



MASITE Board Meeting

July 11, 2023
Meeting Minutes

KEY Meeting Objectives

- Annual Meeting, Elections, Awards Updates

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 6/6 were approved
Annual Meeting Update	<ul style="list-style-type: none"> • K. Meehan shared an update on the MASITE Annual Meeting • Planning team reviewing abstracts – 30 abstracts submitted, with 18 slots available in the agenda • Session on I-95 bridge collapse added to program, being coordinated by J. Walsh • Will reach out to presenters to confirm availability for selected timeslots • Confirmed PennDOT Secretary Carroll will be keynote speaker • Registration opened Monday 7/10, and hotel block is open • S. New is working on vendor registration • Student poster submissions due Friday 7/14 • R. Biro noted Sunday activities schedule will be key to filling the hotel room block, which is critical to the budget
Budget Update	<ul style="list-style-type: none"> • B. Song reported the there is one outstanding check to be cashed • Second deposit for annual meeting is due Friday • S. Palmer will not be attending ITE International Meeting in Portland, which was included in the budget
Awards	<ul style="list-style-type: none"> • E. Setzler was not in attendance, M. McDermott provided awards update. • P. O'Halloran encouraged all attending the meeting to submit nominations for Section Member of the Year and Young Member of the Year • One Project of the Year submission so far, typically get five • Submission deadline cannot be extended to order and receive trophies in time
Elections	<ul style="list-style-type: none"> • S. Gault asked about prohibition for write-in candidates, since he couldn't find it in the by-laws. • M. Davidson to check with ITE International (<i>Subsequent to the</i>



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	<p><i>Board meeting, it was noted via email that write-ins are no longer part of the By-Laws.)</i></p>
District Update	<ul style="list-style-type: none"> • M. Davidson gave an update on the Mid-Colonial District • Based on annual meeting finances, district board will not be increasing dues for 2024 • O. Hitchcock is trying to start a Drexel student chapter. R. McGuire said M. Shehata had a contact at Drexel who could be a potential liaison. • Several volunteers needed for the booth at the 2023 ITE Portland meeting to promote the 2024 ITE Philadelphia meeting • Contact Adam Catherine regarding University of Delaware chapter rechartering, since he teaches a course there and could contact students
Area Coordinator Updates	<ul style="list-style-type: none"> • Central <ul style="list-style-type: none"> ○ PennDOT Pub 852 training tomorrow ○ ITSPA/District 8 joint event 8/17 at Hollywood Casino ○ Disc golf event 9/15 being organized by Doug Tomlinson in Lebanon followed by lunch. Sponsor lined up to provide discs, may look at hole sponsors ○ Maxview/Kinetic Signals training in State College with Signal Service and Rob Watts – November – still in early planning • Western <ul style="list-style-type: none"> ○ PennDOT Pub 852 training next Thursday ○ Future meetings being developed.. ○ Pitt/CMU transportation club workshop ○ City of Pittsburgh meeting walking tour • Eastern <ul style="list-style-type: none"> ○ Kickball tournament last month – MASITE 2nd place ○ PennDOT Pub 852 training Thursday ○ Phillies day joint with ITSPA – 7/26 ○ Student event being planned for fall ○ M. Mo cornhole event – TBD
Scholarship Update	<ul style="list-style-type: none"> • Two applications submitted and have been shared with the past presidents committee for review
Open Discussion	<ul style="list-style-type: none"> • M. McDermott asked whether Penn State would be attending



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	<p>ITE Meeting in Portland as winner of the Mid-Colonial District Traffic Bowl, and if funds would be needed</p> <ul style="list-style-type: none">• T. Hartman inquired about the call for volunteers in recent bi-weekly emails. M. McDermott said there were two responses from the western area.• Still waiting for final sponsorship check• R. Biro said she would be on extended leave and will probably miss the next few board meetings.
Next Meeting:	<ul style="list-style-type: none">• August 1, 2022 at 1:00 pm
Adjourn	<ul style="list-style-type: none">• Meeting adjourned at 2:08 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	KCI		X
Tyler Hartman	Eastern Area Coordinator	Century Engineering		X
Jenn Walsh	Section Advisor	HDR		
<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		
Patrick McTish	Golf Outing Chair	Michael Baker		
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		X
Eric Setzler	Awards Chair	City of Pittsburgh		
Melissa Mo	Website Coordinator	HNTB		X
Vichika Iragavarapu		WSP		
			14/19 Attended	