



MASITE Board Meeting

June 6, 2023

Meeting Minutes

KEY Meeting Objectives

- Annual Meeting, Scholarships, Awards Updates

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:01 pm
Previous Minutes	<ul style="list-style-type: none"> • Meeting minutes from 5/8 were approved
Annual Meeting Update	<ul style="list-style-type: none"> • K. Meehan shared an update on the MASITE Annual Meeting • Abstracts due the end of this week, but will likely extend. Currently have 7 submittals. • Targeting to open registration around the July 4 holiday • To manage costs for student attendees with posters, the board recommended capping at 15 students due to space limitations. One space should be reserved for each of the five active student chapters.
Budget Update	<ul style="list-style-type: none"> • B. Song reported the budget spreadsheet matches the bank balance, with no outstanding checks to be cashed. • Still waiting for two outstanding sponsorship checks. These two companies will not get discount codes until they pay and won't get registrations for the annual meeting. • The golf outing income needs to be separated for tax purposes into sponsorship and registration.
Scholarships Update	<ul style="list-style-type: none"> • G. Frisby was not in attendance, so M. McDermott provided an update. • Scholarship submissions are in and will be distributed to past presidents for scoring.
Awards	<ul style="list-style-type: none"> • E. Setzler was not in attendance. • R. Biro asked whether the awards at president's discretion should be on the same schedule as project of the year. • M. McDermott is working on an awards webpage and sent to board members for review and comment. Asked for comments by 6/7.
Nominations Committee	<ul style="list-style-type: none"> • M. Davidson reported the committee is still in the process of vetting candidates for the treasurer opening. One person has committed in writing to be a nominee. The focus has been on the central and western areas for potential candidates.



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	<ul style="list-style-type: none"> • Nominations could be announced in a special edition of the bi-weekly email.
District Update	<ul style="list-style-type: none"> • M. Davidson gave an update on the Mid-Colonial District. • Finances from annual meeting being finalized. • No updates on international meeting next year, but the committee will have a table at this year's meeting in Portland. • District does cover the rising star's travel and participation in the ITE international meeting.
TESC Social	<ul style="list-style-type: none"> • P. O'Halloran said the social will be looking to self-fund this year. May charge admission, but need an easy way for payment to keep the line moving. • J. Walsh has contacted Champs to get the date on their calendar. Asking for a waiver of the room fee since they make money with those sticking around after the official end of the event.
Area Coordinator Updates	<ul style="list-style-type: none"> • Central <ul style="list-style-type: none"> ○ PennDOT Pub 852 training in July (1 in each area) ○ Disc golf event suggested by Doug Tomlinson – looking at late summer ○ ITSPA/District 8 joint event – timeframe TBD ○ Maxview/Kinetic Signals training in State College with Signal Service and Rob Watts – November • Eastern <ul style="list-style-type: none"> ○ Kickball tournament scheduled ○ PennDOT Pub 852 training in July (1 in each area) ○ Phillies day joint with ITSPA – late July/early August ○ Navy Yard AV shuttle being planned ○ Meetings with each student chapter in the fall (3) ○ Coordinating involvement with New Jersey traffic signal committee with MET section and ITSNJ. • Western <ul style="list-style-type: none"> ○ PennDOT Pub 852 training in July (1 in each area) ○ Future meetings being developed: ○ Joint ITSPA meeting with Arora in Strip District ○ City of Pittsburgh meeting for sidewalk design with a walking tour ○ Student chapter meetings in the fall



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Open Discussion	<ul style="list-style-type: none">• None
Next Meeting:	<ul style="list-style-type: none">• July 11, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none">• Meeting adjourned at 1:44 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		
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		X
Vichika Iragavarapu		WSP		X
			15/19 Attended	