



# MASITE Board Meeting

December 16, 2016  
DRAFT Meeting Minutes

## KEY Meeting Objectives

- 2017 Meeting Schedule

Skype

## Board Members

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

- Mahmood Shehata, RK&K
- Michael Davidson, Gannett Fleming
- Amy Staud, HDR
- Keith Meehan, Michael Baker
- Erik Schmidt, McCormick Taylor
- Peter O'Halloran, Urban

Agenda Item	Description
2017 Meeting Schedule	The Board will schedule meetings monthly, the last Friday of every month. Meetings may be cancelled if not needed. Dates will be adjusted as appropriate, including January (Board Retreat), November and December (Holidays and TESC). The Secretary will send invitations.
Board Transition	The current President had provided members with a Board information package at last year's retreat. These materials will be provided to the incoming President. The current Secretary will meet with the incoming Secretary to review responsibilities and Constant Contact. The Treasurer will review requirements to change signatory authority for the Section bank account and credit card; and coordinate with Board members as appropriate to arrange for transition.
Budget	The budget was discussed. Formal adoption will occur at the January meeting.
Annual Meeting	Lindsey Butler has agreed to chair the meeting with Peter O'Halloran co-chairing. Locations continue to be discussed with a preference for New Jersey; possibly Rowan University.

Next Meeting

January 27, 2017 – Board Retreat