



# MASITE Board Meeting

June 6<sup>th</sup>, 2014

*Draft Meeting Minutes*

## **KEY Meeting Objectives**

- 2014 Budget
- 2014 Annual Meeting
- Membership Chair

*Conference Call 1-866-576-7975*  
*Participant Access Code: 922318*

## Attendees

### **Board Members**

- |   |   |
|---|---|
| <input type="checkbox"/> Mike Mudry, Traffic Planning & Design      | <input checked="" type="checkbox"/> Orla Pease, Urban             |
| <input checked="" type="checkbox"/> Kate Russo, JMT                 | <input type="checkbox"/> Chris Prisk, Langan                      |
| <input checked="" type="checkbox"/> Melody Matter, McCormick Taylor | <input checked="" type="checkbox"/> Steve Palmer, Gannett Fleming |
| <input checked="" type="checkbox"/> Nicole Kline, McMahan           | <input checked="" type="checkbox"/> Mahmood Shehata, RK&K         |
| <input checked="" type="checkbox"/> Jeff Bergsten, Baker            | <input checked="" type="checkbox"/> Amy Staud, HDR                |

### **International Director**

- Dean Kaiser, Orth-Rodgers & Associates

### **Other Attendees:**

- |   |  |
|---|--|
| <input type="checkbox"/> David DiGioia, Stahl Sheaffer      | <input type="checkbox"/> Jeannette Qirus, McCormick Taylor |
| <input type="checkbox"/> Erik Schmidt, McCormick Taylor     | <input type="checkbox"/> Jennifer Walsh, McMahan           |
| <input type="checkbox"/> Alex Meitzler, AMT                 | <input type="checkbox"/> Kyle Clevenger, McCormick Taylor  |
| <input type="checkbox"/> Dave Petrucci, Borton-Lawson       | <input type="checkbox"/> Vince DeFlavia, Bentley Systems   |
| <input checked="" type="checkbox"/> Keith Meehan, Baker     | <input type="checkbox"/> Cody Morris, McCormick Taylor     |
| <input type="checkbox"/> Tim Ryan, URS Corp.                | <input type="checkbox"/> Brad DiCola, Gibson-Thomas        |
| <input type="checkbox"/> Susan Best, District Administrator | <input type="checkbox"/> Emily Scholl, McCormick Taylor    |
| <input type="checkbox"/> Scott Diehl, Urban                 | <input type="checkbox"/> Mike Davidson, Gannett Fleming    |
| <input type="checkbox"/> Jeff Reigner,                      | <input type="checkbox"/> Al Federico, McCormick Taylor     |



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Agenda Item (Presenter)	Description/Outcome Needed
1. Call to Order (Melody)	Call meeting to order at 12.04 PM
2. President's Report (Melody)	<p><b>Approve or Amend &amp; Approve Meeting Minutes 3/3/14</b>            Motion to approve by Nicole, Órla second, all in favor.            Minutes are approved</p> <p><b>Lifetime Awards:</b>            Melody will send out the lifetime awards. We will try to invite them to a local meeting. If that doesn't work out, we will mail the certificates to them</p> <p><b>Annual/District Meeting Update (Al Federico)</b>            Update from Nicole. Meeting went well. Feedback was good. There will be a wrap up call in a couple week. Survey being sent out to attendees to get feedback and help in planning for next year            Don't have final numbers yet.            Discussed the use of raffle tickets to keep people in the room.</p> <p><b>Mid-Colonial District Update (Jennifer Walsh – not present)</b></p> <p><b>International Report (Dean Kaiser – not present)</b></p> <p><b>Past President's Report (Kate)</b>            Jeff Reigner has offered to sit on the board. Not sure at this point what will happen about having Traffic Engineers get licensed in DE.            There is a new membership person at ITE. ITE is also putting together a presentation on the benefits of ITE.            Leadership ITE is being encouraged. This is the time of year that applications should go in. Órla will put something in email blast using media blast from Dean. Also provide link to ITE website.</p>



