



MASITE Board Meeting

*November 11th, 2014
Draft Meeting Minutes*

KEY Meeting Objectives

- 2014 Budget
- LAF Membership
- 2015 Sponsors

*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 type="checkbox"/> Kate Russo, JMT | <input checked="" 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, McMahon | <input type="checkbox"/> Mahmood Shehata, RK&K |
| <input checked="" type="checkbox"/> Jeff Bergsten, Baker | <input 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, McMahon |
| <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 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 checked="" type="checkbox"/> Eric Rensel, Gannett Fleming | <input type="checkbox"/> Mike Davidson, Gannett Fleming |
| <input type="checkbox"/> Jeff Reigner, | <input checked="" 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 12.03 PM
2. President's Report (Melody)	<p>Approve or Amend & Approve Meeting Minutes 9/4/14</p> <ul style="list-style-type: none"> • Motion from Nicole, Melody second. All in favor. <p>District Annual Meeting</p> <ul style="list-style-type: none"> • Future partnerships (MET Section, ITSPA, VASITE,) Melody reviewed upcoming joint meetings. <p>Mid-Colonial District Update (Jennifer Walsh – not present)</p> <p>International Report (Dean Kaiser – not present)</p> <p>Past President's Report (Kate – not present)</p> <p>Life Time Members (Melody)</p> <ul style="list-style-type: none"> • Hugh Mose emailed 7/30/14 • Ronald Eck <p>Meeting in Penn State will be in Kildares on Thursday 11th</p>
3. First Vice President's Report (Nicole)	<p>Project of year ad went out</p> <ul style="list-style-type: none"> • Due November 21st • Will send submissions to the board by Thanksgiving. • Working on having the boards at the Penn State meeting. We may display electronically. <p>Student Chapter Updates</p> <ul style="list-style-type: none"> • No update. Nicole will get a call together soon. <p>Outreach Committee (Emily)</p> <ul style="list-style-type: none"> • Not on the phone. Membership drive had about 20 attendees. Maybe got about 3 new members from the meeting. • Moving forward we can do these in different locations to try to get more members and interest.



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<p>4. Second Vice President's Report (Jeff)</p>	<p>Legislative Affairs Committee (Alex not present)</p> <ul style="list-style-type: none"> • No update right now. <p>Technical Committee (Dave not present)</p> <ul style="list-style-type: none"> • Now working at FHWA. Jeff will reach out to see if he is still interested.
<p>5. Treasurer's Report (Chris)</p>	<p>2014 Budget</p> <ul style="list-style-type: none"> • Everything looks fine right now. <p>2015 Sponsorship Letters</p> <ul style="list-style-type: none"> • Usually go out towards the end November • Just got an additional member BASE • Letter will state that membership will be half price after June, and the following year sponsorship is due at the same time. <p>Recognition and Awards Committee (Nicole)</p> <ul style="list-style-type: none"> • Project of the Year – see above <p>Membership Committee (Keith.)</p> <ul style="list-style-type: none"> • 2015 Membership. Keith will do a new letter
<p>6. Secretary's Report (Orla)</p>	<p>Newsletter (Dean) – Orla will follow up to see if he has made any progress, or wants a call for information.</p> <p>Events Calendar – See below Board Calendar</p> <p>Website Coordination - (Erik)</p> <p>Newsletter – no update</p> <p>Website Coordination – Updated on a regular basis</p> <p>Events</p> <p>Eastern Area – Mahmood</p>



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	<p>Central Area – Steve</p> <p>Western Area – Amy</p>
<p>7. Eastern Area Update (Mahmood)</p>	<p>Past Events</p> <ul style="list-style-type: none"> • Recruitment HH in September - Went pretty well. Got about 20 or so attendees, including a few old-time members (yes, Nelson showed up). I think we got 2-3 new members out of it and I will double check that, but at least a good start. • Philadelphia Bike Tour in October - had about 15 attendees as well <p>Upcoming Events:</p> <ul style="list-style-type: none"> • TruTraffic Training next week in Philadelphia (Tues/Wed.). Still about 5 spots open so if anyone knows or has heard of anyone still interested, there's still some room. • South Jersey Dinner Presentation on December 2. (advertised as well - haven't heard update yet on attendance) • Lunch and Learn at District 6 (need date in January / February). • South Jersey Safety Symposium • Joint meeting with ASHE First State in January regarding I-495 shutdown
<p>8. Central Area Update (Steve)</p>	<ul style="list-style-type: none"> • Had a meeting last night. Rich Roman from BOMO speak. • Jeffrey Cooch (President of the ITE student chapter) to have a meeting with ITSPA at Penn State soon – perhaps in the spring.
<p>9. Western Area Update (Amy Staud)</p>	<ul style="list-style-type: none"> • Meeting on November 13th, 2014
<p>10. Other Business</p>	<p>Budget</p> <ul style="list-style-type: none"> • 2 payments outstanding • Positive cash flow approximately \$2000



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	<ul style="list-style-type: none"> • We have used about 50% of the budget for Area committees • Student chapters have not used all their money • Traffic bowl team did not need support • Chris will draft up a budget for 2015 for review at the Kildares meeting in Penn State. He will not be attending the meeting in person but will send info ahead of time. • Vince DeFlavia is the District president and will be arranging the District retreat. <p>Eric Rensel</p> <p>Is the incoming chair for the management and operations council for ITE. Is thinking of how we could add value to the membership, and what ITE International should be bringing to the membership. Feels that one of the missing links is in interactions between councils and local chapters. He would like to figure out a plan as to how to make that happen. MASITE could be the model as to how to make this interaction happen. ITE in the next year will be realigning councils, i.e. some will become committees instead of separate councils. One of these is the Freight and Mobility council will be a committee under the Managements and operations council.</p> <p>A recurring issue that comes up is downtown deliveries. The balance that is needed between businesses and parking and congestion issues. Going to do a “downtown deliveries symposium”. Initially will be a 1 day event in a certain region, learning how to understand the issues and come up with potential solutions. DVRPC have agreed to team with the M&O Council. Idea is to set this up with a framework that can be taken around the country and used in other places. Hopefully create a document through ITE. Positions ITE as a thought leader in this part of our industry.</p> <p>Preliminary schedule is June which works for DVRPC. Initial call on November 21st at 2PM. It is co-sponsored by TENC. No charge or cost structure figured out yet. We are not sure yet if ITE membership will be required. Since Orla will already be on the call for TENC, she will also represent MASITE for that initial meeting.</p>



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11. Follow-Up Items	See Table
12. Next Board Meeting	December 11 th 2014
13. Adjourn	Motion to adjourn at 12:55 PM by Orla, second by Melody, all present in favor. Motion approved.

New Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	2014 Events Calendar	Pease/ Palmer/Mahmood/ Amy	Ongoing
2	Website: maintain	Pease/ Schmidt	Yes
3	PDH requirements, certification, and website posting	Pease/Schmidt	Ongoing
4	2015 sponsorship program	Prisk	Ongoing
5	2014 local affiliate dues	Keith	Ongoing
6	2015 MASITE Annual Meeting	Nicole	Ongoing
7	Expand legislative affairs committee members	Jeff/Alex M.	Ongoing
8	Re-engage MASITE agency members	Matter/Russo/Uhler	Ongoing
9			
10			