



MASITE Board Meeting

January 19, 2024

Meeting Minutes

KEY Meeting Objectives

- 2024 Kick-off

Location: Gathersburg, MD & Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting started at 12:54 pm
Previous Minutes	<ul style="list-style-type: none"> • S. Gault reported minutes from prior meetings were approved by the prior board via email before their terms expired.
Meeting Schedule for 2024	<ul style="list-style-type: none"> • M. McDermott shared a proposed meeting schedule. • Meetings will be held the first Tuesday of the month at 1 pm.
Budget Update	<ul style="list-style-type: none"> • B. Song shared the final numbers from 2023. • C. Martin presented a draft budget for 2024 and reviewed changes for each line item. C. Martin will incorporate changes from the group discussion and send a revised budget to the board for approval.
International Update	<ul style="list-style-type: none"> • J. Walsh provided an update on the ITE International Meeting scheduled for July 2024 in Philadelphia. • ITE manages the majority of the event, including opening and closing receptions on Sunday and Tuesday. • The middle social (Monday) is sponsored and hosted by the District. J. Walsh is the social chair and has led a search for locations, which has been narrowed down to 2-3 locations. • The District is asking for the both Sections to support the social financially. C. Martin to add a line into the budget for the support.
Traffic Bowl	<ul style="list-style-type: none"> • R. Biro reported the Traffic Bowl is normally at the District meeting and the winner goes on to the international meeting. Since the international meeting is the district meeting this year, the District is planning a one day event in April; which will have technical workshops in the morning, technical tour in the afternoon, and be followed by the Traffic Bowl. PDHs and networking opportunities will be available. The location will be in the CAPSITE region.
Sponsorship	<ul style="list-style-type: none"> • L. Klein shared an updated on the 2024 sponsorship drive. The sponsorship pledges are approximately \$12,000 higher than last year. There are 3 new sponsors, and 3 sponsors that did not renew. • Final version of sponsorship board will be going out soon, and



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	will be printed in March.
Golf Outing	<ul style="list-style-type: none"> • P. McTish reported the golf outing date has been reserved on Tuesday, May 7th, at Iron Valley. Registration will begin in March.
NJ Signals Committee	<ul style="list-style-type: none"> • M. McDermott shared an update from V. Iragavarapu. The NJ Signals committee is coordinating a session at the NJ Transaction conference.
Annual Meeting	<ul style="list-style-type: none"> • M. McDermott introduced S. Nale as the Annual Meeting chair. • Looking at locations in West Virginia in late September.
TESC Social	<ul style="list-style-type: none"> • J. Walsh reported the social was a success and will plan to do it again in the same location. Planning will occur later in the year.
International Meeting Registration Contest	<ul style="list-style-type: none"> • K. Meehan shared that previous MASITE Annual Meetings have made a donation to a non-profit. Since ITE is coming to Philly, he suggested a contest to reimburse up to \$1,000 for a young member to attend the International Meeting. • Goal would be to award by May so the winner can plan their travel.
Scholarship	<ul style="list-style-type: none"> • G. Frisby said the deadline for scholarship applications is April 5th, and it will be announced via email blast soon. First blast of the Scholarship will go to the MASITE Student Chapters via the Liaisons. • Developing a list of college contacts (deans) to help get the word out.
Awards	<ul style="list-style-type: none"> • M. McDermott shared options for purchasing MASITE pins for the membership. • B. Song suggested differentiating awards with different styles, such as making the trophies different. • T. Hartman has a contact for producing award plaques that is used for Central PA Engineers Week.
District Awards	<ul style="list-style-type: none"> • M. Mudry indicated several awards go through the district awards coordinator, including Outstanding Section Award and Section Momentum Award. The District puts up the nominees for that with ITE. • Need to coordinate to see if MASITE wants to do one and convince the district to pick MASITE over CAPSITE. • M. McDermott prepared a 15-page annual report, which could provide content to be used for the Award submission.



