



MASITE Board Meeting

October 3, 2023
Meeting Minutes

KEY Meeting Objectives

- Q4 events, Website updates

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"> • Approval of minutes was deferred until the next meeting
Budget Update	<ul style="list-style-type: none"> • B. Song reported the there is 7 outstanding checks to be cashed, most of which are from the recent annual meeting • Invoices need to be sent for those who didn't pay for the annual meeting or the welcome reception • M. McDermott requested the past presidents dinner costs be separated from the annual meeting costs since it's a separate budget line item • There were some sponsorship seats for the annual meeting which were not used. Those funds will be returned to the general budget. • M. McDermott reported ITE wants to share MASITE's budget spreadsheet with other sections.
Annual Meeting Update	<ul style="list-style-type: none"> • K. Meehan shared a financial update from the annual meeting. • There are still some outstanding costs to be paid. • 212 individuals registered, including no-shows
District Update	<ul style="list-style-type: none"> • M. Davidson reported on the ITE International Meeting to be in Philadelphia next year and stressed submitting for ITE awards, such as section of the year. He asked to encourage students to submit for student paper and student chapter awards. See this month's ITE Journal for a list of all the awards. • Owen Hitchcock created a standard student reimbursement request form. M. Davidson will share with the MASITE board when his comments are addressed.
LeadershipITE	<ul style="list-style-type: none"> • The selected applicants from MASITE aren't known yet.
Website	<ul style="list-style-type: none"> • L. Klein made some changes to the website and is developing a plan for more updates over the next few months. • Headshots were added and formatted consistently for boards and committees. • M. McDermott suggested adding mentorship and annual



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	meeting pages.
End of Year Events	<ul style="list-style-type: none"> • J. Walsh shared budget options for the TESC Social. She asked for the unused sponsorship revenue from the annual meeting to go back toward the membership and sponsors through the social. A registration fee will be charged, with a discount for advance registration. Additional information will be shared for a board vote via email.
Area Coordinator Updates	<ul style="list-style-type: none"> • ASHE Pittsburgh reached out about partnering for an event. This is anticipated for early 2024. • C. Martin announced Kinetic Signals training in State College on November 14th. Working to finalize details and it will be advertised in the next week or so. • Tyler is setting up TIM Training and looking for volunteers for the STEM outreach.
Open Discussion	<ul style="list-style-type: none"> • M. McDermott suggested sharing unused abstracts from the annual meeting with the area coordinators as ideas for future area events.
Next Meeting:	<ul style="list-style-type: none"> • November 7, 2023 at 1:00 pm
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned at 2:13 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		
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		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		
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		X
Eric Setzler	Awards Chair	City of Pittsburgh		
Melissa Mo	Website Coordinator	HNTB		
Vichika Iragavarapu		WSP		
			14/19 Attended	