



MASITE Board Meeting

*August 1, 2023
Meeting Minutes*

KEY Meeting Objectives

- Annual Meeting

Location: Conference Call

Agenda Item	Description
Call to Order	<i>Meeting start – 1:00PM</i>
Previous Minutes	<ul style="list-style-type: none"> • July meeting minutes will be approved at next meeting.
Annual Meeting Update Call for Moderators	<ul style="list-style-type: none"> • Looking for moderators – Peter is interested. Let Keith know if you are interested. • Solidified all sessions for the technical program except the AECOM session. Updating the online schedule soon. • 11 registered vendors / 19 vendor attendees – 2 more vendors plan to attend but have not yet paid • 22 items for the gift bag so far • Room block has 60 total rooms, 39 rooms booked (as of last Wednesday). We can reduce down to 48 rooms but we need to send in a letter by next Wednesday. Cutoff for room block is 8/18 • Working with venue to identify menu selections • What rate should be charged for keynote speakers and I-95 panel speakers? Keynotes shouldn't pay. Panelists should pay (reduced speaker rate \$50) if they want food. • Peter called an in person board meeting at the annual meeting – considering either Sunday or Monday. Most people seem to prefer Monday but will do a doodle pool to find a time. Keith will have to work with the hotel if we need a private room. We only have the Coco Board room on Sunday. • Becky recommended Keith to ask the hotel for a space to store items Sunday night.
Budget Update	<ul style="list-style-type: none"> • Received the last two sponsorships checks this month • One undeposited check (Pat McTish – golf) results in a slight discrepancy between balance sheet and bank account • \$5,000 in the scholarship fund has grown to \$5,500.



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	<ul style="list-style-type: none"> • Our budgeted expense for the scholarship this year is \$5000. We will contribute \$5000 minus the \$750*2 and travel expenses into the scholarship account. • BJ received some vendor checks from Sid and will hold onto them until all is received. • Tyler asks that he be made aware of anyone planning eastern area events that affect the budget. Same is true for other area coordinators. • Next year mentorship will have a line item in the budget.
Election Update	<ul style="list-style-type: none"> • Missing one candidate bio. Has been sent by the meeting date. Election needs to go live this week.
District Update	<ul style="list-style-type: none"> • District used Constant Contact for their annual meeting but are now looking into new tools for email marketing software. Becky provided a summary of MASITE's research on Glue Up, Star Chapter, Constant Contact • ITE member wide survey – Results statistics are now available. • Megan asked Jerry Baxter what parts of the survey will be shared. Jerry said the statistics but not the comments could be shared with the membership
Area Coordinators	<ul style="list-style-type: none"> • Chad – Pub 852 event on 7/12 – 22 attendees, made about \$100. On track to break even for the year. MASITE+ITSPA D8, turnpike event in August. Disc golf outing in September. Registration is live for both. Possible event with Maxview later this fall. • West – Pub 852 event – 30 attendees, need a check cut for reimbursement. Brainstorming fall events. Looking for a location for a joint event with University of Pitt. BJ to send reimbursement check for 852 event. • Tyler – Pub 852 event – 33 attendees, lost about \$30 total. Phillies tailgate last week. Cornhole event Oct 5. Looking to do student chapter events in the fall. TIM event in November. ASHE First State Oct 26 – I-95 Delaware. Mini golf outing Feb/March 2024.
Open Discussion	<ul style="list-style-type: none"> • STEM committee – Octorara Elementary School event planned for fall 2023. Looking for more opportunities for STEM outreach



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	<p>for fall 2023.</p> <ul style="list-style-type: none"> • Past presidents dinner – budgeted \$1500. Met with the venue last week to look at the space. Menu is chicken or chiefs choice for dietary restrictions. We can have up to 19 attendees without going over budget. Will be sending out invites soon. Historically, 20-25 people attend this event. • The board reviewed results from the ITE member survey.

Next Meeting: September 10, 2023 – In-person meeting at Annual Meeting

Name	Position	Organization	Attendance	
<i>Executive Board</i>			In Person	Call
Peter O’Halloran	President			X
Megan McDermott	First Vice-President			X
Becky Biro	Second Vice-President			X
Steve Gault	Secretary			
BJ Song	Treasurer			X
Mike Davidson	Past President/ District Representative			X
Ashley Tracy	Western Area Coordinator			
Chad Martin	Central Area Coordinator			X
Tyler Hartman	Eastern Area Coordinator			X
<i>Non-Voting Board Members</i>				



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Keith Meehan	Annual Meeting Chair			X
Jenn Walsh	Section Advisor	HDR		
Steve Palmer				X
<i>Other</i>				
Lindsey Klein				X
Greg Frisby				X
			11/14 Attended	