



# MASITE Board Meeting

March 11<sup>th</sup>, 2013

*Draft Meeting Minutes*

## **KEY Meeting Objectives**

- 2013 Budget
- 2013 Annual Meeting
- Speaker Gifts
- Salary Survey

*Conference Call # (404) 920-1710*

*Participant Access Code: 248333*

## Attendees

### **Board Members**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Mike Mudry, Traffic Planning & Design | <input checked="" type="checkbox"/> Orla Pease, Urban             |
| <input checked="" type="checkbox"/> Kate Russo, JMT                       | <input checked="" type="checkbox"/> Chris Prisk, LRK              |
| <input checked="" type="checkbox"/> Melody Matter, McCormick Taylor       | <input checked="" type="checkbox"/> Steve Palmer, Gannett Fleming |
| <input checked="" type="checkbox"/> Nicole Kline, McMahon                 | <input checked="" type="checkbox"/> Rebecca Martinez, Urban       |
| <input checked="" type="checkbox"/> Jeff Bergsten, Baker                  |   |

### **International Director**

- Dean Kaiser, Orth-Rodgers & Associates

### **Other Attendees:**

- |  |  |
|--|--|
| <input type="checkbox"/> David DiGioia, DiGioia, Gray & Associates | <input type="checkbox"/> Jeannette Qirus, McCormick Taylor         |
| <input type="checkbox"/> Erik Schmidt, Urban                       | <input type="checkbox"/> Jennifer Walsh, McMahon                   |
| <input checked="" type="checkbox"/> Alex Meitzler, Vandemark Lynch | <input type="checkbox"/> Kyle Clevenger, McCormick Taylor          |
| <input checked="" type="checkbox"/> Dave Petrucci, Borton-Lawson   | <input type="checkbox"/> Vince DeFlavia, Bentley Systems           |
| <input checked="" type="checkbox"/> Jeff Uhler, RKK                | <input checked="" type="checkbox"/> Cody Morris, McCormick Taylor  |
| <input type="checkbox"/> Tim Ryan, URS Corp.                       | <input checked="" type="checkbox"/> Brad DiCola, Gibson-Thomas     |
| <input type="checkbox"/> Susan Best, District Administrator        | <input checked="" type="checkbox"/> Emily Scholl, McCormick Taylor |
| <input checked="" type="checkbox"/> Scott Diehl, Urban             | <input type="checkbox"/> Mike Davidson, Gannett Fleming            |
| <input type="checkbox"/>   | <input type="checkbox"/>   |



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Agenda Item (Presenter)	Description/Outcome Needed
1. Call to Order (Kate)	Call meeting to order 12.04PM
2. President's Report (Kate)	<p><b>Approve or Amend &amp; Approve Meeting Minutes 1/18/13</b></p> <p>Nicole – motion,            Orla – second            All present in favor – minutes approved</p> <p><b>Annual Meeting Update (Mahmood &amp; Scott Diehl)</b></p> <p>Contract signed at Holiday Inn at Stadium, Philadelphia            Friday September 20<sup>th</sup>            Phillies Game Friday Night after Social            Will be organizing volunteers soon            16 weeks – May 31<sup>st</sup> for Election. Kate will notify Mark            Luszcz of the date.</p> <p><b>Mid-Colonial District Update (Jennifer Walsh)</b></p> <ul style="list-style-type: none"> <li>• District 2 Annual Meeting Update – Professor Kikuchi Memorial – Jenn not on the call, Nicole provided the update that the budget is being confirmed and the registration packet is expected to be distributed this Friday March 15<sup>th</sup>.</li> <li>• Looking for someone to talk about Dr. Kikuchi. Kate responsible for finding someone to talk.</li> <li>• Video on You Tube of memorial at TRB. We could possibly play the video or have students speak.</li> </ul> <p><b>International Report (Dean Kaiser)</b></p> <ul style="list-style-type: none"> <li>• Attended Board of Directors meeting in San Diego and will provide a more thorough update in the next newsletter.</li> <li>• ITE is going to change the classification for life membership. Increasing the age requirement from 65 to 75.</li> <li>• Membership is still seeing a downturn – trying to boost membership.</li> <li>• Mike Spack had written a letter talking about ITE possibly being irrelevant after being denied a request to</li> </ul>



