



MASITE Board Meeting

June 22, 2022
Meeting Minutes

KEY Meeting Objectives

- Star Chapter Update
- Nominations

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 3:01
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from May 22 approved (Megan motioned, Mike seconded – motion passed)
Treasurer Report	<ul style="list-style-type: none"> • Income from Golf Outing, Western Area Spring Event, ITE Dues, Eastern Area IDA Event, Central Area Traffic Unit Event. Expenses included Golf Outing Donation, Golf Outing misc. expenses, Golf Outing venue payment, Eastern Area IDA Event venue, deposit for Eastern Area Bowling event, expenses for IDA event. Four outstanding expenses that need to clear. • M. McDermott mentioned that event costs are going high due to inflation. What was originally budgeted for each area deficient will need to be extended or costs of events may need to be higher. • Overall if MASITE has expenditures are over \$100,000 by the end of the year, we cannot submit the 990EZ form. Make sure to submit expenses per line item (ie. administration expenses do not get submitted with event expenses as they are logged differently in the IRS tax forms)
Constant Contact / Star Chapter	<ul style="list-style-type: none"> • R. Biro stated that the Star Chapter conversion is moving a bit ahead of schedule. • S. Gault shared the link to the revised website with the Board. Please send all comments to R. Biro and S. Gault so they can coordinate with Star Chapter for the revisions. • Additional training sessions with Star Chapter will be set up soon.
Photo Contest	<ul style="list-style-type: none"> • The photo contest has closed. R. Biro to share photos with the board for voting.
Appointed Volunteer Positions	<ul style="list-style-type: none"> • M. McDermott contacted Nick Ross to get his paperwork for the Awards information. He will be sending it to her soon. If the new awards chair is not able to do the awards submission this year, but will be available for next year, then Megan will



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	run the awards temporarily this year.
2023 Board Nominations	<ul style="list-style-type: none"> • M. Shehata will be meeting with the nominations committee this week. They plan to have nominations ready in the next two weeks.
Annual Meeting	<ul style="list-style-type: none"> • Menus has been selected • Determining the welcome location • Abstracts deadline pushed back to 7/1. To date 17 abstracts have been submitted and 21 are needed. • Keynote speaker has been solidified • Mahmood has abstract ideas will discuss off line • Venue walk through next Thursday (6/30) • Decision on registration platform coming soon
PA AV Summit	<ul style="list-style-type: none"> • Venue (STAGE AE) locked in for Pittsburgh this year. Vichika is coordinating the MASITE/ITSPA Joint session at the PA AV summit.
Coordinator Updates	<ul style="list-style-type: none"> • Rachel – Not in attendance and will provide an update to the board at a later date. • Chad – District 8 traffic event was well attended (65 people). Venue was well received but expensive. Looking at a joint meeting with ITSPA for a September Senators game and technical session in October. M. Davidson suggested either an event with tri-county regional planning or a Pub 852 topic. • Western Area – Moving on an August meeting with Josh Spano and Dominic D’Andrea of SPC, and this could be a joint meeting with ITSPA. Controller training meeting being planned in Cranberry in October. S. Gault to coordinate with Lindsey.
District Update	<ul style="list-style-type: none"> • The District interested in how well the transition to Star Chapter goes for MASITE. • District annual meeting in spring 2023 at Double Tree in Pittsburgh locked in. • MASITE Student Chapters need be rechartered • The District looking for overall student chapter liaison for both MASITE and WDCSITE. (Greg Frisby is interested) • M. McDermott mentioned that P. O’Halloran is setting up a student chapter meeting in early August for our student chapters.



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	<ul style="list-style-type: none">• District looking to get vendors more involved at the district level with a target date of 2025.
Open Discussion	<ul style="list-style-type: none">• P. O'Halloran got the Sharepoint set up for MASITE. M. Davidson is looking into setting up the file structure. M. McDermott stated that ITE National has a link on their website for record retention recommendations.• M. McDermott attended a ITE National webinar; a QR Code is to be placed on all section and district website linking to the ITE National inclusion website. ITE National would like all meetings to have low attendance costs for students to attend.
Next Meeting:	<ul style="list-style-type: none">• July 27, 2022 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		X
Chad Martin	Central Area Coordinator	Erdman Anthony		X
Rachel McGuire	Eastern Area Coordinator	Jacobs		
Jenn Walsh	Section Advisor	HDR		
Other				
Steve Gault	Communications Chair	PennDOT		X
Vichika Iragavarapu	AV Summit Liaison	STV		
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Tyler Hartman	Annual Meeting Chair	Century Engineering		X
			11/13 Attended	