



# MASITE Board Meeting

July 19, 2016

**DRAFT Meeting Minutes**

## KEY Meeting Objectives

- 2016 Budget
- 2016 Sponsors
- Local Events

## [WebEx](#)

Meeting Number: 991 308 471  
 Password: No password required

Audio Connection  
 571-209-6390 (Cisco WebEx)  
 Access Code: 991 308 471

## Board Members

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

- Michael Davidson, Gannett Fleming
- Mahmood Shehata, RK&K
- Amy Staud, HDR
- Jeff Kupko, Michael Baker
- Erik Schmidt, McCormick Taylor
- Ian Preston, McMahan
- Keith Meehan, Michael Baker

Agenda Item	Description/Outcome Needed
Meeting Minutes – April 19, 2016	Approved without amendment
New Member Welcome	<p><i>Kline to contact ITE International about notification of new members</i></p> <p>Follow-up actions for future consideration:</p> <ul style="list-style-type: none"> <li>○ Welcome note from President</li> <li>○ Contact from Local Area Coordinator</li> <li>○ New member acknowledgement at events</li> <li>○ New member events</li> </ul>
Regular event schedule	<p>Consider possible “full slate” of ten events: seven local plus Section Meeting, District Meeting and TESC Social.</p> <p><i>Federico to coordinate discussion with Local Area Coordinators</i></p> <p><i>Local Area Coordinators to identify “Open Dates” for regular meetings</i></p> <p><i>Eastern Area to schedule annual ethics training consistent with renewal requirements for NJ and DE.</i></p>
Consider Donation to Central PA	\$500 donation approved



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Food Bank	<p><i>Palmer to write/mail check</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• ITS-PA donating \$2,500 at annual meeting</li> <li>• Advertise via Social Media</li> </ul>
Eastern Area HCM training deficit	<i>Shehata to continue coordinating with ITS-PA for payment</i>
Eastern Area 3/17 event	Checks mailed to Palmer
By-laws	<p>Amendment to address geographic boundaries (West Virginia) and voting (removing fax) to be forwarded to membership.</p> <p><i>Bergsten to prepare redlines; forward to Kline</i></p> <p><i>Kline to include on elections Ballot</i></p>
Student Chapter Coordination	It was agreed to revise the Vice President Roles to follow a bi-annual schedule
Tax-exempt Status	<p><i>Palmer to participate in ITE International webinar on Incorporation</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Section required to file annual tax return</li> <li>• Anticipate need to be incorporated association</li> <li>• Incorporation likely to require legal counsel</li> <li>• Consider filing in Delaware</li> </ul>
Annual Meeting	<p><i>Kline to coordinate with Lerner regarding invitation to ITE President, Vice-President and Executive Director</i></p> <p>2016 Update:</p> <ul style="list-style-type: none"> <li>• Registration open via Constant Contact</li> <li>• Payment via ITS-PA PayPal account; consider MASITE account for future events.</li> </ul>
Social Media Coordinator	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Ian Preston, McMahon Associates</li> <li>• Report to Secretary</li> <li>• Invite coordinator to future Board meeting</li> <li>• Initially route content through Webmaster (Schmidt)</li> </ul>



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<p>Local Activities</p>	<p>Eastern Area:</p> <ul style="list-style-type: none"> <li>• No events currently planned</li> <li>• Anticipate meeting with volunteers to discuss FY 2016-17 schedule</li> </ul> <p>Central Area:</p> <ul style="list-style-type: none"> <li>• Reschedule State College event concurrent with Technical Recruitment day (9/15)</li> </ul> <p>Western Area:</p> <ul style="list-style-type: none"> <li>• 5/24 meeting went well</li> <li>• Projected attendance of 7/29 (District 11 TMC and Happy Hour) event good (25+)</li> <li>• Planning October event with Pitt Student Chapter</li> <li>• West Virginia – current administration does not permit DOT staff to “mingle” with consultants; will consider potential events following election.</li> </ul>
<p>Other Business</p>	<p><i>Bergsten to coordinate with Kupko regarding Section Business during Annual Meeting</i></p> <ul style="list-style-type: none"> <li>• Room (with phone) for August Board Meeting</li> <li>• MASITE Business Meeting to occur during Lunch</li> </ul> <p>Awards presentations to be made during 2016 TESC conference.</p>

Next Meeting

August 29 (Annual Meeting)



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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	Yes
10	By-law Amendments	Federico/Board	Pending
11	Social Meeting Coordinator	Federico	Yes
12	Reschedule State College Event	Davidson/Kline	Yes
13	Solicit Area Coordinator Support	Shehata/Staud/ Davidson	Pending
14	Consider Changes to Annual Meeting Format	Board	Pending



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*DRAFT Meeting Minutes*

15	New Member Welcome	Kline/Board	pending
16	Regular Event Schedule	Federico/ Shehata/Staud/ Davidson	Pending
17			
18			