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	<p>run for office. Zaki Mustafa, ITE President, met with him to discuss ideas, and being receptive to change. E.g. Technical conference possibly cancelled after 2016 (it is currently booked for the next two years). May look to partner with different District each Spring.</p> <ul style="list-style-type: none"> <li>• ITE is considering getting rid of OTIS, Trip Gen software.</li> <li>• ITE is also considering changing the nominations process to allow on-line petitions, which are currently not allowed.</li> </ul> <p><b>Past President's Report (Mike)</b></p> <ul style="list-style-type: none"> <li>• ITE Group Tax Exemption           <ul style="list-style-type: none"> <li>• MASITE is going ahead with the Tax exemption status. We need to establish a permanent address.</li> </ul> </li> <li>• MASITE Group Liability Insurance – Annual Meeting           <ul style="list-style-type: none"> <li>• Tied to having a permanent address. Getting quotes right now through Willis. We can possibly use treasurer address and only have to update every 2 years. We will be getting permanent insurance which covers all events, but not Officers insurance. We may need clarification on what the various options are. Mike will report back to board.</li> </ul> </li> <li>• Website – Recognition &amp; Awards, Google Calendar, Online Registrations, Past Events           <ul style="list-style-type: none"> <li>• Was down and is not back up and running.</li> <li>• Recognition &amp; Awards, Google Calendar have been added.</li> <li>• A past events section has also been added that includes sign in sheets and an unofficial pdh credit certificate are up on the site for some past events</li> <li>• Moving forward we will include the sign-in sheet and credit hours for all events.</li> </ul> </li> <li>• We got 3 lifetime member certificates. Are we inviting them to a meeting, or should Mike mail them out? Area coordinators should reach out and see if they are interested in coming to a meeting.</li> <li>• Trying to encourage student chapters to submit papers for scholarship.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Dean is submitting for Newsletter Award to ITE</li> <li>• Mike is submitting a Section Annual award to ITE</li> </ul> <p><b>Salary Survey (Chris Prisk)</b></p> <ul style="list-style-type: none"> <li>• Draft was distributed for comments. Revised and resent. E-mail discussion followed regarding whether or not it is appropriate to send out to the membership. Various companies were reluctant to support the survey. Decision is to wait until next year to do conduct the salary survey. We will put it on the agenda for the District Retreat in 2014.</li> </ul> <p><b>Engineering in the City (Kate)</b></p> <ul style="list-style-type: none"> <li>• MASITE supported the Engineers Club and Franklin Institute. Signs were posted for Engineers week, and website is up and running. MASITE signs are both location outside the MSB in Philadelphia.</li> </ul>
<p>3. First Vice President's Report (Melody)</p>	<p><b>Student Chapter Updates</b></p> <ul style="list-style-type: none"> <li>• Kate organized a student chapter conference call meeting for liaisons.</li> <li>• UD has done a field trip to DC, and sent photos.</li> <li>• Requests for funding have started to come in.</li> <li>• Brad said Pitt needs request for funding to attend the MASITE Annual Meeting before they leave for the summer. Perhaps if we provide a Save the Date with a price for the Annual Meeting.</li> <li>• Melody – will have a follow up conference call by the end of April.</li> </ul> <p><b>Outreach Committee (Emily)</b></p> <ul style="list-style-type: none"> <li>• Prepared lists of goals for outreach. Perhaps create place on website “clearinghouse” of presentations that could be used. Also, the outreach committee will be the contact to facilitate information about opportunities for outreach to schools and colleges.</li> </ul>
<p>4. Second Vice President's Report (Nicole)</p>	<p><b>Legislative Affairs Committee (Alex)</b></p> <ul style="list-style-type: none"> <li>• New Jersey &amp; Pennsylvania Representative</li> </ul>



