

MASITE Technical Committee Meeting Minutes

Date/Time: July 21, 2016, 9:00 AM

Call In Number: 712-775-7031 Access Number: 343164

Attendees: Joe Fiocco, Amy Kaminski, Ben Guthrie, Billie Joy Budner, Chris Prisk, Elliott. Hair, Jeff L'Amoreaux, Nik Kharva, Xin (Willie) Wei

Administrative

MASITE Website *(Update from Nik)*

The website is updated with the new information; attendees noted a problem with accessing the meeting minutes.

- **ACTION:** Nik will contact the webmaster regarding a problem committee members noted on pulling up minutes.

New Process for Meeting Agenda/Minutes *(Update from Jennifer, by Joe)*

The Google links appear to be working. Joe thanked Jennifer for uploading and handling this transition and acknowledged he needs to learn how to use [Google Docs](#). (You're welcome Joe!)

- **NO FOLLOW UP REQUIRED** (of course, except additional training for Joe!).

Technical Training/Professional Development

PennDOT Central Area HOP Update training *(Update from Eric/Ben)*

Ben: The event had a good turnout. He was able to retain approximately 30 minutes of audio from the training. If MASITE would like to eventually host a webinar this could be utilized for a possible HOP series.

Joe recommended making the audio available to MASITE members to assist in training new hires.

There was a limited discussion regarding MASITE hosting a series of HOP events but the discussion was tabled.

- **ACTION:** Tabled for future discussion on a potential HOP Series Webinar.

NEW ITEM: Nik indicated Mahmood reached out to Nik and was interested in having input regarding training from the Technical Committee for a Fall or end of the year MASITE event. Mahmood is looking for volunteers for MASITE events and content and intends on having a meeting next week (week of July 26th); please contact either Mahmood (mshehata@rkk.com) or Nik (nkharva@hntb.com) if you are interested.

MASITE/ASHE/ASCE joint dinner meeting in Cherry Hill, NJ *(Update from Karen/Amy)*

Amy indicated there is no new update. As a reminder this will be a joint professional meeting and is anticipated to be scheduled at Maggiano's in Cherry Hill NJ in November. The topic will be regarding the Highway Safety Manual and the program will include relevant local and interstate projects with guest speakers.

- **ACTION: Amy will follow up with both Pat (MASC) and Karen on this meeting.**

DeIDOT Technical lunch session/HOP Update Webinar Series *(Update from Bridget)*

Minutes from last month: DeIDOT is interested. Meeting presented as a joint meeting between DeIDOT, New Jersey, and PennDOT. Likely would need a few months to coordinate. Del Brokenbraugh/Mark Cote are contacts and potential speakers. Karen offered to provide the FHWA communication tools to help with multistate coordination (teleconference line, conference room with presentation abilities).

Concerns raised that one tri-state event is too complex, although multi-agency approach is preferred by committee. FHWA does this multi-state webinar coordination all the time. Two options for delivery:

- 1) One webinar event: Timing = 25 hour min per state with time for questions.
- 2) Three webinar series: One webinar every two weeks. Timing = 1 hour with time for questions.

No Update; action items from previous agenda:

- **ACTION: Bridget will reach out to DeIDOT with Sept. date timeframe and get an estimate on the length of their presentation**
- **ACTION: Eric will work with Bridget to coordinate with PennDOT contact Jeff Kopko.**
- **ACTION: Al Federico will reach out to NJDOT contact.**

Traffic Cabinet Training with Warminster Township *(Update from Jeff/Joe)*

Jeff is coordinating this event and Warminster Township has agreed to host the event. The event will include a working controller in the Warminster Township with follow up training at a nearby intersection (near Walmart on Street and Jacksonville Road).

Jeff indicated this is planned for the end of September and he is developing a sign-up method for a first come/first serve opportunity. The event will be announced in the monthly newsletter with Al Federico and may include two training sessions (depending on sign ups). Signupgenius.com offers a limited number of participants so Jeff will consider using this method to sign up participants. Joe suggested limiting participants to one attendee from each company with the idea that attendees could then pass the information on to co-workers.

- **ACTION: Jeff will select a date and coordinate a signup method and then provide Al Federico with the information to include in the MASITE Monthly Newsletter. Jeff hopes to also follow up with the group as he works through the process.**

Student Outreach

TESC Poster Session: Student Outreach Opportunity *(Update from Brad)*

Brad is working with a small group of volunteers to develop judging criteria and then assist in judging the TESC Posters this December.

Amy reported for Brad that Brad had discussions with the group of volunteers and is in the process of assembling the criteria from the list of documents all volunteers provided. He will be preparing a draft criteria list to share with the group and will hold off selecting judges until it is closer to December given the anticipated ever changing TESC attendance. He also intends on contacting both Chris Prisk and Steve Palmer regarding potential MASITE funding for any awards.

- **ACTION:** Brad will develop the draft criteria list, follow up with a MASITE award, and select judges in the near future.

STUDENT CHAPTER UPDATES:

Drexel University Student Chapter *(Update from Bridget)*

No update this month.

From last month's minutes: Bridget reached out to Drexel Univ. No response yet.

- **ACTION:** Bridget will follow-up with her Drexel contact and continue coordinating events.

Univ. Delaware Happy Hour *(Update from Sara/Jeff)*

Jeff indicated Alex (son/ UD student) is interested in a happy hour. Jeff has been in contact with Professor Sue McNeil and will continue to work on scheduling a happy hour with UofD/MASITE.

- **ACTION:** Jeff will continue working on scheduling the happy hour.

Temple Univ. Student Chapter *(Update from Joe)*

Joe's son is interested in having a MASITE chapter at Temple. Joe will contact the professors at Temple to determine if there is an interest in any of the staff on assisting from Temple's end.

- **ACTION:** Joe will contact Temple and work on developing this chapter.

Upcoming Events

- **TRB Traffic Signal Systems Committee mid-year meeting, Pittsburgh, PA, July 24-26, 2016**
 - **Autonomous vehicle focus, CMU is the main coordinator.**
 - <http://www.tssc2016.org/>
- **Joint ITS/PennState Meeting, State College, PA, August 28-30, 2016**
- **Prospective MASITE Tech. Comm. Event: DeIDOT Technical Lunch session, Fall 2016**
(Bridget)
- **Prospective MASITE Tech. Comm. Event: HOP Update training, Fall 2016** *(Karen)*
- **TESC (Traffic Engineering Safety Conference), State College, PA, Dec. 7-9, 2016**
 - **MASITE Committee involvement in student poster session** *(Brad)*

Next MASITE Technical Committee meeting is scheduled for August 18, 2016 at 9:00 AM

Respectfully submitted: [Amy Kaminski](#)