



# MASITE Board Meeting

May 9, 2023  
Meeting Minutes

## KEY Meeting Objectives

- Nominations, ITE Leadership, Scholarships

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 1:02 pm</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from 4/4 were approved</li> </ul>
MASITE vs. ITSPA Golf Challenge	<ul style="list-style-type: none"> <li>• P. McTish shared an updated on the annual golf outing held on 5/3/23. The event was a huge success despite cold weather.</li> <li>• There were 98 participants, which was the largest ever.</li> <li>• Sponsorship was strong with 16 sponsors this year.</li> <li>• The board agreed to provide a \$500 donation to Million Girls Moonshot, a STEM-related after school program and successor to Project Accelerate.</li> <li>• The costs are still being finalized, but there should be a net profit from the golf outing.</li> </ul>
Budget Update	<ul style="list-style-type: none"> <li>• B. Song reviewed the Treasurer's Report. There are two uncashed checks.</li> <li>• Two sponsorship checks are outstanding. Both companies responded they are working on it.</li> <li>• M. Davidson indicated Mahmood Shehata will be reaching out regarding Traffic Bowl requests, but it sounds like all student chapter requests will go through the District and then MASITE will reimburse the District.</li> </ul>
MASITE Taxes	<ul style="list-style-type: none"> <li>• M. McDermott reviewed draft tax forms, which will be submitted soon (due 5/15). The ms consultants address will continue to be used to match the W9 forms. The address will be changed after filing taxes next year.</li> <li>• Since the income was over \$100,000, there is a \$49 fee to file. Since the PA AV Summit income caused the revenue to exceed the threshold, the board approved using funds from the PA AV Summit reserves to pay the tax filing fee.</li> <li>• M. McDermott suggested breaking up the budget spreadsheet using the IRS codes to make tax filing easier in the future. Those submitting for reimbursements need to indicate whether it's for the event, donations, or administrative things</li> </ul>



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Sponsorship Program	<p>like nametags. Those can be indicated on the debrief forms.</p> <ul style="list-style-type: none"> <li>• L. Klein said two sponsorship boards were printed for the golf outing. T. Hartman has one and A. Tracy has the other, which will be used for all in-person area events.</li> <li>• L. Klein will submit receipt for having boards printed.</li> <li>• Six sponsor highlights have been submitted. First one went live last week. They are scheduled through June. Hoping to add to website.</li> </ul>
Nominations Committee	<ul style="list-style-type: none"> <li>• If any board members do not wish to continue on the board, let M. Davidson know by the end of the week.</li> <li>• M. Davidson reported the committee was set up to provide representation across the section, with 2 people from each area that are past presidents. Members are: Jenn Walsh, Kate Russo, Steve Palmer, Mike Davidson, Mike Mudry, and Chris Prisk. They are meeting tomorrow to go over potential candidates.</li> <li>• Goal is to have candidates for the June 6 board meeting.</li> <li>• The schedule outlined by S. Gault looks good in accordance with the bylaws.</li> <li>• M. McDermott asked to see a list of responsibilities that potential candidates will see to review.</li> <li>• M. Davidson will discuss with committee whether to do a call for nominations, but there are several names in mind already.</li> </ul>
ITE Leadership Candidates	<ul style="list-style-type: none"> <li>• R. Biro reported there are three individuals who have expressed interest. Others should contact her.</li> </ul>
Scholarship Advertisements/Update	<ul style="list-style-type: none"> <li>• G. Frisby reported the deadline is 3 weeks away. One submission so far.</li> <li>• Add posts to social media to get more publicity.</li> <li>• R. McGuire sent an email blast to all the student chapters.</li> </ul>
Area Coordinator Updates	<ul style="list-style-type: none"> <li>• Central <ul style="list-style-type: none"> <li>○ Potential events: Tri-County Regional Planning regional highway safety plan presentation, District 8 joint event with ITSPA, Maxview/Kinetic Signals in State College area</li> <li>○ Helping Pat McTish with golf outing</li> </ul> </li> <li>• Western <ul style="list-style-type: none"> <li>○ Vistro training held 4/19 with 12 attendees</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ No additional events yet, but some in the works: Arora (autonomous), City of Pittsburgh sidewalk design workshop, and CMU chapter event</li> <li>● Eastern               <ul style="list-style-type: none"> <li>○ Vistro training held with 28 attendees</li> <li>○ PennDOT RTMC tour next Thursday with around 50 people signed up, still have space remaining</li> <li>○ Potential events: Synchro training, student chapter events, Navy Yard AV Shuttle (joint with ITSPA), and Blue Halo AI (with DeIDOT).</li> <li>○ T. Hartman suggested having a posting schedule so there isn't an overlap.</li> <li>○ T. Hartman shared an idea from his committee for an inclusive language webinar. He is looking into providing ethics PDH credits for it. The board was asked to share any comments with him.</li> </ul> </li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>● K. Meehan provided an update on the MASITE Annual Meeting               <ul style="list-style-type: none"> <li>○ Venue contract set up with Hershey Lodge; walkthrough being coordinated</li> <li>○ Save the Date sent out</li> <li>○ Call for Abstracts sent out in bi-weekly email, due on June 9<sup>th</sup></li> <li>○ Promote Call for Abstracts through social media</li> <li>○ Recurring meetings set up with Planning Committee</li> </ul> </li> <li>● It was requested to have platinum sponsors on the annual meeting committee</li> <li>● M. Davidson provided a District update:               <ul style="list-style-type: none"> <li>○ District meeting was a success, especially the Traffic Bowl</li> <li>○ The District will be evaluating whether to raise dues based on deficit from Annual Meeting when costs are finalized.</li> </ul> </li> <li>● M. McDermott requested adding a link for the By-Laws to the website.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>● June 6, 2022 at 1:00 pm</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>● Meeting adjourned at 2:17 pm</li> </ul>



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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 Baker		X
Greg Frisby	Scholarship Chair	WRA		X
Patrick McTish	Golf Outing Chair	Michael Baker		X
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		
Eric Setzler	Awards Chair	City of Pittsburgh		
Melissa Mo	Website Coordinator	HNTB		
			15/18 Attended	