



MASITE Board Meeting

March 22, 2021
Meeting Minutes

KEY Meeting Objectives

- Annual Meeting Discussion

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • <i>Meeting start – 11:01 AM</i>
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from February 18, 2021 approved
2020 Treasurer Audit	<ul style="list-style-type: none"> • M. Davidson completed the treasurer audit and shared minor with M. McDermott. M. McDermott to provide documentation that comments have been addressed. • Keep documentation for record on the treasurer audit process. • S. Palmer to complete final review of audit. M. McDermott to complete final 2020 financial report documentation.
Treasurer Update	<ul style="list-style-type: none"> • Two deposits since last meeting • Budget will continue to be updated as student chapter and in person / paid events may start to happen
Sponsorship Update	<ul style="list-style-type: none"> • Seven sponsorship checks outstanding • L. Klein is putting together a summary of her conversations with sponsors.
Annual Meeting Update	<ul style="list-style-type: none"> • We have received proposals for in person, hybrid, and virtual meetings. • Send out a survey about the interest of an in person event. • Some sponsor organizations may not be able to send attendees to an in person event. Need to record content for sponsor attendees who can't attend. • Last year's annual meeting profits could help with overruns on cost for this year's annual meeting.
Membership Update	<ul style="list-style-type: none"> • 12 new MASITE members in 2021 (5 private sector, 4 public sector, 3 students, 2 young members) • Send welcome emails for new MASITE members
Golf Outing	<ul style="list-style-type: none"> • May 11, 2021 at Iron Valley – plan for an in person event
Newsletter & Social Media	<ul style="list-style-type: none"> • We have several new volunteers to help with the newsletter and social media. B. Biro and P. O'Halloran to schedule follow up meetings with volunteers.
Coordinator Updates	<ul style="list-style-type: none"> • Eastern – MPO panel 3/24; Employer Panel 4/16; Combined event with Met Section



MASITE Board Meeting

*March 22, 2021
Meeting Minutes*

Agenda Item	Description
	<ul style="list-style-type: none">• Central – PA AV summit series webinar in April
District Update	<ul style="list-style-type: none">• Adam Greenstein voted as MCDITE Rising Star candidate• 2021 ITE International Meeting is going virtual• 2024 ITE International Meeting is planned for Philadelphia• Management liability insurance – S. Palmer to look into whether we need this
Open Discussion	<ul style="list-style-type: none">• Mentoring – Small group met last week. Goal to roll out mentoring program by the annual meeting.
Next Meeting:	<ul style="list-style-type: none">• April TBD



MASITE Board Meeting

March 22, 2021
Meeting Minutes

Name	Position	Organization	Attendance	
			In Person	Call
Executive Board				
Mahmood Shehata	President	RK&K		X
Michael Davidson	First Vice-President	DRIVE Engineering		X
Peter O'Halloran	Second Vice-President	JMT		X
Megan McDermott	Treasurer	MS Consultants		X
Becky Biro	Secretary	RK&K		X
Steve Palmer	Past President/ District Representative	Gannet Fleming		X
Lindsey Ulizio	Western Area Coordinator	WRA		
Chad Martin	Central Area Coordinator	Erdman Anthony		X
Rachel McGuire	Eastern Area Coordinator	Jacobs		X
Jenn Walsh	Section Advisor	HDR		X
Other				
Steve Gault	Membership Coordinator	PennDOT		X
Conor McAliney	AV Summit Liaison	Drive		X
Lindsey Klein	Sponsorship Coordinator	Imperial		
Hannah Landvater	Annual Meeting Chair	RK&K		X
Melissa Mo	Annual Meeting Chair	JMT		X
			13/15 Attended	