



MASITE Board Meeting

May 6, 2021
Meeting Minutes

KEY Meeting Objectives

- Annual Meeting Discussion

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting start – 2:05 PM
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from March 22, 2021 approved
Golf Outing	<ul style="list-style-type: none"> • Golf outing is next week • \$1500-\$1600 deficit split between MASITE and ITSPA • 96 attendees
Treasurer Update	<ul style="list-style-type: none"> • New sponsorship graphic • One sponsorship payment outstanding • Budget is updated with latest expense and payments • Megan working on taxes
Sponsorship Update	<ul style="list-style-type: none"> • Sponsorship survey sent out and received 15 responses – mostly positive comments • Two submissions for sponsorship spotlights, looking for more to share on social media and in the newsletter
Annual Meeting Update	<ul style="list-style-type: none"> • Narrowed to four venue choices (3 are in Philadelphia, 1 in King of Prussia; 1 exclusively outdoor option) • Planning for an in person event; survey was inconclusive • Cost and logistics for a hybrid meeting doesn't seem advantageous • Site visits 5/12 • Restrictions are dropping and enthusiasm for in person events is increasing • More information needed on whether companies will support employee participation – follow up with sponsorship contacts
Remo Platform	<ul style="list-style-type: none"> • The PA AV Summit and the ITSPA meetings will be virtual in 2021 • Conor and Mahmood to discuss with ITSPA about covering this cost • Monthly fee \$1950/month
COVID Safety for In Person Events	<ul style="list-style-type: none"> • Becky to ask ITE if they have any specific guidance for restarting in person events



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Newsletter & Social Media	<ul style="list-style-type: none"> • Developing a LinkedIn spotlight page with ITE international • Hashtag for golf outing to be determined • Next newsletter planned for May 2021
Coordinator Updates	<ul style="list-style-type: none"> • Western – CMU virtual event in planning, two other virtual event ideas for future • Central – PA AV Summit Series webinars, ITS from a Contractor’s Perspective 5/7, two other events ideas being pursued • Eastern – Joint virtual event with Met Section (July) on transit
District Update	<ul style="list-style-type: none"> • 200 sign ups for MCDITE Annual Meeting • Election coming up
Open Discussion	<ul style="list-style-type: none"> • Need to check bylaws and begin nomination process for elections
Next Meeting:	<ul style="list-style-type: none"> • TBD



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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		
Becky Biro	Secretary	RK&K		X
Steve Palmer	Past President/ District Representative	Gannet Fleming		X
Lindsey Ulizio	Western Area Coordinator	WRA		X
Chad Martin	Central Area Coordinator	Erdman Anthony		X
Rachel McGuire	Eastern Area Coordinator	Jacobs		
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		X
Hannah Landvater	Annual Meeting Chair	RK&K		X
Melissa Mo	Annual Meeting Chair	JMT		X
			13/15 Attended	