



**Minutes of Board Meeting
December 2, 2013**

Meeting Date: December 2, 2013
Time: 10:30 a.m.
Location: Crowne Plaza, Warwick, RI

Attendees: **Executive Board**

Joe Segale	President and Voting Member
Michelle Danila	Vice President and Voting Member
Roger Dickinson	Treasurer and Voting Member
Joe Hallisey	Secretary and Voting Member
Alan Cloutier	Sr. Director and Voting Member
Jeffrey Gomes	Sr. Director and Voting Member
Nick Fomenko	Jr. Director and Voting Member
Rebecca Brown	Jr. Director and Voting Member

Standing Committee Chairs, District Officers and Chapter Presidents

Paula Benway	International Director
Ken Petraglia	Nominee Committee Chair
Doug Prentiss	Awards Chair
John Mirabito	Strategic Plan Administrator
Mike Knodler	Vice Chair Northeastern District
Sam Gregorio	Chronicle Chair
Steve Tupper	Student Chapter Liaison
Curt Harrington	UMass Student Chapter President

Visitors

None

The meeting was called to order at 10:41 a.m. by President Joe Segale as he welcomed everyone to the Board meeting. We went around the room and all attendees introduced themselves.

ACTION ON MINUTES OF September 18, 2013 EXECUTIVE BOARD MEETING:

Comments on September 18, 2013 Meeting:

- Corrections:
 - No corrections.

Motion to approve the September 18, 2013 meeting minutes by Nick Fomenko

Second by Roger Dickinson

Motion was approved unanimously

OFFICER REPORTS**▪ President: Joe Segale**

- Rod Emery is stepping down after 14 years running the Desjardins Scholarship Committee. Someone is needed to take over Rod's position. Ken Petraglia is on the committee and is willing to help. Rod was the one who set up the tournament. Ken said Fayssal Husseini may be willing to step up.
- Sam is looking to step down as chair of the Website Committee.
- Alan is also looking to step down as chair of the Continuing Education Committee.
- Jason would like to step down as Emerging Professionals Committee Chair.

▪ Vice President: Michelle Danila

- Nothing to report.

▪ Treasurer: Roger Dickinson

- Reviewed the Treasurer's Report.
- Roger said we had to switch the checking account to keep from getting a maintenance fee each month. The old account required a minimum \$50,000 daily balance or a \$50 monthly maintenance fee was charged. The new account has a \$15 monthly fee unless we maintain a \$2,500 minimum daily balance. We maintain a balance in the \$25,000 - \$30,000 range and therefore will not incur the monthly maintenance fee.
 - It's set up for on-line access.
- Received \$1,000 from NE District for Student Chapter support.
- Roger has spoken with Kim Hazarvartian regarding changing the fiscal year. He will follow up with Kim.
- Ken Petraglia and the Board recognized Roger for his long and dedicated service to NEITE.

Motion to approve the December 2, 2013 Treasurer's report by Alan Cloutier.

Second by Joe Hallisey

Motion was approved unanimously

▪ Secretary: Joe Hallisey

- Nothing to report

▪ Immediate Past President: Kien Ho

- No Report

District Reports**▪ Northeastern District Report: Mike Knodler**

- No written report submitted
- Start thinking about how the District can best support Paula Benway in her candidacy for International VP.

- There was a recent election for a new District Board Member, coming from the Upstate New York Section. Kim Fabend won running unopposed.
 - Next year will be New England's turn to have a District Board member elected.
 - The College of New Jersey (TCNJ) is the newest Student Chapter to receive a charter from the District.
 - Next year's District Meeting is in Long Branch, NJ and the weather promises to be great!
 - Every 3 years we rotate between states when the New England Section hosts the District meeting in 2 ½ years. The New England Section will be responsible for the 2016 District Meeting and will need to begin looking for possible locations and establishing a local arrangement committee during 2014.
 - They had a nice surplus from the District Meeting in Northampton. SignUp 123 sent the last check, \$1,000.00 to close out the account from the Annual Meeting.
 - The next Executive Board meeting is in January in the Albany area. It will be on either the 23rd, 24th, or 25th.
- **International Director Northeastern District: Paula Benway**
 - No written report submitted
 - There's a lot of transition going on at this time.
 - The Board spoke about the Strategic Plan at their recent Board Meeting in Washington D.C.
 - Neil Hibbett will be starting as President shortly.
 - Ray Davis and Paula Benway will be running next year for International Vice President.
 - Ken Petraglia will be taking over for Paula starting in January 2014.
 - Ken Petraglia asked that we recognize Gary Hebert who ran against him for International Director representing the Northeastern District. Ken never considered Gary an opponent, just a friend and colleague.

