



MASITE Board Meeting

October 20, 2021

Meeting Minutes

KEY Meeting Objectives

- 2022 Sponsorship Program

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting start at 11:03am
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from September 26, 2021 will be approved if no comments are received by October 29, 2021
Treasurer Report	<ul style="list-style-type: none"> • Income – All income is up to date. Expecting last sponsor payment this week • Expenses – Paid annual meeting payment this month. All expenses except the volunteer gathering have been paid. • Waiting from the Annual Meeting Committee to determine donation location for speaker gifts • Request for funds from Pitt student chapter – need to follow up on the amount of money requested • Requested direction from area coordinators for annual donations • Annual meeting and past presidents dinner came in below budget • Area coordinator budgets still have available funds for 2021 • Money in budget for two attendees at the ITE International Meeting was not used – this money will transfer to 2022
Management Liability Insurance	<ul style="list-style-type: none"> • M. Davidson getting a quote for general liability and management liability insurances
2022 Sponsorship Program	<ul style="list-style-type: none"> • Considering the possibility of small business sponsorship option (\$200) • Vendor sponsorships – Adding this to the sponsor program and will determine how best to provide benefits to vendors • Pricing – Price reduction offered for 2021 sponsors due to limited in person opportunities. Area coordinators to discuss feasibility of in person events in 2022 and report back at November board meeting.
Annual Meeting Debrief	<ul style="list-style-type: none"> • 150 attendees at annual meeting • Received a lot of positive feedback despite challenges in hosting an early return to in person



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	<ul style="list-style-type: none"> • 2022 Annual Meeting – Tyler Hartman is planning to chair the meeting • M. Mo to put together a volunteer roles summary sheet
AV Summit	<ul style="list-style-type: none"> • ITE sponsor session – Matt Smith and John Harding will be speaking
Constant Contact Update	<ul style="list-style-type: none"> • Google platform - \$6/user/month is cheapest plan; upgraded option costs \$12/user/month • Next step is to determine number of users needed • Need to determine whether Google can do registrations • R. Biro to confirm need fees with Constant Contact
Newsletter & Social Media	<ul style="list-style-type: none"> • Next newsletter scheduled for mid-November • Coordinators to send event updates to newsletter committee
Board Responsibilities	<ul style="list-style-type: none"> • Considering board representation for technical committee and student chapters • Identify student chapter chairperson
Mentoring Program	<ul style="list-style-type: none"> • 37 people signed up for mentoring program • Mentor kickoff meeting – November 11 • Full program kickoff – December TBD tied with an in person holiday event • Mentoring program begins January 2022
Coordinator Updates	<ul style="list-style-type: none"> • Lindsey – Technical seminar in November and social in December • Rachel – Connect the Dots event on November 10, Holiday Social in December • Chad – Meeting with new committee members on 10/20 and planning for future events
District Update	<ul style="list-style-type: none"> • No update at this time
Leadership ITE Funding	<ul style="list-style-type: none"> • The board agreed to give the \$500 allocated to Rachel McGuire for Leadership ITE participation
Open Discussion	<ul style="list-style-type: none"> • None
Next Meeting:	<ul style="list-style-type: none"> • November 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		X
Becky Biro	Secretary	RK&K		X
Steve Palmer	Past President/ District Representative	Gannet Fleming		
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
BJ Song	Treasurer Elect	RK&K		X
Other				
Steve Gault	Membership Coordinator	PennDOT		
Conor McAliney	AV Summit Liaison	Drive Engineering		
Lindsey Klein	Sponsorship Coordinator	Imperial		
Hannah Landvater	Annual Meeting Chair	RK&K		
Melissa Mo	Annual Meeting Chair	HNTB		X
			10/16 Attended	