



MASITE Board Meeting

November 7, 2023

Meeting Minutes

KEY Meeting Objectives

- Website
- Sponsorship

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 1:03 pm
Previous Minutes	<ul style="list-style-type: none"> • Minutes were approved for meetings held in July, August, September and October
Budget Update	<ul style="list-style-type: none"> • B. Song reported the there are 7 outstanding checks to be cashed • B. Song will contact K. Meehan regarding Hershey Lodge check for Annual Meeting which hasn't been cashed • StarChapter notified MASITE of price increases for 2024. Transaction costs increasing from 30 cents + 3% to 40 cents + 3.25%. The 2024 budget will need to account for the higher transaction fees. M. McDermott noted this is less costly than other vendors. • R. McGuire is coordinating with student chapters. Mid-Colonial District is setting up a Microsoft form for student chapters to request funds; MASITE will need to decide if we want to do that as well.
District Update	<ul style="list-style-type: none"> • M. Davidson shared the District will need to hold a traffic bowl before the international/district combined meeting. It will be held in the CAPSITE region in the spring. There will be some technical sessions to attract people to attend. • ITE International is coming to Philly on 11/13 to visit locations, technical tour areas, etc. • As of November 1, Steve Kuciemba officially took over as ITE Executive Director • M. McDermott requested regular updates on the traffic bowl planning. R. Biro to provide regular updates.
Sponsorship	<ul style="list-style-type: none"> • L. Klein, M. McDermott, and J. Walsh discussed updates for the 2024 sponsorship program. • Golf outing sponsorship will be an optional add-on so it can be paid for on the same check. • M. McDermott suggested returning to 2020 prices due to cost



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	<p>increases for holding events, website increases and generally all facets of the budget.</p>
Annual Meeting Donation	<ul style="list-style-type: none"> • Discussion on sponsoring a student or young member to attend the ITE International meeting in Philly next year. If a volunteer for this initiative isn't found by the end of the year, the funds targeted for the donation will go to the scholarship fund.
Student Chapter Financial Request Form	<ul style="list-style-type: none"> • M. Davidson distributed the form the district is proposing to use for student chapters to request funds. The goal is to make sure student chapters realize they have two sources of funding: district and section. • M. McDermott is concerned having all requests go through the district, which would take MASITE out of the process. • B. Song suggested guidelines to ensure funds are used appropriately.
Open Positions	<ul style="list-style-type: none"> • M. McDermott is identifying open positions; newly made or existing open for a new volunteer. Any current committee chairs who don't wish to continue in their current role should let the board know. • R. McGuire stated she would like to transition out of the student liaison role. She offered to have someone shadow her and ultimately take over the role. • Board voted to appoint Cory Bloom as the Central Area Coordinator for 2024 and 2025 since C. Martin will become Treasurer. • Melissa Mo asked for the Board to find a replacement for the Membership/Website Coordinator Position.
Website Member Activation	<ul style="list-style-type: none"> • P. O'Halloran asked if the member login feature should be activated on the website. This could be used to require login to get the member rate for events. Currently, there are people paying the member rate that are not members. • S. Gault said the feature is already active and saves payment info so it doesn't need to be reentered for every transaction. Members can get their login set up by entering the email address used for their ITE membership in the "forgot password" area.
Area Coordinator Updates	<ul style="list-style-type: none"> • C. Martin reported two planned events for Central Area: Kinetic Signals training at Ferguson Township and ICE training



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	<p>at PennDOT Central Office.</p> <ul style="list-style-type: none"> • A. Tracy shared a recap of a West Virginia University mingle event the prior week with 10-12 students attending. The Magalotti scholarship dinner is tomorrow. There will be a joint ASHE event with Jason Molinaro in January. • T. Hartman said a Villanova mingle event was held in October, and the Clankers event is a University of Delaware tonight. TIM training is scheduled for next Thursday. A Synchro training webinar is planned for next year.
Open Discussion	<ul style="list-style-type: none"> • The board retreat will be held January 18th-19th
Next Meeting:	<ul style="list-style-type: none"> • December 5, 2023 at 1:00 pm
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned at 2:00 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		X
<i>Other</i>				
Steve Palmer	Treasurer Advisor	Gannett Fleming		X
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Keith Meehan	Annual Meeting Chair	Michael Baker		
Greg Frisby	Scholarship Chair	WRA		X
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		
			14/19 Attended	