



MASITE Board Meeting

July 27, 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 3:30
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from June 22 to be resent out for review.
Student Affairs Chair Overview	<ul style="list-style-type: none"> • O. Hitchcock is the MCDITE traffic bowl coordinator and WDCSITE Student Affairs liaison. MASITE is looking to fill a similar role • The responsibilities of this position include: <ul style="list-style-type: none"> • Keeping track of the contact information of student chapters • Re-engaging student chapters as part of the MCDITE initiative • Coordinating between MCDITE and student chapter liaisons • Keeping up to date of activities for student chapters • R. Biro to put out a call for volunteers for additional student chapter roles. P. O'Halloran will inform what volunteers are needed. • The student chapter liaison role was previously handled by the previous Secretary during their Vice President years • This position should include encouraging engagement of student chapters and carrying momentum over from one year to the next • P. O'Halloran to continue with the student chapter liaison role until another volunteer is appointed. Greg Frisby has expressed interest in the position.
Treasurer Report	<ul style="list-style-type: none"> • Uncashed checks to Mahmood Shehata, Keith Meehan, and for the Welcome Reception at the annual meeting • The board voted to increase the budget for the area coordinators by \$500 each. B. Song to make updates to the budget to reflect this change. • MASITE is holding approx. \$17,000 in funds for the PA AV Summit. ITPSA paid \$13,000 in deposit for the PA AV Summit.



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	<p>MASITE to contribute \$10,500 to the deposit via check or electronic transfer.</p> <ul style="list-style-type: none"> • Registration for the PA AV summit will go through MASITE's Star Chapter account and MASITE will write checks to ITSPA to cover conference expenses • MASITE's taxes will become more complicated if our annual transactions increase above \$100,000. The board must be aware of this change when determining how to process AV Summit funds.
Constant Contact / Star Chapter	<ul style="list-style-type: none"> • Star Chapter website has launched • All new registrations and emails after August 1st should go through Star Chapter • R. Biro to look into switching to month to month payments with Constant Contact.
Annual Meeting	<ul style="list-style-type: none"> • R. Biro adding the room block to the next bi-weekly email. The room block expires September 13th. • Opening registration on August 8th. The committee is on track to have the tech program completed by the registration opening • Developing graphics for the technical schedule and social event schedule • Adding a registration fee (\$15) for the technical workshop to encourage registrants to attend • Total expenditures planned - \$30,518
Coordinator Updates	<ul style="list-style-type: none"> • Rachel – Not in attendance • Chad – Planning joint event with ITSPA on September 8th at the Harrisburg Senators game. • Western Area – Joint event with ITSPA on 8/31 with SPC and speaker Joshua Spano; planning a controller training in October and University of Pitt Event in November
District Update	<ul style="list-style-type: none"> • District meeting is set for Pittsburgh in 2023 • District visioning process is complete and M. Shehata will send around a summary
Open Discussion	<ul style="list-style-type: none"> • V. Iragavarpu is working on lining up speakers for the MASITE session at the PA AV Summit and setting up registration in Star Chapter



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	<ul style="list-style-type: none">• MASITE to handle PDH coordination for the PA AV Summit. Speaker names, abstract, and bios need to be submitted a few weeks before the event. C. Martin to share sample PDH submission from previous PA AV Summit• M. Davidson to moderate the MASITE session at the PA AV Summit• Looking for a new Pitt student chapter liaison• Candidates for election to the 2023 Executive Board have been nominated. The election opens August 31st.• LeadershipITE applications are due September 15th• Project of the year and member of the year awards are now open. Submissions are due August 12th.
Next Meeting:	<ul style="list-style-type: none">• August 24, 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		
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		
Vichika Iragavarapu	AV Summit Liaison	STV		X
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Tyler Hartman	Annual Meeting Chair	Century Engineering		X
Owen Hitchcock	MCDITE Volunteer	RK&K		X
			11/15 Attended	