



MASITE Board Meeting

March 7, 2023
Meeting Minutes

KEY Meeting Objectives

- Program Updates, Events, Website Updates

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:05 pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 2/7 were approved including edits from M. McDermott.
Treasurer Report	<ul style="list-style-type: none"> • B. Song reviewed treasurer's report • Two checks not cashed yet resulting in \$725 difference between budget and bank account balance • Working with ITE International to confirm recent dues deposit amount • M. McDermott requested sponsors be notified to send their checks, which are due at the end of the month
Annual Events Update & Planning	<ul style="list-style-type: none"> • K. Meehan provided an update on the Golf Outing. Confirmed for May 2nd at Iron Valley. • K. Meehan reported on MASITE Annual Meeting. Still working on contract with the venue for September 10-11. If per diem rate rooms are provided for government employees, this will increase the room rate for consultants. • The PA AV Summit will not be held in 2023; unknown whether it will return in 2024.
Sponsorship Program	<ul style="list-style-type: none"> • L. Klein reported sponsorship drive is closed for 2023 • B. Song is still collecting checks
Scholarship Program	<ul style="list-style-type: none"> • G. Frisby provided draft materials to the board this week. Will finalize based on comments within the next week, then publish to MASITE website and push out announcements.
LeadershipITE Website Information	<ul style="list-style-type: none"> • M. McDermott shared an update on various content being developed for MASITE website, including scholarships and awards. Content will be finalized and posted on website after all board members have reviewed and commented.
SE@M (Student Engagement at Meetings) Committee Update	<ul style="list-style-type: none"> • T. Lord attended and indicated she is serving as part of a national committee trying to increase student engagement in chapters, at annual meetings, and other section activities. This will be a 6-7 month effort from ITE International. She is sharing



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	<p>things going on with MASITE, including scholarship program and student posters at the annual meeting.</p>
Area Coordinator Updates	<ul style="list-style-type: none"> • Central <ul style="list-style-type: none"> ○ Joint event with WDCSITE in February was a success ○ PTV training scheduled for April ○ Helping Pat McTish with golf outing ○ Looking to schedule joint events with ITSPA, including District 8 state of the traffic unit ○ Potential fall event in State College area for Maxview demonstration • Western <ul style="list-style-type: none"> ○ MASITE/Pitt student chapter meeting on March 22 ○ Joint meeting with WVU ITE student chapter on April 4 ○ PTV Vistro training on April 19th • Eastern <ul style="list-style-type: none"> ○ Debrief on EV event with ITSPA at DVRPC on 2/21 ○ ASHE Del Val Cobbs Creek and ASHE South Jersey Roundabouts will be joint meetings next week ○ TMC walkthrough with District 6 rescheduled for May 18th ○ Vistro training will be held at District 6 ○ Looking to schedule Synchro training in July
Open Discussion	<ul style="list-style-type: none"> • M. McDermott said ITE International will ask whether any dues changes for next year will be requested in July. The board should plan to vote on dues no later than May. Considering both section and district dues combined, we are lower than everywhere else in ITE. • M. McDermott clarified the budget line item for ITE National Participation is intended to be a stipend for the current president to attend the ITE International meeting, but may not cover the entire cost. There are three slated to attend in 2023 due to COVID-related impacts in previous years. The stipend will return to \$1,500 in 2024. • R. Biro suggested forming the nominating committee for 2024 board positions in the near future. M. Davidson will coordinate.
Next Meeting:	<ul style="list-style-type: none"> • April 4, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned at 1:50 pm



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Name	Position	Organization	Attendance	
<i>Executive Board</i>			In Person	Call
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		X
Tyler Hartman	Eastern Area Coordinator	Century Engineering		X
Jenn Walsh	Section Advisor	HDR		X
<i>Other</i>				
Steve Palmer	Treasurer Advisor	Gannett Fleming		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		
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		
Eric Setzler	Awards Chair	City of Pittsburgh		
Melissa Mo	Website Coordinator	HNTB		
			14/18 Attended	