



MASITE Board Meeting

February 7, 2023

Meeting Minutes

KEY Meeting Objectives

- 2023 Kick-Off

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:02 pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 1/20 were approved.
Treasurer Report	<ul style="list-style-type: none"> • B. Song reviewed treasurer's report and revisions to 2023 budget since the previous meeting <ul style="list-style-type: none"> • StarChapter line item increased to \$1,950 instead of \$1,825 due to \$9.95/month credit card fees • Executive Board events reduced based on actual expenditures for January meeting • Final budget will be distributed via email for board vote
Sponsorship Program	<ul style="list-style-type: none"> • One additional sponsor expected, which will result in 59 sponsors for the year • B. Song reported approximately \$27,000 has been collected, and \$13,000-\$14,000 in pledges remain to be collected
Annual Events Update & Planning	<ul style="list-style-type: none"> • No updates on District Annual Meeting, or PA AV Summit • K. Meehan provided an update on the Golf Outing since P. McTish was unable to attend. Discussing packages with various courses. Conflict with Signal Control Products seminar on May 9th; looking for another date • K. Meehan reported on MASITE Annual Meeting. Working on contract with the venue for September 10-11. Will start committee meetings once hotel contract is finalized. Committees will include Program Chair, Vendors/Sponsors, Registration and Graphics Coordination.
ITE DC Leadership Update	<ul style="list-style-type: none"> • A candidate will be submitted for Rising Star. MASITE will not be submitting for momentum award this year.
Student Chapters	<ul style="list-style-type: none"> • R. McGuire stated the first meeting of the student chapter liaisons will be on February 16th • Requesting student chapters to list their liaison when they register for the Traffic Bowl • Charters are required both with ITE and their local university
Area Coordinator	<ul style="list-style-type: none"> • Western



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Updates	<ul style="list-style-type: none"> ○ 1st event held on February 1st with Jason Molinaro from Allegheny DPW with 59 attendees ○ Looking to do a student resume/career workshop with Pitt in late March ○ Looking for venues for an event in West Virginia. Can't go on campus because the student chapter is rechartering with the university. ○ Vistro training at Michael Baker office on April 19th ○ Interest from Pittsburgh in an event after the Mid-Colonial District meeting ● Eastern – <ul style="list-style-type: none"> ○ EV event with ITSPA at DVRPC on 2/21 (R. McGuire leading) ○ ASHE Del Val Cobbs Creek and ASHE South Jersey Roundabouts will be joint meetings ○ TMC walkthrough with District 6 ○ Vistro training will be held at District 6 ○ Looking for ASHE First State Event on cycle track in Newark on April 20th ● Central – No update
Open Discussion	<ul style="list-style-type: none"> ● S. Gault called for items for the bi-weekly email ● Profit from the February 15th MUTCD webinar will be split between MASITE and WDCSITE. The board indicated these funds would supplement the TESC Social. ● ITE Canada rebranded and shared their style book.
Next Meeting:	<ul style="list-style-type: none"> ● March 7, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none"> ● Meeting adjourned at 1:49 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		X
Ashley Tracy	Western Area Coordinator	AECOM		X
Chad Martin	Central Area Coordinator	Erdman Anthony		
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		
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		
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		X
Eric Setzler	Awards Chair	City of Pittsburgh		



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Melissa Mo	Website Coordinator	HNTB		
			14/19 Attended	