



MASITE Board Meeting

*September 4, 2014
Draft Meeting Minutes*

KEY Meeting Objectives

- 2014 ITE Annual Meeting Update
- MASITE Annual Meeting Locations / Calendar
- Winter Social Update

*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 Quirus, 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>Approve or Amend & Approve Meeting Minutes 6/6/14</p> <p>Motion to approve by Nicole, Órla second, all in favor. Minutes are approved</p> <p>ITE Annual Meeting / International Update:</p> <p>Melody attended. Dean attended Board Meeting. Paula Benway won election for ITE VP – 3rd woman to be placed into ITE presidency. Overall membership down – dues discussion as large component of operating budget. Leadership ITE gave presentation for quick initiatives – including reducing dues structure for younger memberships. Likely impact to a certain point. Dues structure changes for agency memberships as well. Website also being revamped – will also include a search engine on ITE's website. Rollout in October / early November. Also new CFO for international – revamping of international system.</p> <p>Annual tech conference not being held next spring. Plan is for International Annual Meeting in August 2015 (Hollywood, FL). October 2015 – international to work with Western District in Tucson, AZ. More of a District-type meeting and advertised nationwide.</p> <p>Attendance strong – over 1,000 people. Recruiting young members priority – younger member heavily attended.</p> <p>Leadership ITE: Do we want to nominate / support someone locally for the next round of Leadership ITE. Skepticism was initially out there – but sounds like a strong program and was worth it. We should promote this effort – looking for ITE “people”. Would need company support – and up to board for financial support (is also a current line item in District budget).</p> <p>District Annual Meeting:</p> <p>2015 – Discussed potential with Met Section (who doesn't do Annual Meeting on its own). No commitment yet – but general plan would be willing to support as more of a “dinner meeting” type. Had eyes on 2017 joint District 1 / 2 meeting and piggy back.</p>



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	<p>K. Russo has Annual Meeting spreadsheet updated. Outcome: Eastern alone.</p> <p>2016 – ITSPA Annual Meeting in Central Area. Things were turned around in MASITE with elections. Outcome: Central Area 2016 for potential joint meeting.</p> <p>2017 – Joint with District 1-2 Annual Meeting (S Jersey)</p> <p>2018 – Western (Potential ITS PA Joint Meeting)</p> <p>2019 – Potential VASITE</p> <p>Lifetime Awards:</p> <p>Melody will send out the lifetime awards. We will try to invite them to a local meeting – Hugh Mose up at Penn State. Potential for project of the year awards. If that doesn't work out, we will mail the certificates to them</p> <p>Past President's Report (Kate)</p> <p>PSU TESC – partnering with ITSPA for speaker gifts. PSU reached out already. Gifts still need to be decided.</p> <p>Email received – want to know if we want to raise our Section dues or not. District dues went from \$10 to \$15 (based on Student and Leadership ITE). Melody nominated, Nicole second to keep dues at \$18. All in favor, none opposed.</p>
<p>3. First Vice President's Report (Nicole)</p>	<p>Project of the Year:</p> <p>Potential for PSU – likely not able to present during PSU lunch – might be able to put up boards. GMan closed – if new opening (Primanti Bros), we may be able to hold location as previous years. Plan to figure it out during October.</p> <p>Student Chapter Updates</p> <ul style="list-style-type: none"> • No calls with student chapters yet. Some coordination with Pitt and Penn State for Traffic Bowl for next year. Discussions with chapters during September.



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	<p>Coordinated calendars upcoming.</p> <p>Outreach Committee (Emily)</p> <ul style="list-style-type: none"> • Membership happy hour Wed Sept 10. • No school outreach will be done.
<p>4. Second Vice President's Report (Jeff)</p>	<p>Legislative Affairs Committee (Alex not present)</p> <ul style="list-style-type: none"> • Summer quiet. Continual spending resolution upgraded. Encourage all members to get KTFC updates if not already. Continued support necessary. • DE likely not moving until after election. • NJ representative needed. <p>Technical Committee (Dave not present)</p> <ul style="list-style-type: none"> • No update • Now working for FHWA in Baltimore, MD. Not sure what to do. • Need to see if he's still interested in participating in the section.
<p>5. Treasurer's Report (Chris)</p>	<p>Budget Everything is ok. Checks issued every few weeks. More sponsorship. Dues are down. Insurance invoice / budget - goes under Admin (now upped).</p> <p>Recognition and Awards Committee (Nicole) See project of the year. Other thing needed is presidents award (typically done at Annual Meeting, but can be done at Penn State).</p> <p>Membership Committee (Keith) Website changes – international still hasn't updated membership rosters. Local affiliate dues to be sent out for November. Melody talked to someone in WV – something out in Pittsburgh, but only 6 members in WV.</p>



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6. Secretary's Report (Orla)	
7. Eastern Area Update (Mahmood)	<ul style="list-style-type: none"> • Emily and Mahmood have started discussing a happy hour for Thursday July 31st. • District 6 are on board to do an update on Traffic work in the district in September/October. • Kate, Deb Ferraro, and Gus Scheerbaum arranging another bike tour of the city. Early September timeframe. • Has reached out to some people in DE to try to get something set up for later in the year • 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 •
8. Central Area Update (Steve)	<ul style="list-style-type: none"> • Held D8 meeting late August. Thanks to Baker team – good success. • Penn State session in fall. • Dinner meeting in November – reaching out to Central Office / BOMO for what's going on.
9. Western Area Update (Amy Staud)	<ul style="list-style-type: none"> • Working ITSPA for SPC joint meeting for Sept. 22 and 28.
10. Other Business	Tax exemption issues – due to IRS freeze, it is on hold until government allows processing of exemption table.
11. Follow-Up Items	See Table
12. Next Board Meeting	To be determined
13. Adjourn	Motion to adjourn at 1:24 PM by Melody, second by Dean, 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/Staud/Shehata	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	2015 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			