



MASITE Board Meeting

February 23, 2022

Meeting Minutes

KEY Meeting Objectives

- Budget / Taxes
- Annual Meeting / AV Summit

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 12:02pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from January approved
Treasurer Report	<ul style="list-style-type: none"> • Income from sponsorship and ITE membership dues • Expenses from MCDITE board retreat, Central PA Engineers Week, Future Cities, American Infrastructure LTD, PDH credits for annual meeting
Taxes	<ul style="list-style-type: none"> • Taxes will be started after M. Davidson completes treasurer audit
2022 Sponsorship Program	<ul style="list-style-type: none"> • 52 confirmed sponsors, 41 payments completed to date, one more sponsor not confirmed will give us 53 – most we have had! • 100% of sponsoring companies, 111% of sponsor income • Sponsor spotlights – Waiting until we have at least five submissions to start running the series • Job postings need to be reviewed for broken links • Sponsor Spotlights will be removed on March 31st for sponsors not renewing for 2022.
Constant Contact	<ul style="list-style-type: none"> • R. Biro investigating Glueup and Star Chapter • Consider new features that these platforms can offer including website and name tag creation • Consider impact on our largest annual events – annual meeting, golf outing, AV Summit • Set up a comparison table to send to the board
Momentum Award	<ul style="list-style-type: none"> • Submission deadline is March 1st • WDCSITE shared their previous application for our reference • M. Davidson to complete application and send to group for review • L. Klein to help with photos • M. McDermott to help with pulling event statistics from Constant Contact
Management Liability	<ul style="list-style-type: none"> • Canceling current general liability insurance with the Hartford.



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Insurance	This policy expires in August. New policy will be with the Hartford though Ames and Gough.
Scholarship Fund	<ul style="list-style-type: none"> • No update.
Coordinator Updates	<ul style="list-style-type: none"> • Lindsey – Developing a new planning committee and identifying speakers for upcoming events. The goal is to have one meeting a month in person. • Rachel – Planning for the Hurricane Ida event in May and a social event in late March. • Chad – Virtual event planned for March 4th. Setting up a Gathertown coffee break after the event.
District Update	<ul style="list-style-type: none"> • No update.
Open Discussion	<ul style="list-style-type: none"> • None
Next Meeting:	<ul style="list-style-type: none"> • March 23rd at noon



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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		
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		
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Tyler Hartman	Annual Meeting Chair	Century Engineering		
			11/14 Attended	