



MINUTES OF BOARD MEETING
Captain's Ketch, 70 Pine Street, New York, NY
January 15, 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
Ed Bolden
Ray DiBiase
Gordon Meth
Bill McMenamin
Mike Salatti
Marv Gersten
Grace Van Kirk
Lee Goodman
Mayer Horn

Andy Saracena
Lynn LaMunyon
Haseeb Ahson
Chris McBride
Jennifer Bates
Al Dawson
Ben Szeto
Larry Lennon
Tom Pagano
Luigi Casinelli

Gordon Meth called the meeting to order at 4:13PM.

The new president had three items on the agenda to discuss:

- Meeting protocol – interruptions would no longer be tolerated at meetings. Those in attendance at future meetings will have a chance to speak.
- Follow up on NJ Bill A2731 – Gordon Meth advised that the legislation passed and questioned whether the ITE should send letters to the municipalities in New Jersey suggesting the use of PTOEs for guidance regarding sound traffic principles. Gordon suggested that perhaps a link to all NJ PTOEs on the Section's website be the best way to disseminate the information. Gordon further suggested that any letter be signed by the entire executive board. Although Ed Bolden questioned whether professional planners should also be included, Gordon stated that because a PE needs to certify traffic regulation, the list should be limited to PTOEs. Andy Saracena suggested that any letter sent out needs to be carefully worded.
- Speaker Gifts – Gordon Meth advised that the Section needs to order gifts for the speakers and suggested safety vests with the new logo be considered. Bill McMenamin, Ray DiBiase, and Larry Lennon all voice positive opinion. Other suggestions mentioned were engraved scales (Al Dawson), baseball caps (Jennifer Bates), tee shirts (Lee Goodman), and memory sticks (Marv Gersten). Gordon ended the conversation by saying that he would solicit suggestions via email up to January 22nd.

Ed Bolden then discussed the annual reports for 2008. He had already received reports from both Lee Goodman and Ray DiBiase and requested that all other reports be submitted to him by the end of January. He would accept them through the first week of February at the latest.



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The Junior and Senior Sections Directors were not present at the meeting, so no reports were provided.

Ray DiBiase discussed the revised meeting minutes from the re-org meeting. There was a motion by Ed Bolden to accept the minutes, seconded by Larry Lennon. The minutes were unanimously approved. Ray went on to distribute the revised meeting schedule for 2009 and noted any changes to dates, topics, and speakers. Ray also mentioned there were 19 past presidents attending tonight's meeting.

Bill McMenamin reported that the budget had been modified based on comments received at the re-org meeting. Bill further stated that all of the Section's accounts needed to be closed and reopened because of the Section becoming incorporated. Gordon Meth suggested a formal vote on the budget by the board. There was a motion by Ed Bolden to accept the minutes, seconded by Ray DiBiase, and the budget was unanimously approved.

Andy Saracena discussed the audit he conducted of the 2008 budget and found that all was in order. He also questioned if an outside agency would need to file the Section's future tax returns. Gordon Meth suggested using a CPA and will investigate cost options. Ed Bolden asked if consideration should be given to creating a new line item in the 2009 budget to account for such expenses. Gordon suggested that the budget issue be reopened and a new line item called "accounting services" be included with \$500.00 allocated. There was a unanimous vote by the board approving this revision.

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

- Arrangements – not present
- Web Site – Chris McBride stated that the new logo was added to the site and he will investigate new programs as the ones currently running are very outdated.
- Newsletter – Mayer Horn reported that the first edition of Transtalk should be going out within the next few weeks and welcomed Jennifer Bates as the new junior editor.
- Legislative – Lee Goodman stated that he had submitted letters to the board regarding the East River tolls and the New Jersey transportation stimulus package. Lee was very distressed to learn that even though both statements had been approved by the board in December, they had not yet been sent out to the relevant elected officials. Gordon Meth indicated that he would follow up to achieve prompt action.
- Professional Development – not present
- Industry – not present



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- Student Outreach – Tom Pagano discussed that coordination was on-going. Mike Salatti briefed those in attendance that contact was made on the district level with the student section at the University of Massachusetts, who were looking to have some form of program toward the end February.
- Young Members – Adam Allen discussed the “after party” scheduled for tonight and the goal of trying to get the young members of the Section out. Adam spoke about the surveys being distributed to deduce what activities the young members would have interests in as well as the potential for stand along meetings in the future.
- Membership – nothing to report while awaiting report from headquarters.
- Technical Projects – Luigi Casinelli stated that coordination was on-going and suggested having a brainstorming meeting with Gordon Meth. Lynn LaMunyon discussed the ITE councils and how other sections had more technical papers, projects, etc.
- Action Calendar – Andy Saracena advised those in attendance to contact him if anything needed to be added, modified, etc. on the calendar. Lynn LaMunyon suggested that other committee responsibilities appear on the calendar.

Marv Gersten discussed the lack of paper submissions in regards to the Pignataro award and suggested that word be spread regarding the contest.

Gordon Meth discussed his opinion that the Section members would appreciate continued training courses outside of those already being offered. As such, Gordon discussed upcoming partnering courses being offered through ITE. The first would be an HCS training course on February 12th and 13th at NJIT. Gordon also stated that there would be discount offered to ITE members. There would also be future courses on signal design and planning. The Section is also working on getting AICP credits for such courses.

Gordon Meth concluded the meeting at 5:35PM. There was a motion by Bill McMenamin to adjourn the meeting, seconded by Ray DiBiase, 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,

Bill McMenamin, P.E.
ITE Secretary, 2009