



MASITE Board Meeting

January 20, 2023

Meeting Minutes

KEY Meeting Objectives

- 2023 Kick-Off

Location: Gettysburg Hotel / Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 12:37 pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 12/28 were approved.
Treasurer Report	<ul style="list-style-type: none"> • B. Song reviewed treasurer's report • PA AV Summit lost \$1,700, split evenly between ITSPA and MASITE • StarChapter transition costs exceeded planned budget • LeadershipITE originally budgeted for 1 person, but ended up sending 3 people
2023 Budget	<ul style="list-style-type: none"> • Various line item changes were suggested and discussed • B. Song will send revised budget to the board for email vote
Mid-Colonial Annual Meeting	<ul style="list-style-type: none"> • B. DiCola provided an update on the District Annual meeting to be held in Pittsburgh in April
Golf Outing	<ul style="list-style-type: none"> • P. McTish will be taking over the golf outing this year • May stay at Iron Valley, but also getting pricing from Fairview which is nearby • Hoping to schedule for May 9
PA AV Summit	<ul style="list-style-type: none"> • Weekly planning meetings for 2023 haven't started yet
MASITE Annual Meeting	<ul style="list-style-type: none"> • K. Meehan shared progress working with sites in Gettysburg or Hershey
Mentorship Program	<ul style="list-style-type: none"> • J. Walsh reported the first year is going well, and they hope to keep the relationships going • End of year wrap-up event planned in February • Will be soliciting additional interest for the second year
Sponsorship Program	<ul style="list-style-type: none"> • L. Klein, M. McDermott, and B. Song have been working to finalize the sponsorship program for 2023 • Most sponsorships ever – 57 total for \$39,600 • 4% increase from 2022, significantly up since 2021 • Several first-time sponsors
Student Chapters	<ul style="list-style-type: none"> • R. McGuire shared status of student chapters and the MASITE liaisons to each



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	<ul style="list-style-type: none"> • Active chapters include Penn State and Villanova • University of Delaware does not have a chapter and has not shown interest in rechartering • Working to get Rowan rechartered • Student liaisons will meet monthly starting February 20th
Scholarships	<ul style="list-style-type: none"> • G. Frisby is pulling together best practices from other organizations • Goal is to get application out before end of the academic year, with a deadline over the summer to award scholarships for the fall semester • Present scholarships at annual meeting • Need to identify selection committee (possibly past presidents) • Suggested adding scholarship page to website
Awards	<ul style="list-style-type: none"> • E. Setzler has been briefed by M. McDermott on the procedures • Will let co-workers of awardees know when someone will be receiving an award so they can try to attend the annual meeting
Website/Membership Tracking	<ul style="list-style-type: none"> • Currently have 589 members in StarChapter (cap is 600) • Annual renewal in May – likely need to upgrade plan then which will be ~\$1,825 per year compared to \$1,500 per year • The additional cost was included in the budget
Area Coordinator Updates	<ul style="list-style-type: none"> • Eastern – EV event with ITSPA at DVRPC on 2/21, Safe presentation with ASHE in South Jersey on 3/14, ASHE DelVal meeting for Cobbs Creek on 3/15, D6 TMC walkthrough with Dave Adams on 3/30, ASCE mixer in May, cornhole tournament, Philly Street Department social in June/July, and Mark Luszcz presentation at U. Del in October • Central – Partnering with WDCSITE for MUTCD update in February, planning PTV Vistro training for April 2023 in each area, looking to schedule a signal cabinet or Maxview training, and annual District 8 event • Western – Looking to hold TMC tour for Pitt students in the fall, coordinating with Pitt student chapter for career fair or resume review with people in the industry
Communications	<ul style="list-style-type: none"> • Discussed alternatives for newsletter • Include write-ups from recent events in bi-weekly emails



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	<ul style="list-style-type: none">• Add Linked In, Facebook, Instagram to bi-weekly emails, and encourage people to like/share posts
Open Discussion	<ul style="list-style-type: none">• T. Hartman suggested STEM Outreach as a way to build workforce and fill vacant jobs in the future
Next Meeting:	<ul style="list-style-type: none">• February 7, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none">• Meeting adjourned at 3:31 pm



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Name	Position	Organization	Attendance	
			In Person	Call
Executive Board				
Peter O'Halloran	President	Carroll Engineering	X	
Megan McDermott	First Vice-President	MS Consultants	X	
Becky Biro	Second Vice-President	RK&K	X	
BJ Song	Treasurer	Century Engineering	X	
Steve Gault	Secretary	PennDOT	X	
Mike Davidson	Past President/ District Representative	Drive Engineering		
Ashley Tracy	Western Area Coordinator	AECOM		X
Chad Martin	Central Area Coordinator	Erdman Anthony	X	
Tyler Hartman	Eastern Area Coordinator	Century Engineering	X	
Jenn Walsh	Section Advisor	HDR	X	
Other				
Steve Palmer	Treasurer Advisor	Gannett Fleming	X	
Vichika Iragavarapu	AV Summit Liaison	STV		X
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Keith Meehan	Annual Meeting Chair	Michael Bajer	X	
Greg Frisby	Scholarship Chair	WRA	X	
Patrick McTish	Golf Outing Chair	Michael Baker		X
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		X
Eric Setzler	Awards Chair	City of Pittsburgh		X



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Melissa Mo	Website Coordinator	HNTB		X
Seth Young	District President	STV	X	
Susan Best	District Administrator	Retired	X	
Vivek Hariharan	District Vice President	RS&H		X
Brad DiCola	District Annual Meeting Chair	GPI	X	
Jerry Baxter	International Director	JMT	X	
			23/24 Attended	