



# MASITE Board Meeting

*August 31, 2022  
Meeting Minutes*

## **KEY Meeting Objectives**

- 2022 Taxes
- Website Job Postings

Location: Conference Call

<b>Agenda Item</b>	<b>Description</b>
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 12:00</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Minutes from 7/27 and 6/22 approved</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• Star Chapter processes transactions within 2 days and batches transactions for transfer to the bank account daily. We cannot control the timings of the transfers. We will need to keep track of where these transactions are coming from as they are deposited into the account.</li> <li>• Only major expense since last meeting was \$15,000 sent to ITSPA for AV Summit</li> <li>• Income from Star Chapter deposited into account from six active events</li> <li>• R. McGuire to submit debrief forms from recent events</li> </ul>
Constant Contact / Star Chapter	<ul style="list-style-type: none"> <li>• S. Gault found an issue with some contacts not being set to receive emails</li> <li>• R. Biro to coordinate canceling Constant Contact in October</li> <li>• Creating a forwarder for the annual meeting would be helpful for future years</li> <li>• S. Gault has been regularly updating the member contact list</li> <li>• The member area of the MASITE website will need to be developed. This can be a priority after the annual meeting.</li> </ul>
Website Job Postings	<ul style="list-style-type: none"> <li>• Website postings have previously been limited to sponsors, but Star Chapter allows an option for non-sponsors to pay to post a job listing.</li> <li>• The board agreed that job postings should be limited to sponsors only.</li> <li>• The website needs to be updated to reflect that only sponsors can post job listings</li> <li>• M. Davidson to contact the firm who inquired about non-sponsor job postings.</li> <li>• S. Gault to give S. New access to help review and accept job postings</li> </ul>



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Annual Meeting	<ul style="list-style-type: none"> <li>• 92% of the room block is full</li> <li>• Early bird registration closes next Friday (9/9)</li> <li>• 44 registrations have been processed to date</li> <li>• 2 vendors have backed out from a total of 8 vendors. This will impact the budget because we budgeted for 14 vendors.</li> <li>• J. Walsh to send T. Hartman info on the HDR platinum sponsor session</li> <li>• The Past Presidents event is going to be a brunch this year. It will be an informal event because it isn't being held at the typical timing.</li> </ul>
Coordinator Updates	<ul style="list-style-type: none"> <li>• Rachel – Recently hosted virtual HCM update; Cornhole tournament September 15; Delaware event in September / October</li> <li>• Chad – Senators game on 9/8; MUTCD update event in planning for the fall</li> <li>• Western Area – Meeting on 8/31; Planning controller training; November 1 for the joint event with University of Pittsburgh student chapter</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• As part of the District Visioning process, MASITE is trying to improve public agency participation. A meeting was held last week with PennDOT. There is a resource guide that could be valuable to PennDOT. Looking to showcase PennDOT at the 2024 ITE International Meeting.</li> <li>• Jeff Lindley (ITE) who handles publications is retiring. ITE is looking to refill the position.</li> <li>• One candidate for LeadershipITE for 2024 has been identified from the MASITE annual meeting. MASITE looking for ways to advertise LeadershipITE for future years.</li> </ul>
Income and 2022 Tax Implications	<ul style="list-style-type: none"> <li>• To be discussed at a future meeting.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• The West Virginia University student chapter is getting restarted</li> <li>• The election for 2023 board members went live on 8/31 and will continue until 9/30</li> <li>• Officer succession planning will need to be discussed at a future meeting.</li> </ul>



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	<ul style="list-style-type: none"><li>• Looking for volunteers for Rowan and U Pitt student chapters. These positions should be discussed at a future meeting.</li></ul>
Next Meeting:	<ul style="list-style-type: none"><li>• September 28, 2022 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		X
Rachel McGuire	Eastern Area Coordinator	Jacobs		X
Jenn Walsh	Section Advisor	HDR		X
<b>Other</b>				
Steve Gault	Communications Chair	PennDOT		X
Vichika Iragavarapu	AV Summit Liaison	STV		
Lindsey Klein	Sponsorship Coordinator	Imperial		
Tyler Hartman	Annual Meeting Chair	Century Engineering		X
			11/14 Attended	