



# MASITE Board Meeting

June 30, 2021  
Meeting Minutes

## KEY Meeting Objectives

- Annual Meeting Discussion

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• <i>Meeting start – 1:03 PM</i></li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from May 6, 2021 approved if no further comments received by 7/2</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• 5 deposits (1 dues, 3 golf, 1 sponsorship)</li> <li>• 6 expenses (2 administrative, 4 golf outing)</li> <li>• Golf outing went over budget but the board pre-approved this (\$1433 overage)</li> <li>• Increased interest in sponsorship for access to job posting advertisements</li> <li>• Insurance payment due soon – considering purchasing additional insurance</li> <li>• ITE national is helping with PA tax exempt status application</li> <li>• Consider looking into using google drive rather than drop box</li> <li>• Discuss liability insurance at future meetings</li> </ul>
Scholarships	<ul style="list-style-type: none"> <li>• ITE International is encouraging scholarship. WDCITE has a program and the MCDITE board would like MASITE to consider it</li> <li>• Need a volunteer to help administer the scholarship program</li> </ul>
Annual Meeting Update	<ul style="list-style-type: none"> <li>• September 26-27<sup>th</sup> at Hilton Penns Landing in Philadelphia</li> <li>• Working to finalize the hotel contract.</li> <li>• Call for abstracts and call for award nominees have gone out</li> <li>• Save the Date planned to go out as soon as the hotel contract is finalized</li> <li>• Hannah to coordinate with Charles to get an annual meeting graphic posted on the website</li> </ul>
AV Summit	<ul style="list-style-type: none"> <li>• Need to follow up about Remo platform</li> </ul>
Constant Contact Update	<ul style="list-style-type: none"> <li>• Becky completed an email list purge to reduce number of contacts to below 2,500 to lower monthly payment</li> <li>• Becky to send invoice to Megan to pay for the next year of monthly payments</li> <li>• Considering new platforms to provide more value than</li> </ul>



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	Constant Contact for hosting more virtual / hybrid events in the future
Domain Name	<ul style="list-style-type: none"> <li>• Google account - \$12/month per user for business standard account</li> <li>• Value in retaining information as people move on from the board</li> <li>• Peter to get financial information and develop a presentation summarizing the value of the service to present at a future meeting</li> <li>• May also want to consider Office 365 / Microsoft Teams as virtual platform</li> </ul>
LeadershipITE Candidates	<ul style="list-style-type: none"> <li>• Applications are due in September for 2022</li> </ul>
Newsletter & Social Media	<ul style="list-style-type: none"> <li>• LinkedIn spotlight site was launched in May</li> <li>• Newsletter draft was circulated for comment last week</li> <li>• Start soliciting content for next newsletter as soon as the current one goes out</li> </ul>
Coordinator Updates	<ul style="list-style-type: none"> <li>• Rachel – First in person event (outdoors) went very well; joint event with the Met section coming up in July; registration for signal service event (virtual) in July coming soon; planning for kickball event / happy hour in August / September</li> <li>• Chad – ITS from a contractor’s perspective webinar in May, AV Summit 4 in June, AV Summit 5 in July, planning District 8 event</li> <li>• Lindsey – Virtual panel with Carnegie Mellon speakers in June</li> <li>• Try for in person events in the fall pending COVID rates</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• Soliciting volunteers for the 2023 annual meeting in Pittsburgh</li> </ul>
Nominations / Elections	<ul style="list-style-type: none"> <li>• Looking for candidates for International Director position from WDCITE</li> <li>• Need a candidate from MASITE region to run for MCDITE board secretary / treasurer</li> <li>• Board to set the election close date for MASITE elections – Proposed September 23<sup>rd</sup>, board voted to accept</li> <li>• Nominating committee list due July 10, announcement out to the membership on July 25, ballots distributed August 24</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• TBD</li> </ul>



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Name	Position	Organization	Attendance	
			In Person	Call
<b>Executive Board</b>				
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		X
Chad Martin	Central Area Coordinator	Erdman Anthony		X
Rachel McGuire	Eastern Area Coordinator	Jacobs		X
Jenn Walsh	Section Advisor	HDR		
<b>Other</b>				
Steve Gault	Membership Coordinator	PennDOT		X
Conor McAliney	AV Summit Liaison	Drive		
Lindsey Klein	Sponsorship Coordinator	Imperial		
Hannah Landvater	Annual Meeting Chair	RK&K		X
Melissa Mo	Annual Meeting Chair	JMT		X
			13/15 Attended	