



# MASITE Board Meeting

December 28, 2022

Meeting Minutes

## KEY Meeting Objectives

- Star Chapter
- Sponsorship

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 12:00</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from 10/21 and 11/23 were approved.</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• One remaining check to be cashed from 2023 Penn State social</li> <li>• Check for the PA AV Summit was sent out and cashed prior to this meeting. MASITE has no further financial obligation for the 2022 AV Summit. No discussion yet about payment plan / cost sharing for 2023 AV Summit</li> </ul>
Scholarship Update	<ul style="list-style-type: none"> <li>• \$5,000 was sent to ITE National on December 6<sup>th</sup> to start the scholarship fund</li> <li>• The Western Area elected to add their \$500 for speaker gifts donation for the year to be used for the scholarship</li> <li>• Line item needed in the 2023 budget to continue funding the scholarship. Ideally the scholarship would be self-sustaining based on the money in the scholarship account.</li> </ul>
Star Chapter Member Limit	<ul style="list-style-type: none"> <li>• S. Gault has been pulling the member list from ITE International and keeping our email list in Star Chapter updated.</li> <li>• Our current plan (Advanced) is capped at 600 members. Increasing the count to allow up to 1200 members (Pro) would be an additional \$33/month.</li> <li>• It will become the responsibility of the webmaster to keep the member list in Star Chapter accurate.</li> <li>• B. Song to use the cost for the Pro level when projecting the 2023 budget but wait to move to Pro until the member list exceeds 600.</li> </ul>
Sponsorship Program Update	<ul style="list-style-type: none"> <li>• Both platinum sponsorships have been filled</li> <li>• 2 gold, 14 silver, 9 bronze, 1 patron commitments have been made at this point</li> <li>• \$8,625 in checks received to date</li> <li>• B. Song and L. Klein to follow up with sponsors from 2022 who have not made pledges for 2023 in January</li> </ul>



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Mentor Program Update	<ul style="list-style-type: none"> <li>• Planning an end of year event, potentially in person</li> <li>• In 2023, the program will open up the option for more mentors and mentees</li> <li>• Consider adding information on the website for people to get involved with the mentor program</li> </ul>
Area Coordinator Updates	<ul style="list-style-type: none"> <li>• Eastern – Joint meeting with ASHE Del Val for March; ASCE joint social in February, District 6 TMC tour planned</li> <li>• Central – Planning PTV training for April 2023 and will coordinate with eastern and western areas</li> <li>• Western – Confirming date and venue for Allegheny County event in January, planning Pittsburgh/ District 11 TMC tour and happy hour, considering a tunnel tour in the fall</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• R. McGuire is developing a plan for the student chapter liaison chair role and plans to meet with the student chapter liaisons in early 2023 to discuss lessons learned and plans for joint events with MASITE</li> <li>• M. McDermott recommended we add links to student chapter websites to the MASITE website. R. McGuire to follow up with student chapters to see which chapters have websites developed.</li> <li>• Rowan Student Chapter Liaison identified – Johnathan Grande (Taylor Wiseman Taylor)</li> <li>• P. O’Halloran to forward the meeting invite for the MCDITE board retreat to the area coordinators, annual meeting chair, and others</li> <li>• Penn State social was a great success. We exceeded the budget, but attendees nearly doubled the expected (over 250 people). The venue (Champs) was well received. We will need to plan for financial viability for next years’ event. Options include paying a registration fee (could be a logistical challenge with walk-ins) or looking for company sponsorships. The budget for the 2023 Penn State social to be determined by the Board.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• January 20, 2022 at 1pm</li> </ul>



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Name	Position	Organization	Attendance	
			In Person	Call
<b>Executive Board</b>				
Michael Davidson	President	Drive Engineering		X
Peter O'Halloran	First Vice-President	JMT		X
Megan McDermott	Second Vice-President	MS Consultants		X
BJ Song	Treasurer	Century Engineering		X
Becky Biro	Secretary	RK&K		X
Mahmood Shehata	Past President/ District Representative	RK&K		
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
<b>Other</b>				
Steve Gault	Communications Chair	PennDOT		X
Vichika Iragavarapu	AV Summit Liaison	STV		
Lindsey Klein	Sponsorship Coordinator	Imperial		
Tyler Hartman	Annual Meeting Chair	Century Engineering		X
			10/14 Attended	