



MASITE Board Meeting

April 27, 2022
Meeting Minutes

KEY Meeting Objectives

- Budget / Taxes
- Constant Contact

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 12:00
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from April 11 approved
Treasurer Report	<ul style="list-style-type: none"> • Annual sponsorship money has all been accounted for • Balance is \$116,623.10 • Two outstanding items – transferring funds from PayPal from the western area event, one pending bill from the western area social for the amount of \$2,721.25 • Golf outing payments are coming through both PayPal and checks
Taxes	<ul style="list-style-type: none"> • Last year MASITE submitted taxes last year before May 15th (received May 17th) • Bill for \$180 due to late fees from 2020 taxes. M. McDermott to follow up with IRS to resolve the late fee • M. McDermott working on submitting 2021 taxes electronically
Constant Contact / Star Chapter	<ul style="list-style-type: none"> • Constant Contact can be transitioned to a monthly contract. Price/month will increase from \$52/month to \$70/month. MASITE needs to decide whether to renew for a year, go monthly, or cancel by August 16th • MASITE has paid a three-year fee for website security last year. This website policy would not transfer to a Star Chapter website, but Star Chapter would be willing to give a discount on their website security • The board voted to switch platforms from Constant Contact to Star Chapter – R. Biro to start the transition process with Star Chapter • Coordinators to participate in Star Chapter trainings
Appointed Volunteer Positions	<ul style="list-style-type: none"> • Awards Coordinator – M. McDermott has two ideas for people from the western area to fill this position and will follow up • Website Administrator – Charles Gushue would like to step down as website coordinator when we move to Star Chapter. M. Davidson to reach out to candidates. This position could be



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	transitioned to a communications chair role depending on the interested volunteers.
Annual Meeting	<ul style="list-style-type: none"> • Following up with the hotel • Tomorrow (4/28) is the first planning meeting
Coordinator Updates	<ul style="list-style-type: none"> • Rachel – Interest in bringing back District 4 and 5 events with new volunteers, signal training 4/27, Hurricane Ida event 5/24, Upper Merion technical event 5/26 • Golf Outing – 5/10 • Chad – Looking to host an event over the summer, District 8 hybrid / in person event, TriCounty regional planning event • Western Area – Successful in person event at University of Pittsburgh, working on planning a signal training
Open Discussion	<ul style="list-style-type: none"> • Sponsorship drive for 2022 is complete. No new sponsors will be accepted for this year. M. McDermott sent out the current sponsor board. All checks have been deposited.
Next Meeting:	<ul style="list-style-type: none"> • May 25th 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		
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		
Other				
Steve Gault	Membership Coordinator	PennDOT		
Vichika Iragavarapu	AV Summit Liaison	STV		
Lindsey Klein	Sponsorship Coordinator	Imperial		
Tyler Hartman	Annual Meeting Chair	Century Engineering		X
			8/14 Attended	