



# MASITE Board Meeting

December 5, 2023

Meeting Minutes

## KEY Meeting Objectives

- Goodbye 2023
- Hello 2024

Location: Microsoft Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 1:07 pm</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Action on minutes for the November and December meetings will be via email before the end of current board terms.</li> </ul>
Budget Update	<ul style="list-style-type: none"> <li>• B. Song reported the there are no outstanding checks to be cashed, and the budget balance matches the bank account.</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• M. Davidson said ITE staff came to Philly on 11/13 to visit the venue and meet with the local area committee for the 2024 International/District Joint Meeting. ITE staff handles most arrangements and finances for the conference. The local area committee is responsible for suggesting keynote speakers, technical tours, and the district social. There are 40 volunteers on the LAC for Philly, compared with only 6 for this year's meeting in Portland. Volunteers will also be needed during the event.</li> <li>• J. Walsh and L. Klein are working on the District/International social during the 2024 Annual Meeting. They are trying to keep the prices reasonable, but the venue costs will be high.</li> </ul>
Sponsorship	<ul style="list-style-type: none"> <li>• L. Klein shared an updated on the 2024 sponsorship drive. The 2 platinum sponsorships are sold out. Several companies have renewed gold, silver, bronze, and patron sponsorships, with only one reducing the level (silver to bronze) from 2023.</li> <li>• B. Song is sending emails when checks are received to confirm receipt and indicate they will be deposited in January.</li> </ul>
Transportation Camp	<ul style="list-style-type: none"> <li>• Kate Russo shared information about Transportation Camp at Drexel with M. McDermott and P. O'Halloran and asked if MASITE would be willing to sponsor. After discussion, no action was taken.</li> </ul>
TESC Social	<ul style="list-style-type: none"> <li>• J. Walsh shared there are about 200 registered for the social, with more expected as walk-in registrations.</li> </ul>
MASITE Pins	<ul style="list-style-type: none"> <li>• M. McDermott provided a history of MASITE lapel pins and asked whether there is interest in doing these again. The last</li> </ul>



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	<p>time they were done, they were mailed to the entire membership.</p> <ul style="list-style-type: none"> <li>• C. Martin noted the postage would be very expensive.</li> <li>• S. Gault suggested having the pins as a way to identify members on nametags at the annual meeting or the annual membership social.</li> <li>• The consensus was to use the current MASITE logo for the pins and proceed with present the Board with the costs.</li> </ul>
Area Coordinator Updates	<ul style="list-style-type: none"> <li>• C. Martin shared updates from two November events: Q-Free Kinetic Signals Training and PennDOT ICE training.</li> <li>• A. Tracy shared an update from the Magalotti scholarship dinner. A joint ASHE meeting with Jason Molinaro will be held in late January.</li> <li>• T. Harman reported on the Clankers event at University of Delaware. Synchro training with John Albeck will be held in mid-January, and ATC cabinet training with General Highway Products in February. The TIM training is rescheduled for March 14. A few other events are in the works.</li> <li>• Kinetic Training and ICE Trainings are anticipated in 2024.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• P. O'Halloran reminded everyone that having email addresses on the website occasionally leads to phishing/spam emails.</li> <li>• M. McDermott reported the awards chair position has been filled by Jason Molinaro. She has been trying to reach Eric Setzler to discuss other volunteer opportunities. Several other positions remain to be filled for 2024.</li> <li>• The district wants a webinar coordinator from the MASITE area. The board decided to have the past president fill this role since they are the liaison to the district.</li> <li>• P. O'Halloran thanked everyone for their efforts over the past year and said he appreciated serving as president. M. Davidson also shared thanks as he finished his time as past president.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• January 19, 2024 in Gaitherstown, MD</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:59 pm</li> </ul>



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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		
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	