discussion to emails among the Executive Board as we need to stay on the agenda.

Ed Bolden, as past president, had nothing to report, but questioned the status of the by-laws. Gordon responded that Mike O'Rourke would have something for discussion at the June meeting.

Ray DiBiase, as Vice President, reviewed the details from the March meeting, which was very well attended. He went on to state that 110 people had signed up for this evening's session. Ray then handed out revised schedules for the remainder of the year and discussed any changes that had been made regarding speakers and topics since the last meeting. He stated that the next meeting at the Newark Club was all set for June 17th. Ray further stated that he is actively working on the program for the September meeting.

Bill McMEnamin, as Secretary, reported that the minutes from March's board meeting were sent out and approved.

Grace Van Kirk, as Treasurer, questioned the mechanism for reimbursing board members who would be attending the District meeting in May. Lee questioned the bookkeeping to verify the reimbursement, at which time Gordon stated that Grace would reimburse those attending directly so there was a record.

Gordon then went around the room to hear reports from those committee chairs present. The following is what was discussed:



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- Arrangements – Gordon introduced Jeff Smithline to the attendees as the Northern NJ local arrangements chair. Ray interjected and advised that there were difficulties in arranging the Princeton meeting again, even more than in year's past. Ed questioned if locations other than Princeton could be considered in the future. Gordon advised that because of the annual difficulties, Kevin Conover advised he would not do local arrangements next year if Princeton was selected as the venue. Lynn and others were concerned because the overall membership enjoys the venue and meeting.
- Web Site – Mark questioned the mechanism for paying recurring charges for web hosting. Gordon replied that Grace would reimburse him.
- Newsletter – Mayer mentioned the next edition of Transtalk would be released on May 1st.
- Legislative – Lee stated that he had nothing to report. Lynn advised Lee that someone from upstate would be contacting him regarding the previous letters he prepared.
- Professional Development – Sarah discussed a roundabout workshop and resume/interview workshop that would be offered, which would be free for younger members. Gordon advised that he offered the Met Section's services to provide PDH credits for the District meeting. He further stated the Section is still trying to obtain AICP credits, but Lynn stated that she believed AICP credits are not issued on the Section level. Gordon concluded by saying the Section would coordinate with the APA to obtain AICP credits for the June meeting.
- Industry – not present
- Student Outreach – not present, but Gordon stated he was very pleased with the progress made with the student chapters.
- Young Members – Adam Allen spoke about the "after party" and that all were welcome. He discussed that he and Danielle Joyce were planning on scheduling a stand-alone event in May. Ed questioned the response to the last after party.
- Membership – Haseeb Ahson mentioned he would begin contacting those members yet to have paid their dues once the list is received from Gordon.
- Technical Projects – the committee chairs had sent the report/proposal to Gordon for review, who will provide an update at the next meeting.
- Action Calendar – Andy mentioned that he had nothing to report.

Lee discussed various issues, like the closure of Broadway and implementation of bike lanes within New York City – specifically that the new administration is doing things radically different from those past. He was concerned it would be difficult to get a consensus from the membership regarding such issues. Mayer suggested that a debate of such issues may be of interest at future meetings.



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Lynn LaMunyon, as International Director, provided a report. She stated that there was a big issue with the student traffic bowl and requested that she be included on executive board emails regarding students. She followed that by discussing the financial losses from the International meeting in Arizona and that the organization is expecting another loss in San Antonio. However, the Institute is not in trouble and has plenty of money in reserves. But she did ask that the attendees spread the word. She also stated that this was the first time they'd be working with a balanced budget. Headquarters would also be moving to a location across from their existing location. Lynn also mentioned that the student reception at the TRB meeting is back as a budget item (after miscommunication). Lee asked if there was a member reception and Lynn stated it would be a case by case basis and would be decided by August 1.

Lee Goodman mentioned that he would be speaking at the ICTPA meeting.

Gordon asked which executive board members would be attending the upcoming Northeastern District Annual Meeting. Everyone will be attending with the exception of Ed, and Andy will be filling in for him at the District Board Meeting.

Gordon Meth concluded the meeting at 5:30PM. There was a motion by Ed Bolden to adjourn the meeting, seconded by Armando Lepore, and the meeting was adjourned.

These minutes constitute my understanding of the discussions and conclusions reached. Please advise me within five (5) days, in writing, of any exceptions or corrections.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bill McMenemy".

Bill McMenemy, P.E.