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	<ul style="list-style-type: none"> <li>• This year ACEC will not do a legislative day, as there has been so much done this year already related to transportation funding.</li> <li>• From now on, ACEC will not include other organizations in a scheduled lobbying day as they have in the past.</li> <li>• No update from Delaware, and still have not identified a person to cover New Jersey – potentially someone from the MET Section.</li> </ul> <p><b>Technical Committee (Dave)</b></p> <ul style="list-style-type: none"> <li>• Tentatively in late spring/early summer would like to have a SimCap event to discuss the Highway Capacity Manual – possibly training. Maybe one in Harrisburg, and/or District 5/6 area.</li> </ul>
<p>5. Treasurer’s Report (Jeff)</p>	<p><b>2013 Sponsorship Program</b></p> <ul style="list-style-type: none"> <li>• We got back to last year’s level of 30 sponsors, which comes to \$6000.</li> <li>• Will send out a new sponsor board. Dean needs this along with sponsor information for newsletter.</li> </ul> <p><b>2013 Budget</b></p> <ul style="list-style-type: none"> <li>• Has been distributed to board. This addresses comments and suggestions from previous meeting.</li> <li>• Motion – Nicole, Second – Orla. All present in favor.</li> <li>• Budget passed</li> </ul> <p><b>Recognition and Awards Committee (Nicole)</b></p> <ul style="list-style-type: none"> <li>• No update right now. Nicole will email Mike Davidson closer to the MASITE Annual Meeting for involvement.</li> </ul> <p><b>Membership Committee (Jeff U.)</b></p> <ul style="list-style-type: none"> <li>• Melody trying to get state agencies, including PennDOT and Turnpike reengaged as agency members. Dean looking at how many memberships this means. Jeff heard from Tim Scanlon that the Turnpike does not reimburse for membership.</li> <li>• Local members are up to 37 people. Please take applications to meetings with you. Get updated list</li> </ul>



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	for mass e-mails.
6. Secretary's Report (Orla)	<p><b>Newsletter (Dean)</b></p> <ul style="list-style-type: none"> <li>• E-mail will be sent out this week calling for articles. Next issue will be 29<sup>th</sup> or 22<sup>nd</sup> of March. Area coordinators should provide information on attendees, pictures etc.</li> <li>• Nicole – please provide information on District meeting</li> <li>• Scott – please provide a Save the Date for Annual meeting.</li> </ul> <p><b>Events Calendar</b></p> <ul style="list-style-type: none"> <li>• Need to send out a new one</li> </ul> <p><b>Board Calendar</b></p> <ul style="list-style-type: none"> <li>• No updates</li> </ul> <p><b>Website Coordination (Erik)</b></p> <ul style="list-style-type: none"> <li>• Back up and running</li> </ul> <p><b>Speaker Gifts</b> – still deciding on which to order. It was decided to order umbrellas. Mike Mudry will get prices for this.</p>
7. Eastern Area Update (Rebecca)	<p><b>Summary of Recent Events and Upcoming Events</b></p> <ul style="list-style-type: none"> <li>• Joint Meeting with ASHE &amp; MASITE very successful</li> <li>• Conference call scheduled to discuss new events</li> <li>• Try to get one more before summer – probably the Red Light Running Panel</li> </ul>
8. Central Area Update (Steve)	<p><b>Summary of Recent Events and Upcoming Events</b></p> <ul style="list-style-type: none"> <li>• Presentation on Connected Vehicles at central office had 25 attendees.</li> <li>• There is nothing new scheduled right now</li> <li>• Try to get one more before summer – Possible Joint meeting in April with ITSPA.</li> </ul>
9. Western Area Update (Chris)	<p><b>Summary of Recent Events and Upcoming Events</b></p> <ul style="list-style-type: none"> <li>• In process of setting up joint MASITE/ITSPA at end of April, maybe 18<sup>th</sup> on autonomous vehicles. Carnegie Mellon will have vehicle at the meeting.</li> </ul>



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10. Other Business	None
11. Follow-Up Items	See Table
12. Next Board Meeting	TBD
13. Adjourn	Motion to adjourn at 1:15 PM by Orla, second by Nicole, all present in favor. Motion approved.



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## New Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	2013 Events Calendar	Pease/Martinez/Palmer /Prisk/Petrucci	Ongoing
2	Website: Revamp, re-launch, and maintain	Pease/Mudry/Schmidt	Maintenance
3	PDH requirements, certification, and website posting	Pease/Schmidt	Ongoing
4	2013 sponsorship program	Bergsten	Complete
5	2013 local affiliate dues	Uhler	Ongoing
6	2013 MASITE Annual Meeting	Russo/Shehata/Diehl	Ongoing
7	Expand legislative affairs committee members	Matter/Meitzler	Ongoing
8	Re-engage MASITE agency members	Matter/Russo/Uhler	Ongoing
9	MASITE tax exempt status	Mudry	Ongoing
10			
11			