



MASITE Board Meeting

November 15, 2021

Meeting Minutes

KEY Meeting Objectives

- Sponsorship Updates
- December social events

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting start at 11:01am
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 10/27/2021 and 9/27/2021 will be set out for final review after the meeting. Any final updates should be sent to R. Biro by 11/19 or the meeting minutes will be final
Treasurer Report	<ul style="list-style-type: none"> • M. McDermott, S. Palmer, and B. Song to work on transitioning the bank account from S. Palmer to B. Song by EOY. • M. McDermott preparing draft budget for 2022 • Donations from annual meeting have been processed • Area coordinators to let M. McDermott know where to make area speaker donations for 2021 • ITE is requiring hiring a CPA for taxes beginning for 2022 tax year – Note this adds a new annual administrative cost
PayPal / Constant Contact	<ul style="list-style-type: none"> • PayPal is now in M. McDermott's name • The Constant Contact account can be linked to the PayPal again • P. O'Halloran to look into options for new platforms and inquire with MCDITE whether ITE District / National is planning to use a different platform
Sponsor Spotlight	<ul style="list-style-type: none"> • Sponsor Spotlights have been pushed out to the website, email, social media starting last week (11/8) • Working with participating companies to use consistent formatting • Continuing to solicit additional sponsor company participation
2022 Sponsorship Program	<ul style="list-style-type: none"> • Sponsorship letter is ready – Megan to complete package for review by 11/19 • Small business membership requirements (Patron level) – Less than 5 full time employees
Mentoring Program	<ul style="list-style-type: none"> • Mentor kickoff 11/17 • Full program kickoff 12/16 done virtually and followed by happy hour
December Social Events	<ul style="list-style-type: none"> • Budget – Start with \$1000/event, but may not all be needed
Annual Meeting Debrief	<ul style="list-style-type: none"> • 275 registrants including consultants, state/federal agencies,



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	<ul style="list-style-type: none"> planning partners, universities • Financial Breakdown – provided by ITSPA • MASITE breakout session had 75 attendees <ul style="list-style-type: none"> • Expenses (Remo) = \$3,900 • Income (Registrations) = \$11,580 • Income (Sponsorships) = \$14,750 • Goal to have in person summit in Pittsburgh next year
AV Summit	<ul style="list-style-type: none"> • No update.
Management Liability Insurance	<ul style="list-style-type: none"> • \$850/year for \$1,000,000 in coverage from Ames & Gough • Consider getting a second quote to confirm we are getting the best deal
Coordinator Updates	<ul style="list-style-type: none"> • Western Area – meeting on 11/18 has 35 people signed up so far. • Rachel – Happy hour with heavy appetizers at Tavola’s in Springfield on 12/16 • Chad – Finalizing location at Evergreen in Camp Hill for happy hour/ appetizers on 12/16
Board Responsibilities	<ul style="list-style-type: none"> • M. Shehata to send a draft of the board responsibilities document to M. Davidson to review. Priorities include getting technical committee representative on the board and appointing a student chapter chair.
District Update	<ul style="list-style-type: none"> • No update.
Open Discussion	<ul style="list-style-type: none"> • R. Biro and M. Shehata to compile a list of locations for upcoming MCDITE, ITE International, and AV Summit meetings in the MASITE region • C. McAliney plans to step down from AV summit representative at the end of the year. Send any recommendations for replacement to M. Davidson. • The Technical Committee has not been active for a few months and Joe Fiocco is stepping down as chair. Need a new chair for this committee • Susan Best is looking for our sponsorship and volunteers for the Future Cities 2022 competition on January 22. Megan is handling sponsorship, but we need volunteers for the virtual event.
Next Meeting:	<ul style="list-style-type: none"> • December 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		X
Hannah Landvater	Annual Meeting Chair	RK&K		X
Melissa Mo	Annual Meeting Chair	HNTB		X
			12/16 Attended	