



MASITE Board Meeting

January 28, 2022

Meeting Minutes

KEY Meeting Objectives

- 2022 Budget Approval
- Appointed Board Members

Location: Hershey Hotel / Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:06pm
Previous Minutes	<ul style="list-style-type: none"> • November meeting minutes approved
Treasurer Report	<ul style="list-style-type: none"> • 2021 budget is complete • M. McDermott and B. Song are processing treasurer transition
Taxes	<ul style="list-style-type: none"> • ITE is suggesting (not requiring) sections to use a tax professional. Quotes from tax professionals range from \$200-\$1000 • Taxes must be submitted electronically for 2021. Express Tax Exempt = \$99.90 per return or Form 990 = free for up to \$100,000 • M. McDermott to try Form 990 to submit taxes. If the electronic form proves too challenging, M. McDermott will look into hiring a CPA.
2022 Budget	<ul style="list-style-type: none"> • Income slightly expected to increase due to sponsorship • Increase in administration expenses for mailing and election platform fees • \$8,000 allocated for Penn State social • M. Davidson recommends increasing the golf outing budget to be closer in line with 2021 expenses (\$8,000). Assume this event will break even. • Each area coordinator can budget for \$1,000 loss for the year. Any additional loss needs to be approved by the board. Include the sponsorship money in the cash flow. • Rename line item 24 to be speaker gifts to include Penn State TESC donation • Nelson Shaffer Scholarship Fund expense amount is needed to start endowment fund. ITE will manage this fund. Consider having events to fund this scholarship in addition to the initial deposit. Reduce the amount of money initially budgeted (\$5,000). Later in the year the transfer will be made, and the final amount of money can be determined.



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	<ul style="list-style-type: none"> • Money to support student chapter attendees at Student Leadership Summit can come from student chapter funds. Request confirmation documentation. • 2022 budget approved as edited in discussion
Management Liability Insurance	<ul style="list-style-type: none"> • M. Davidson received a new quote (Ames and Gough) for general liability insurance. New policy would include both general liability insurance and management liability insurance for \$1,100 • M. Davidson will obtain the general and management liability insurance policies for Ames and Gough and will cancel the current general liability policy from the Hartford
Constant Contact	<ul style="list-style-type: none"> • B. Biro to look into new platform to replace Constant Contact • New platform needs to have registration and mass email sending capabilities
Board Meeting Schedule	<ul style="list-style-type: none"> • 4th Wednesday of each month noon-1pm
2022 Sponsorship Program	<ul style="list-style-type: none"> • Successful sponsorship drive for 2022 • 108% towards last year's income
Mentoring Program	<ul style="list-style-type: none"> • Kickoff in December • Mentor / mentee pairs have been assigned. • First group event is planned for March
AV Summit Update	<ul style="list-style-type: none"> • Committee is trying to determine whether the event will be held in person or virtual • The committee is pursuing cancelation for the venue originally booked for 2020 to consider virtual options or other in person locations • Vichika Iravarapu will be the new AV summit liaison • Date of the AV summit is subject to change. Originally planned for late October but may consider August for more outdoor options
Annual Meeting Update	<ul style="list-style-type: none"> • Hyatt Center in Dewey Beach will likely be the conference location • Considering dates in September (September 11-12) or early October (October 2-3)
Coordinator Updates	<ul style="list-style-type: none"> • Lindsey – Hosted Jason Molinaro virtual event in January; looking to engage new members to the planning committee for future events • Rachel – Ice skating social event in February, District 6



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	hurricane response event (April), signal cabinet training, virtual happy hour <ul style="list-style-type: none"> • Chad – Webinar on new Pub 408 signal specs (February), tri-county regional planning
Bylaw Reviews	<ul style="list-style-type: none"> • M. Davidson provided a copy of the bylaws to board for review
Scholarship Fund	<ul style="list-style-type: none"> • M. Shehata and M. McDermott to develop this initiative • Idea is to fund a scholarship to student, support attendance at Student Leadership Summit, support Leadership ITE • More discussion is needed on how the money for the scholarship is grown and allocated
2021 Treasurer Audit	<ul style="list-style-type: none"> • M. Davidson to complete 2021 treasurer audit
Board Responsibilities	<ul style="list-style-type: none"> • Phasing out membership chair position
Appointed Board Members	<ul style="list-style-type: none"> • Looking for a new volunteer to lead the student chapter liaisons. First priority for this position would be a volunteer serving as a current / past student chapter liaison. • Website – Looking to update format • Newsletter – The board is choosing to pivot to a new format for the newsletter • New communications chair position will encompass website, newsletter, social media
Open Discussion	<ul style="list-style-type: none"> • MASITE is considering applying for momentum award with ITE International – due March 1st
Next Meeting:	<ul style="list-style-type: none"> • February TBD



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Name	Position	Organization	Attendance	
			In Person	Call
Executive Board				
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	RK&K	X	
Becky Biro	Secretary	RK&K	X	
Mahmood Shehata	Past President/ District Representative	RK&K	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		X
Other				
Steve Gault	Membership Coordinator	PennDOT	X	
Vichika Iragavarapu	AV Summit Liaison	STV		X
Lindsey Klein	Sponsorship Coordinator	Imperial		
Tyler Hartman	Annual Meeting Chair	Century Engineering	X	
			13/14 Attended	