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	<p>District is moving forward with their website.</p> <p>Discussed a joint meeting in 2017 with the MET Section (District 1 and 2). Also, 2017 will be an eastern side MASITE meeting.</p> <p>ITS America will have their National meeting in Pittsburg in 2015.</p> <p>2016 will possibly be a joint meeting with ITSPA. Jeff will reach out to ITSPA to discuss whether this is still an option.</p>
<p>3. First Vice President's Report (Nicole)</p>	<p><b>Student Chapter Updates</b></p> <ul style="list-style-type: none"> <li>• Traffic bowl is over. She will be putting together a calendar of the universities so we can include in schedule for next year.</li> <li>• ITE Grant will likely not cover all the expenses for the team to go to Seattle. We do not know how much they will need to travel there. Nicole will follow up to see how much they will need, and will follow up with District.</li> </ul> <p><b>Outreach Committee (Emily)</b></p> <ul style="list-style-type: none"> <li>• Not on the phone</li> </ul>
<p>4. Second Vice President's Report (Jeff)</p>	<p><b>Legislative Affairs Committee</b> (Alex not present)</p> <ul style="list-style-type: none"> <li>• Update from Jeff. ACEC DE is going through similar process in DE to PA last year. No voting on this yet though until after the November elections</li> </ul> <p><b>Technical Committee</b> (Dave not present)</p> <ul style="list-style-type: none"> <li>• No update</li> </ul>



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<p>5. Treasurer's Report (Chris)</p>	<p><b>Budget</b> Everything is ok. No update</p> <p><b>Recognition and Awards Committee (Nicole)</b> Mike Davidson from Gannett Fleming is taking over this role from Nicole. Nicole will work on seeing if we can do our Awards at the Penn State Conference.</p> <p><b>Membership Committee (Keith)</b> Transitioning to Keith from Jeff. Melody will be sending information out on new form. Jeff will provide information to Keith. ITE national membership person may no longer be Jennifer Childs. Erik will need to update forms and contact information on the website.</p>
<p>6. Secretary's Report (Orla)</p>	<p><b>Newsletter</b> – no update</p> <p><b>Website Coordination</b> – Erik is now at McCormick Taylor so his contact information has changed.</p> <p><b>Events</b> <b>Eastern Area</b> – Mahmood plans on setting stuff up for Fall and winter now. <b>Central Area</b> – Steve said it is difficult to find a good speaker with an interesting topic. Recent meetings had very low attendance. <b>Western Area</b> – Certificate of attendance being handed out. Attendance and interest is low out there also. Core group attends everything. Having a hard time attracting new people, as we don't have clients attending meetings</p> <p>Discussed is this a bigger membership issue and we need to attract more members, possibly younger members. Melody proposed that each section should have a young member event by the end of 2014 and report back to the board. Encourage people to bring a younger staff member to get them involved and learn about MASITE. Perhaps have a flyer to give them their first year of MASITE membership free.</p>



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	The board members need to make a big effort to attend these meetings
7. Eastern Area Update (Mahmood)	<ul style="list-style-type: none"> <li>• Emily and Mahmood have started discussing a happy hour for Thursday July 31<sup>st</sup>.</li> <li>• District 6 are on board to do an update on Traffic work in the district in September/October.</li> <li>• Kate, Deb Ferraro, and Gus Scheerbaum arranging another bike tour of the city. Early September timeframe.</li> <li>• Has reached out to some people in DE to try to get something set up for later in the year</li> <li>• Has had difficulty getting activity in NJ. Órla will talk to NJ Turnpike about a presentation on the widening and/or the SPUI construction – lessons learned</li> <li>•</li> </ul>
8. Central Area Update (Steve)	<ul style="list-style-type: none"> <li>• The Hollywood Casino night was cancelled due to not having a speaker. Looking to reschedule for July.</li> <li>• D8 meeting is in August. Date TBD</li> <li>• Possibly a late summer happy hour social event.</li> <li>• Penn State session in September</li> <li>• Dinner meeting in November</li> </ul>
9. Western Area Update (Amy Staud)	<ul style="list-style-type: none"> <li>• Working on 2 meetings. One in late July, waiting to confirm the speaker</li> <li>• A joint meeting with ITSPA in the fall. Topic is already identified.</li> <li>• Will identify a happy hour, or social event</li> </ul>
10. Other Business	None
11. Follow-Up Items	See Table
12. Next Board Meeting	To be determined
13. Adjourn	Motion to adjourn at 3.06 PM by Nicole, second by kate, all present in favor. Motion approved.



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## New Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	2014 Events Calendar	Pease/ Palmer/Prisk/Petrucci	Ongoing
2	Website: Revamp, re-launch, and maintain	Pease/Mudry/Schmidt	Yes
3	PDH requirements, certification, and website posting	Pease/Schmidt	Ongoing
4	2014 sponsorship program	Bergsten	Yes
5	2014 local affiliate dues	Keith	Ongoing
6	2014 MASITE Annual Meeting	Matter/Federico	Yes
7	Expand legislative affairs committee members	Russo/Alex M.	Ongoing
8	Re-engage MASITE agency members	Matter/Russo/Uhler	Ongoing
9			
10			
11			