



# MASITE Board Meeting

April 11, 2022  
Meeting Minutes

## KEY Meeting Objectives

- Budget / Taxes
- Constant Contact

Location: Conference Call, In Person at MCDITE Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 12:37</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from February approved</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• Profit sharing check from last AV Summit = \$10,908.37 – MASITE holds on to this money and does not contribute to the general fund</li> <li>• Deposits paid for MASITE Annual Meeting = \$8,250</li> </ul>
Taxes	<ul style="list-style-type: none"> <li>• M. Davidson completed audit of 2021 financials</li> <li>• M. McDermott has until May 15<sup>th</sup> to submit taxes and is working to complete the forms online per the new requirements</li> </ul>
Constant Contact	<ul style="list-style-type: none"> <li>• B. Biro shared the comparison of Star Chapter and Glue Up for replacing Constant Contact. Glue Up is substantially more expensive than Constant Contact and has an abundance of features MASITE may not use. Star Chapter seems user friendly and brings added features that will streamline communications.</li> <li>• P. O’Halloran shared that Star Chapter meets the needs for MASITE</li> <li>• M. McDermott added that the up-front costs for Star Chapter are higher, but fees to run events will be reduced. MASITE will have to coordinate with MCDITE to discontinue use of website through MCDITE. This could increase costs for MCDITE and WDCSITE website fees.</li> <li>• The website contract is up in 2022 and security has a three year contract.</li> <li>• Constant Contact subscription expires in September 2022, but there is an option to extend the contract month to month</li> <li>• S. Gault volunteered to help with the new website conversion</li> <li>• Action Items – Ask C. Gushue if he wants to continue with website coordination (M. Davidson), investigate impacts to</li> </ul>



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	MCDITE for dropping the MASITE website (M. Davidson), switch constant contact to monthly plan (R. Biro)
Annual Meeting	<ul style="list-style-type: none"> <li>• Hotel has been reserved at the Hyatt Place for October 2-3</li> <li>• Considering adding social events on Sunday prior to the event</li> <li>• Committee has been set and meetings will begin soon</li> </ul>
AV Summit	<ul style="list-style-type: none"> <li>• Venue has been selected for AV Summit at Stage AE in Pittsburgh</li> </ul>
Student Chapters	<ul style="list-style-type: none"> <li>• P. O'Halloran to facilitate a meeting with student chapter liaisons before the start of the semester</li> <li>• Opening as student chapter liaison for Rowan University</li> <li>• New liaisons at University of Pittsburgh and University of West Virginia</li> <li>• Coordinators should look to host events at universities with student chapters</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• B. Biro, M. Shehata, S. Gault were involved in the District Visioning sessions. There are several action items coming. A student chapter chairperson to be appointed at the MCDITE level.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• N. Ross is leaving the MASITE area. We will need to nominate someone new to run awards for the annual meeting. M. McDermott to reach out to a new potential candidate.</li> <li>• There is a need to archive files from past resources in a central location. ITE International is providing us an Office 365 account for file storage. Make this an action item for a future meeting.</li> <li>• P. O'Halloran to identify a short list of committee chairs and locations for the 2023 Annual Meeting by the end of this summer</li> <li>• First quarterly mentor meeting was held in March. Program has been in progress for a few months now.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• April 27th at noon</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	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		
Rachel McGuire	Eastern Area Coordinator	Jacobs		
Jenn Walsh	Section Advisor	HDR	X	
<b>Other</b>				
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	X	
			10/14 Attended	