

MINUTES OF BOARD MEETING

**Arthur's Tavern, 237 Washington Street, Hoboken, NJ
October 23, 2008**

**INSTITUTE OF TRANSPORTATION ENGINEERS
METROPOLITAN SECTION**

EXECUTIVE BOARD

| | |
|-----------------------------|--------------------------|
| <i>President</i> | <i>Edward Bolden</i> |
| <i>Vice President</i> | <i>Gordon Meth</i> |
| <i>Secretary</i> | <i>Raymond DiBiase</i> |
| <i>Treasurer</i> | <i>William McMenamin</i> |
| <i>Past President</i> | <i>Armando Lepore</i> |
| <i>Jr. Section Director</i> | <i>Lawrence Lennon</i> |
| <i>Sr. Section Director</i> | <i>Joseph Orth</i> |

STANDING COMMITTEE CHAIRS

| | |
|------------------------|------------------------|
| <i>Awards</i> | <i>Armando Lepore</i> |
| <i>Career Guidance</i> | <i>Gustavo DaSilva</i> |
| <i>Industry</i> | <i>Rich Marsanico</i> |
| <i>Legislative</i> | <i>Leon Goodman</i> |

LOCAL ARRANGEMENTS

| | |
|---|---|
| <i>Local Arrangements, Northern NJ</i> | <i>Grace VanKirk</i> |
| <i>Local Arrangements, Southern NJ</i> | <i>Kevin Conover</i> |
| <i>Local Arrangements, New York</i> | <i>Wasif Mirza</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

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|---------------------------------|--|
| <i>Membership Coordinator</i> | <i>Bob Brakman</i> |
| <i>New Jersey Membership</i> | <i>Haseeb Ahson</i> |
| <i>New York Membership</i> | <i>Albert Dawson</i> |
| <i>Newsletter</i> | <i>Mayer Horn</i> |
| <i>Nominations</i> | <i>Michael Salatti</i> |
| <i>Professional Development</i> | <i>Thomas Arlo</i> |
| <i>Public Information</i> | <i>Mayer Horn</i> |
| <i>Student Outreach</i> | <i>John Miller / Ben Szeto</i> |
| <i>Communications</i> | <i>Paul Truban</i> |
| <i>Technical</i> | <i>Ira Huttner</i> |
| <i>Web Site</i> | <i>Mark Kulewicz / Christopher McBride</i> |
| <i>Photographer</i> | <i>Jennifer Bates</i> |

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Attendees:

| | |
|----------------|---------------|
| Ed Bolden | Gordon Meth |
| Bill McMenamin | Ray DiBiase |
| Armando Lepore | Mike Salatti |
| Lynn La Munyon | Andy Saracena |
| Andy Paluri | Ben Szeto |
| Lee Goodman | Grace VanKirk |
| Haseeb Ahson | Paul Eng-Wong |
| Al Dawson | Brian Dempsey |
| Tra Vu | |

Edward Bolden called the meeting to order at 4:10 pm.

Old Business:

Speakers Bureau –Andy Paluri distributed an e-mail which describes the purpose of the Speakers Bureau to promote the ITE among students, law enforcement agencies, elected officials, etc. by discussing topics in the transportation engineering profession. The e-mail is directed toward potential volunteers among Met Section members. It was agreed that the e-mail would be sent to members by Chris McBride. Lynn LaMunyon suggested that volunteer speakers be able to check off their topic of interest when they respond. In response to a question from Andy, Armando Lepore suggested that speakers can be sent to colleges and technical high schools. Lynn suggested the Boy/Girl Scouts and noted that she has an elementary school-level presentation. Ed Bolden remarked that progress was good, and asked Andy to report back in a week or so on further progress.

International Chinese Transportation Professionals Association (ICTPA) - Paul Eng-Wong gave a recap of the International ICTPA meeting for May 2009. He indicated that a NY harbor cruise is planned for May 23, and that would be a good event for joint sponsorship by ICTPA and the Met Section. Ed Bolden and Ray DiBiase stated that this was a good idea, as part of Industry Day. Andy Paluri indicated that boat capacity may be an issue. Ray will check with Rich Marsanico on arrangements for the boat.

McTrans Training Session – A drawing of business cards for two free passes to the session will be held tonight.

Teller Committee - Andy Saracena noted that, based on input from Mike O'Rourke, since Armando Lepore is on the Board, he is ineligible for the committee. By acclimation, Ben Szeto was named as his replacement. Andy requested that ballots received after November 10 not be destroyed. Ed Bolden raised the prospect of using electronic voting for the Section. Mike Salatti said that the District looked at the possibility of doing this, but decided against it. Mike said he would make available the

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research the District did on the issue.

