



# MASITE Board Meeting

September 26, 2021

Meeting Minutes

## KEY Meeting Objectives

- 2022 Sponsorship Program

Location: Hilton Philadelphia at Penn's Landing  
USS NJ Conference Room

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting start at 2:03pm</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from June 30, 2021 approved</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• Five new deposits since last meeting (Annual Meeting, Vendor Income)</li> <li>• Eight payments since last meeting (Annual Meeting, Constant Contact)</li> <li>• Annual Meeting expenses are being processed. Deficit is less than anticipated but will be reviewed after the Meeting is completed</li> <li>• Account balance is above the required reserve from ITE</li> <li>• Most student chapters have not requested money in 2020-2021</li> <li>• Opt in to Scholarship program occurs in December. Minimum balance is \$1,000; this money would be separate and managed by others</li> </ul>
2022 Sponsorship Program	<ul style="list-style-type: none"> <li>• Add to perk chart for Sponsor Spotlight for 2022 – advertised on social media and Newsletter</li> <li>• Sponsor Spotlights – Need a coordinated approach for advertising</li> <li>• Sponsorship Committee to meet and formulate a plan for 2022 program</li> <li>• Committee discussion to occur for different sponsorship setup for vendors. Incorporate vendor representation on the Sponsorship Committee – Look for opportunities to provide opportunities for vendors</li> <li>• Sponsorship Program should be announced by November</li> </ul>
Management Liability Insurance	<ul style="list-style-type: none"> <li>• In 2018, MCDITE got management liability insurance and general liability insurance. Management liability insurance would cover the board in cases of fraud or lawsuits</li> <li>• All Sections have general liability insurance. All Districts have</li> </ul>



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	<p>management liability insurance and some of the larger Sections also do</p> <ul style="list-style-type: none"> <li>• Cyber liability insurance – ITE generally doesn't recommend if we don't heavily use cloud document storage</li> <li>• M. Davidson getting quotes for management liability insurance and consider beginning in 2022.</li> </ul>
Annual Meeting Update	<ul style="list-style-type: none"> <li>• Sponsor boards printed for the annual meeting can be saved and reused for in person events for the rest of the year</li> <li>• Determine in sponsorship program how vendor tables will be accounted for</li> </ul>
AV Summit	<ul style="list-style-type: none"> <li>• Registration for AV summit will open this week (Wednesday)</li> <li>• ITSPA paypal used for constant contact registration</li> <li>• October 26-28 (Virtual)</li> <li>• MASITE Session for ITSPA</li> <li>• Looking for social media advertisement plan to accompany registration announcement</li> </ul>
Constant Contact Update	<ul style="list-style-type: none"> <li>• We renewed our Constant Contact pre-payment for 12 months (through September 2022)</li> <li>• Investigate other platforms</li> <li>• Could use better functionality between registration and webpage for annual meeting</li> <li>• Better connectivity with social media</li> <li>• File management options</li> <li>• Peter to look into new platforms and give follow up at next meeting</li> </ul>
LeadershipITE Update	<ul style="list-style-type: none"> <li>• One candidate from MCDITE has applied for the 2022 program</li> <li>• MASITE has money available for Section candidate who are accepted into the program if requested</li> <li>• Encourage candidates to apply in 2022 for 2023 at 2022 MCDITE Annual Meeting</li> </ul>
Newsletter & Social Media	<ul style="list-style-type: none"> <li>• Plan for a newsletter release after the MASITE Annual Meeting</li> <li>• R. Biro to follow up with newsletter committee on date of next release</li> </ul>
Coordinator Updates	<ul style="list-style-type: none"> <li>• Lindsey – October event with City of Pittsburgh (in person), November meeting with Pitt student chapter</li> <li>• Rachel – November Happy Hour, Philadelphia hurricane response</li> </ul>



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	<ul style="list-style-type: none"> <li>• By November coordinators to provide projections on in person / virtual meetings for 2022</li> <li>• Cash checks before 12/31/2021</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• No updates at this time</li> </ul>
Board Responsibilities	<ul style="list-style-type: none"> <li>• Need a board representative for student chapter liaison</li> <li>• Representation at board for technical committee</li> <li>• Membership chair responsibilities – Reconsider the need for this position and combination with other roles</li> <li>• Discuss responsibilities for first and second VP at next meeting</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• Bylaws state we do not have to hold a formal business meeting at the annual meeting</li> <li>• MASITE is required to give a report to the District annually</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• October, date 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		
Rachel McGuire	Eastern Area Coordinator	Jacobs		
Jenn Walsh	Section Advisor	HDR		
<b>Other</b>				
Steve Gault	Membership Coordinator	PennDOT		
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	
			11/15 Attended	