



MASITE General Membership Meeting

October 5, 2015
Meeting Minutes

KEY Meeting Objectives

- Presidents Report
- Swearing of 2016 Officers
- Awards

The meeting was held as part of the regular program of the Annual Meeting in King of Prussia, PA and was attended by the organization members present.

Board Attendees

Board Members

- | | |
|---|---|
| <input checked="" type="checkbox"/> Nicole Kline, McMahon | <input checked="" type="checkbox"/> Melody Matter, McCormick Taylor |
| <input checked="" type="checkbox"/> Jeff Bergsten, Baker | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Orla Pease, Urban | <input checked="" type="checkbox"/> Steve Palmer, Gannett Fleming |
| <input checked="" type="checkbox"/> Chris Prisk, Langan | <input checked="" type="checkbox"/> Mahmood Shehata, RK&K |
| <input checked="" type="checkbox"/> Al Federico, McCormick Taylor | <input type="checkbox"/> Amy Staud, HDR |

International Director

- Dean Kaiser, Burns

Agenda Item (Presenter)	Description/Outcome Needed
1. Call to Order (Nicole)	
2. President's Report (Nicole)	State of the Organization <ul style="list-style-type: none"> • Section membership is stable • Activities are planned throughout the Section Finances <ul style="list-style-type: none"> • The Section finances are in good order with a surplus anticipated for the current year.
3. Swearing in of Officers (Nicole)	The elected officers for 2016 were sworn in before the assembled membership: <ul style="list-style-type: none"> • President, Jeff Bergsten • First Vice President, Orla Pease • Second Vice President, Chris Prisk • Treasurer, Steve Palmer Al Federico was retained as Secretary for the second year of his term.
4. Recognition and Awards	Sidney New was recognized for his service to MASITE, in particular his recent work as a committee person for the District and Section Annual Meetings.
5. Next Board Meeting	TBD



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New Follow-up Items

	ACTION ITEM	RESPONSIBLE PERSON	ADDED	COMPLETED (YES/NO)
1	2015 Events Calendar	Shehata/Palmer/Staud		Yes
2	2015 Local Affiliate Dues	Meehan		Yes
3	2015 Sponsorship	Prisk		Yes
4	Ensure all committees have chairs for 2015	Kline/Pease/Federico		Yes
5	Re-engage MASITE agency members	Matter/Russo/Uhler		No
6	Appoint nominations committee	Kline		Yes
7	Establish annual meeting co-chairs; invite Sylvia to co-chair Annual Meeting	Kline		Yes
8	Establish Annual Meeting location and date	Kline/Bickerdyke	1-16-2015	Yes
9	Contact Student Chapter Advisors	Bergsten	1-16-2015	No
10	Contact Student Chapter Liaisons	Bergsten	1-16-2015	No
11	Establish Student Chapter Funding Criteria	Bergsten	1-16-2015	No
12	Meet with Fiocco regarding Technical Committee goals	Pease	1-16-2015	Yes
13	Follow-up with ITE International regarding Fall 2014 dues check	Prisk	1-16-2015	Yes
14	Update Sponsor PDF with links; forward to web-master	Prisk	1-16-2015	Yes
15	Solicit Eardman-Anthony for sponsorship	Kline/Prisk	1-16-2015	?
16	Verify Mike Davidson to continue chairing Recognition and Awards; identify replacement if needed.	Matter	1-16-2015	Yes



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	ACTION ITEM	RESPONSIBLE PERSON	ADDED	COMPLETED (YES/NO)
17	Coordinate Davidson to assist with Newsletter; quarterly distribution	Federico	1-16-2015	Yes
18	Investigate on-line event payments	Federico	1-16-2015	Yes
19	Contact and support western scheduling of Western Area Events	Kline	1-16-2015	Yes