Update of Section By-Laws – Ed Bolden asked for an update. Brian Dempsey stated that he and Rick King had given Mike O'Rourke a draft of the revised By-Laws. Mike is reviewing, and is also checking on the effect of the Section's Incorporation on the revised By-Laws.

Treasurer's Report - It was noted that the report is needed for the Annual Meeting. Bill McMenamin will provide it.

November (Annual) Meeting – Gordon Meth stated that this will be a joint meeting with the American Planning Association, and that he is finalizing the details. Two concurrent technical sessions will be held in the afternoon, one on Vehicle Infrastructure Integration, and the other by NYCDOT on the establishment of bus lanes on two arterial roadways. The evening speaker will be Luis Sanchez, and the topic is Maintenance of Traffic during major rebuilding projects in Lower Manhattan.

January 15, 2009 Meeting – Gordon Meth stated that John Miller is looking into returning to Captain's Ketch, with a contract that guarantees we will be utilizing the larger room. Gordon indicated that costs have increased significantly. Mike Salatti will check on a potential conflict with a District Meeting date.

Awards – Armando Lepore stated that nominees have been made for each of the awards, and those individuals would be informed.

Logo Contest – Ed Bolden stated that in response to inquiries, entries must be submitted by ITE members, to either Haseeb Ahson or Al Dawson. The prize is \$300, and entries are due by October 31. Andy Saracena stated that he thought a "logo search" needed to be done to avoid a potential copyright infringement. Ed indicated that he would check with ITE headquarters on that issue. Lee Goodman stated that "Inc." should not be necessary in the logo; Grace Van Kirk stated that, based on the contest instructions, it was likely that entries will contain "Inc." Mike Salatti stated that the winning entry could be modified as needed.

New Badges – Ed Bolden indicated that Gordon Meth can order new badges as soon as the election results are known.

New Business:

Open Bar for Future Meetings – A discussion ensued about whether to provide an open bar. Bill McMenamin stated that it is the easiest way to give something back to the membership. Gordon Meth stated that this decision should be on a meeting-by-meeting basis, to avoid tying the hands of future Boards. Bill indicated that this would be acceptable to him. In response to a question about the Section's liability related to serving alcohol, Lynn La Munion indicated that this issue has already been researched, and that the responsibility lies with the establishment which serves alcohol. Lee Goodman stated that meeting fees could be reduced with a cash bar. Andy Paluri and Paul Eng-Wong stated that giving out drink tickets might be a better alternative; some

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stated that unused tickets would be given to those who wanted them. Ed Bolden summarized the discussion by stating that the decision on open bars should be on a case-by-case basis.

AICP (American Institute of Certified Planners) Education Credits – Ed Bolden stated that he received a request for the Section to issue these credits for technical sessions. He stated that he contacted ITE Headquarters. Information on fees and an application for course credits can be provided to the AICP.

New Trans Talk Advertising Fees – It was agreed by consensus that these fees would be set at \$200 for a business card, \$400 for a ¼ page, \$700 for ½ page, and \$1,200 for a full page ad. Setting of prices for larger ads than the typical business card evolved as the result of an advertiser's request.

Action Calendar – Andy Saracena asked if everyone had received the latest Action Calendar by e-mail and that all the items have been covered in the meeting.

2009 Meeting Schedule – Ray DiBiase distributed a draft schedule. Highlights include a February luncheon meeting at the Palisades Mall, co-sponsored with the NYSSPE and ASCE. The tentative topic is the Port Authority's development of Stewart Airport, which is more appropriate than a session on the New Jersey ARC Tunnel project, since Stewart Airport is nearby. Gordon Meth will confirm this with Brian Dempsey. The LIRR's Mainline Third Track Project is the tentative topic for the evening portion of the March meeting. A return to Princeton is likely for April; Gordon will discuss this with Kevin Conover, Local Arrangements Chair. The June luncheon meeting is being planned as a joint meeting with the American Planning Association and WTS.

Section Administrator – The Section Administrator, Mr. Mike Salatti, informed the Board that the Met Section has to be established as an incorporated entity, adopt By-Laws and elect a Board of Directors. This is done by suspending the current meeting and opening a new meeting, whose purpose is to establish the incorporated entity.

Mike Salatti, Section Administrator, presided and took separate meeting minutes. It is understood that this organization will replace the Board of Directors of the Met Section at the conclusion of the Met Section Business meeting.

The Met Section Board meeting reconvened.

Meeting Minutes – Bill McMenemy made a motion to adopt the September minutes, Armando Lepore seconded, and by a unanimous vote the minutes were approved.

The meeting concluded at 5:50 pm, following a motion to adjourn by Bill McMenemy, a second by Armando Lepore, and unanimous approval.

Respectfully submitted,

Raymond DiBiase