



MASITE Board Meeting

April 4, 2023
Meeting Minutes

KEY Meeting Objectives

- Annual Meeting, PA/AV Summit

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:04 pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 3/7 were approved
Annual Meeting Update & Student Participation	<ul style="list-style-type: none"> • K. Meehan shared the contract for the Annual Meeting has been signed. • Planning Committee being formed • Save the Date flyer will be prepared • Schedule for abstracts will be developed • Budget currently includes 20 students. Due to the reduced registration fee for students, the cost for each student attendee is \$100. If more students attend, this could be a major impact on the annual meeting budget. • T. Hartman shared best practices for student attendees from last year's annual meeting, which had 13 student posters.
PA/AV Summit Monies	<ul style="list-style-type: none"> • The board voted unanimously in favor of adjusting the 2023 budget to remove the \$40,000 income and \$40,000 expense for the PA/AV Summit, since it will not be held in 2023. • M. McDermott reported S. Palmer is seeking to move the Summit funds to a separate bank account.
Sponsorship Program	<ul style="list-style-type: none"> • L. Klein indicated a few sponsors changed levels or a logo. Current board and slides are on Dropbox. • L. Klein is contacting sponsors to get spotlights rolling and will coordinate with the social media crew. • B. Song reported only 4 sponsor checks are outstanding.
Budget	<ul style="list-style-type: none"> • The board voted unanimously to create a separate line item on the budget for webinar income and record the income from the joint MUTCD webinar with WDCSITE on that line. • B. Song is continuing to work with ITE HQ regarding dues payment received on 2/8, which seems to be the wrong amount • M. Davidson shared the Mid-Colonial District's dues seemed low, and to check whether MASITE received the District's due instead.
Area Coordinator	<ul style="list-style-type: none"> • Central



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Updates	<ul style="list-style-type: none"> ○ PTV Vistro training on 4/12 ○ Helping Pat McTish with golf outing ○ Potential fall event in State College area for Maxview demonstration ○ PennDOT Pub 852 training ● Western <ul style="list-style-type: none"> ○ Pitt career workshop had around 15 students attend ○ Joint meeting with WVU ITE student chapter tonight with 32 registered ○ PTV Vistro training on April 19th ● Eastern <ul style="list-style-type: none"> ○ Debrief on ASHE joint events in March ○ PTV Vistro training on April 13th ○ TMC walkthrough with District 6 on May 18th – Sponsors will get first available slots ○ ASHE DelVal joint meeting in Conshohocken in June ○ Looking to schedule Synchro training in July ○ Potential event with Navy Shuttle
May & July Board Meeting Schedule	<ul style="list-style-type: none"> ● May meeting conflicts with Golf outing, and July meeting conflicts with July 4th holiday ● P. O'Halloran will send Doodle poll to board to pick new dates
Open Discussion	<ul style="list-style-type: none"> ● T. Hartman suggested reallocating funds from inactive student chapters to other student chapters to attend the annual meeting
Next Meeting:	<ul style="list-style-type: none"> ● May 8, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none"> ● Meeting adjourned at 1:52 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		
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		
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Keith Meehan	Annual Meeting Chair	Michael Bajer		X
Greg Frisby	Scholarship Chair	WRA		
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		
			11/18 Attended	