COMMITTEE REPORTS

- **Meetings/Training**
 - Annual Meeting: Bill McNamara
 - No report submitted
 - 180 plus registered for the dinner Joe Segale said.
 - Program: Jeff Gomes
 - Report Submitted
 - There are two speakers today, first, Francisco Lovera from RIDOT, then Bob Brooks is speaking on Sports Stadium Traffic Management. Then we will have a small break and the panel discussion on ITE's Generational Relevance.
 - There are 2 total PDH's available for the technical sessions.
 - Continuing Education: Alan Cloutier
 - Report Submitted
 - They have 16 people signed up for today's program.
 - The PDH's are included on Jeff's form.

- Alan is still looking for someone to take over. He will stay on to groom the next Chair.
- **Awards: Doug Prentiss**
 - Report submitted
 - It now looks as if two of the four recipients will be in attendance at tonight's dinner.
 - Doug has passed the invoice off for the plaques to Roger.
- **By-Laws/Charter: Kim Hazarvartian**
 - Report emailed this morning. No updates.
 - Ken Petraglia added that maybe we need to address the issue when someone on the Executive Board steps down. There are some questions to answer on how we handle this matter. The Past President's council could look into this.
 - Section 4.3 which covers the resignation of a Board Member was read by Doug Prentiss. It is very general. Discuss.
- **Chronicle: Sam Gregorio**
 - Report submitted.
 - Ken Petraglia reminded the Board that the Chronicle won the award at the International Meeting in Boston. The Board thanked Sam for all his work.
 - There is an Action Committee that includes Ken Petraglia, Joe Balskus, Kim Hazarvartian, and Dan Dulaski. Sam emails the committee for input.
- **Chronicle Action Committee: Dan Dulaski**
 - No report submitted
 - Joe Segale asked whether there was still a need for this committee since Sam is doing such a great job. The Board felt it was important to keep the committee in place for support when and if needed.
- **Industrial Support: Bill McNamara**
 - No report submitted
- **Legislative Liaison: was Jeff Dirk**
 - The Board is still looking for someone to fill this position.
- **Membership: Rebecca Brown**
 - No written report submitted.
 - Suggested checking all attendees contact information after this meeting and cross-checking with her list from International. In this way we can see which attendees are Section members.
- **Nominating: Ken Petraglia**
 - No written report submitted.
 - 139 ballots were submitted. That is 24.5% of members voting.
 - Balloting has gone down since going to electronic balloting. Discussion.
 - 79 of the votes came on the first day of the email
 - 26 votes came in on the reminder day email.
 - Last year there was approximately 30% voter participation. This is similar to last year's balloting.
- **Past Presidents Council: Diane Morabito**
 - No written report submitted.
 - Mike Knodler noted that there was nothing new to report.

- **Public Relations: Nick Fomenko**
 - No written report submitted.
 - Nick discussed recipient status of emails being sent out to membership.
 - Discussion on mass emails and Google Groups.
 - \$250 per year to use an email service (Constant Contact). We have over 500 emails.
 - Pros: Eliminates the spam factor, able to create groups, able determine who is not opening their emails.
 - Ken Petraglia – what is the benefit of using this service?
 - For now we will not cancel Google Groups account.
- ***Motion to approve purchasing the email service Constant Contact for 1 year by Roger Dickinson.***
- ***Second by Alan Cloutier***
- ***Unanimously approved.***
 - Nick discussed offering educational volunteer services to school children, speaking to them about the Transportation engineering profession. He only got feedback from one school in New Haven.
 - Connecticut School Counselor Association (CSCA) – logical next step. Reaching out to councilors at schools.
 - Paula mentioned we could do other things, i.e. bicycle safety.
 - We can also use the Student Chapters as a resource Steve Tupper said.
 - Use modules to get this information. Transportation Council webpage has the modules – put links on NEITE’s website.
- **Technical: Mike Wasielewski/Neil Boudreau**
 - No report submitted
 - The Average Queue Study is complete and it will be posted on the website. It could also be included in the next issue of the Chronicle.
 - Mike said that we need to come up with an idea for the next project.
- **Thomas Desjardins Scholarship Fund: Rod Emery**
 - Report submitted
 - Read report.
 - Looking for Chair as Rod Emery is stepping down.
- **Student Chapter Liaison: Steve Tupper**
 - Report submitted
 - The District gives the Section \$1,000.00.
 - It is very good to see the student chapters responding to our request for funding. Four student chapters submitted requests for a total of \$1,200.00.
 - Read through the report.
 - The chapters are required to submit a report each year to the District. Only three chapters submitted reports this year, UConn, UMass and ???
 - Discuss how we consider distributing the money to Student Chapters.
 - Suggest they write up something after the event(s) to be submitted to the Chronicle.
 - What are the requirements for funding requests?