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	<ul style="list-style-type: none"> • Rising Star is someone volunteering at ITE, more than just local level. The attendee should have went to LeadershipITE and sit on an ITE Council. Can't be older than 35. • Motion by C. Martin, 2nd by B. Song to reach out to Carrie Long and Marvin Ta to prepare info for board to decide on one of them to submit for the Rising Star award. Motion carries unanimously.
Area Coordinator Updates	<ul style="list-style-type: none"> • T. Hartman has two events currently open for registration, with other events in the works. • C. Bloom said C. Martin has been helping him transition into the role of Central Area Coordinator. Several ideas for events are being explored. • A. Tracy has an upcoming meeting with Allegheny County, with a couple of other events being planned later in the year. Trying to get more volunteers to help with planning events and want to get student chapter liaisons involved.
Student Chapters	<ul style="list-style-type: none"> • R. McGuire reported the Drexel chapter is off to a great start, but not chartered yet. Different class years are represented on the board, which will help with longevity. • No activity for Delaware chapter; R. Biro is coordinating. • R. McGuire is seeking to find a successor for her role and suggested one of the existing student chapter liaisons would be the best fit. She would like to transition out of the role by the end of the school year. M. McDermott suggested Sarah Adsit. • S. Seibel shared the Penn State student chapter is fairly independent and shares their activities with him. They have held sessions with consultants and the local transit authority, along with meetings presenting their own research. He encouraged following them on LinkedIn. • S. French provided an updated on the West Virginia University chapter. An initiative is trying to get students to attend professional society meetings that were already scheduled. Working through the loss of a transportation professor and all of their graduate students. • J. Kovach is working on the timeline to get Drexel University approval of student chapter. The deadline was just missed last year. A meet and greet event was held last week with a few



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	<p>students attending.</p> <ul style="list-style-type: none"> • T. Hartman provided an update on behalf of T. Smith for Delaware. A mingle event is being planned. Lindsey Klein will be presenting in Adam’s class and can share MASITE info. • M. McDermott gave an update on developing student chapter logos.
Communications	<ul style="list-style-type: none"> • H. Landvater reminded everyone to email her if they have something coming up and want it advertised on social media, with advance notice appreciated to allow posts to be scheduled. MASITE has accounts on all four platforms, and different types of posts work better on some than others. LinkedIn and Facebook seems to get the best interaction.
Open Discussion	<ul style="list-style-type: none"> • L. Klein suggested consulting to make sure graphics are appropriate. She is working with E. Hufnal to update graphics on the website, and she has a library of graphics and PowerPoint template that can be used. • T. Hartman suggested having a calendar of events with other professional organizations to avoid scheduling conflicts. • T. Hartman inquired about the use of membership login on StarChapter. This remains on hold.
Next Meeting:	<ul style="list-style-type: none"> • February 5, 2024 via Microsoft Teams
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned at 3:33 pm



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Name	Position	Organization	Attendance	
<i>Executive Board</i>			In Person	Call
Megan McDermott	President	MS Consultants	X	
Becky Biro	First Vice-President	RK&K		X
BJ Song	Second Vice-President	Century Engineering	X	
Chad Martin	Treasurer	KCI	X	
Steve Gault	Secretary	PennDOT		X
Peter O'Halloran	Past President/ District Representative	Carroll Engineering	X	
<i>Coordinators, Advisors, Chairs, Liaisons, District Representatives</i>				
Ashley Tracy	Western Area Coordinator	AECOM		X
Cory Bloom	Central Area Coordinator	Gannett Fleming	X	
Tyler Hartman	Eastern Area Coordinator	Century Engineering	X	
Jenn Walsh	Section Advisor	HDR	X	
Steve Palmer	Treasurer Advisor	Gannett Fleming		X
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Scott Nale	Annual Meeting Chair	Rettew		X
Greg Frisby	Scholarship Chair	WRA		X
Patrick McTish	Golf Outing Chair	Michael Baker		X
Rachel McGuire	Student Chapter Liaison Coordinator	Jacobs		X
Jason Molinaro	Awards Chair	Allegheny County DPW		
Mike Mudry	District Awards	TPD		X
Emily Hufnal	Website Coordinator	Rossi Group		X
Hannah Landvater	Social Media Chair	RK&K		X
Sidney New	Job Postings	Gannett Fleming		



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Vichika Iragavarapu	NJ Signal Committee	WSP		
Keith Meehan	Past Annual Meeting Chair	Michael Baker		X
Sydney French	WVU Student Chapter Liaison			X
Dustin Chickis	University of Pittsburgh Student Chapter Liaison	Michael Baker		X
Scott Seibel	PSU Student Chapter Liaison	Michael Baker		X
Julia Kovach	Drexel Student Chapter Liaison	RK&K		X
Teresa Lord	Villanova Student Chapter Liaison	Pennoni		
Tucker Smith	Delaware Student Chapter Liaison	McCormick Taylor		
Vivek Hariharan	District President	RS&H	X	
Mahmood Shehata	District Vice President	RK&K		X
Adam Greenstein	District Secretary/Treasurer	WSP		X
			26/31 Attended	