



# MASITE Board Meeting

April 19, 2016

**DRAFT Meeting Minutes**

## KEY Meeting Objectives

- 2016 Budget
- Vice President Responsibilities
- By-Laws Amendments

Mid-Colonial District Annual Meeting  
Wilmington, DE

## Board Members

- Jeff Bergsten, Michael Baker
- Orla Pease, Urban
- Chris Prisk, Langan
- Al Federico, Kimley-Horn
- Steve Palmer, Gannett Fleming

- Michael Davidson, Gannett Fleming
- Mahmood Shehata, RK&K
- Amy Staud, HDR
- Jeff Kupko, Michael Baker
- Nicole Kline, McMahan

Agenda Item	Description/Outcome Needed
Meeting Minutes – January 22, 2016	Approved without amendment
Budget - Consider motion to amend Eastern Area Event budget to address HCM training deficit	Approved without vote <i>Bergsten to follow-up with Palmer</i> Discussion: <ul style="list-style-type: none"> <li>• Charge more for future events</li> <li>• Schedule with a longer lead time to allow for greater advertisement/promotion</li> <li>• Consider more formal cost-sharing agreements when partnering with other organizations</li> </ul>
Vice President Responsibilities - Consider two year arc for Committee liaison assignments	Tabled
Student Chapter Coordination	<i>Pease to contact current liaisons</i> Discussion: <ul style="list-style-type: none"> <li>• Solicit member volunteer to coordinate student chapter liaisons; potentially one of current liaisons</li> <li>• Liaisons often more active/connected with students as recent graduates; <i>consider two year term for liaisons</i></li> </ul>



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Nominations Committee	Dave Digioia, Jeannette Quirus and Sara Paterson have been appointed to the Nominations Committee for 2016
Tax-exempt Status	<p><i>Bergsten to follow-up with Palmer</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Consider contacting District (Sue Best)</li> <li>• Verify pending deadlines</li> <li>• Consider if tax professional required</li> </ul>
Newsletter	The Board and Local Coordinators were encouraged to contribute original content
Annual Meeting	<p>2016 Update:</p> <ul style="list-style-type: none"> <li>• Joint Meeting with ITS-PA</li> <li>• Late August in State College, PA</li> <li>• Planning is proceeding</li> <li>• Coordination with students pending</li> </ul> <p>General Discussion of Section Annual Meeting:</p> <p><i>Premise: Often poorly attended in part to conflicts, limited participant resources and competition with other meetings/organizations.</i></p> <ul style="list-style-type: none"> <li>• Poor pool of member volunteer speakers; topics presented at other meetings</li> <li>• Consider direct engagement/solicitation of agency representatives to speak</li> <li>• Significant change in meeting format would require by-law amendment</li> <li>• Meeting should include ethics training (required for NJ and DE renewals)</li> <li>• Multi-site/web-based meeting possible alternative.</li> </ul>
Social Media	Solicit member volunteer for “Social Media Coordinator” to assist/report to Secretary.
Local Activities	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Days Inn seeking funds for cancelled State College event; will be credit for future event to be scheduled Fall 2016.</li> </ul>



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	<ul style="list-style-type: none"><li>• Area Coordinators encouraged to solicit volunteer partners to organize specific events.</li></ul>
By-laws	<p>Consider amendment to address geographic boundaries (West Virginia) and voting (removing fax) to be considered.</p> <p><i>Secretary to:</i></p> <ul style="list-style-type: none"><li>• <i>Review schedule for approval</i></li><li>• <i>Draft proposed revisions for Board consideration</i></li></ul>

Next Meeting

July 19, Conference Call



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## Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	2016 Budget	Palmer/ Board	Yes
2	Appoint Committees Chairs	Bergsten/Pease	Yes
3	Nominating Committee	Bergsten/Board	Yes
4	Annual Meeting Location and Chair	Bergsten	Yes
5	Student Chapters Liaison Coordination	Pease	Pending
6	Review current Student Chapter Liaison assignments	Pease	Pending
7	Budget Amendment/HCM Charge	Bergsten/Palmer	Pending
8	Incorporation/Tax-exempt Status	Palmer	Pending
9	Spring Newsletter	Federico	Pending
10	By-law Amendments	Federico/Board	Pending
11	Social Meeting Coordinator	Federico	Pending
12	Reschedule State College Event	Davidson/Kline	Pending
13	Solicit Area Coordinator Support	Shehata/Staud/ Davidson	Pending
14	Consider Changes to Annual Meeting Format	Board	Pending