- *Motion to approve the four student chapter funding requests totaling \$1,200 (UMass-Amherst, UMass-Lowell, Northeastern, and UConn) and provide a brief article after the event(s) and submit an annual report to the District by April 1st by Roger Dickinson.*
- *Second by Nick Fomenko*
- *Unanimously approved.*

- **Strategic Plan: John Mirabito**
 - No report submitted
 - Joe Balskus expressed interest in taking over for John.
- **Website: Sam Gregorio**
 - Report submitted
 - Nothing new to discuss.
- **Emerging Professionals: Jason DeGray**
 - No written report submitted
 - On November 19th they had a function that was well attended. John Kennedy was at the event.
 - Coming up they are co-sponsoring a trivia night with YPT Boston on Thursday December 5th.
 - Jason said they have had a successful year.
 - Jason is looking for someone, a younger member, to replace panelist Andy Paul who cannot make it this afternoon.

CHAPTER REPORTS

- **Connecticut: Ranjit Bhave**
 - No report submitted
 - Upcoming Joint meeting with ITS-CT on January 28, 2014 in New Britain.
- **Massachusetts: Dan Nelson**
 - No report submitted
 - Michelle spoke about getting more people involved.
- **Maine: John Adams**
 - No report submitted
- **New Hampshire: Dave Debaie**
 - Report submitted
 - They are meeting at the Common Man next Wednesday, December 11th at 5pm.
- **Rhode Island: Francisco Lovera**
 - Report submitted
- **Vermont: Jenny Austin**
 - No report submitted
 - They're all set for their meeting at Sugarbush.
 - The Board Meeting will be from 1-2:45. The Board could look into meeting earlier if necessary.
- **UMass Amherst Student Chapter**
 - Report submitted

- Tech day coming up in March, 27th and 28th, after spring break.
 - Technology based theme.
- **UMass Lowell Student Chapter**
 - No report submitted
- **UConn Student Chapter**
 - Report submitted
- **Northeastern Student Chapter**
 - No report submitted
- **URI Student Chapter**
 - No report submitted

Old Business

- Kien Ho mentioned we are in need of volunteers for the Committees. We have a lot of positions open.
 - Try to reach out to companies that are underrepresented. Tonight we can try to recruit.
- Public member initiatives
 - Getting more notice, flyers mailed out sooner, as public sector employees need more notice.
- NEITE Donation Policy
 - Jason DeGray: Can we make a donation to outside organizations like Livable Streets?
 - Do we need a policy?
 - Joe Segale said he'd like to see it remain flexible.
 - Discuss.
 - Add a line item to the budget for donating money to organizations.
 - John Kennedy suggested collaborating more with other organizations such as ITS and Livable Streets.
 - Stay consistent with our Strategic Plan. What benefits are we getting for these Emerging Professional events?
 - Ken Petraglia suggested expanding on the Emerging Professionals Committee.

New Business

- Discuss supporting the incoming President, Michelle in the upcoming year.
 - Option to call in to the VT meeting in January.
- Joe Segale brought up administrative support to the Section similar to what Steve Gayle does for the District.
 - Provide a stipend to the person. Maybe it could be a retired member.
 - Ken Petraglia asked why we need to get an administrator. We have a 10 member board.
 - Mike Knodler: some things we can do to be better prepared. We could better educate our junior directors so they'll be more prepared when they become secretary and treasurer. Another, keep the task list up to date.
 - Ken Petraglia suggested we revive the Historian role and use this person as the administrator.
 - Joe Segale will write up a job description.

- Steve Gayle's term is 3 years Mike Knodler said.

NEXT NEITE MEETING

- Next meeting is the Joint NEITE/VT Chapter Meeting at Sugarbush, VT January 22, 2014.

Motion to adjourn by Joe Hallisey

Second by Alan Cloutier

Meeting adjourned at 1:13 p.m.