



# MASITE Board Meeting

March 5, 2024  
Meeting Minutes

## KEY Meeting Objectives

- Audit & Close Sponsorship
- Annual Meeting & Local Events

Location: Teams Meeting

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 1:04 pm</li> </ul>
Previous Minutes/ Schedule of Communications	<ul style="list-style-type: none"> <li>• Minutes the 1/19/24 and 2/5/24 meetings were approved.</li> <li>• M. McDermott reported S. Gault sent a schedule for communications by email and to send any comments to him.</li> </ul>
Treasurer Report/ Treasurer Audit	<ul style="list-style-type: none"> <li>• C. Martin provided the budget update.</li> <li>• S. Palmer said the treasurer audit was completed and went well. His biggest recommendation was to maintain backup of income, such as a copy of all checks deposited.</li> <li>• S. Palmer, B. Song, and M. McDermott will coordinate to file taxes by the 5/15/24 deadline.</li> </ul>
Outstanding Items	<ul style="list-style-type: none"> <li>• A. Tracy has resigned as the Western Area Coordinator.</li> <li>• P. O'Halloran made a motion to appoint Ken Opiery as the new Western Area Coordinator and B. Song seconded the motion. Motion carried unanimously.</li> <li>• P. O'Halloran made a motion to appoint Colleen Clear as the new Rowan University student chapter liaison and R. Biro seconded the motion to approve. Motion carried unanimously.</li> <li>• M. McDermott shared the following updates regarding submissions for District awards: <ul style="list-style-type: none"> <li>○ Carrie Long was submitted by MASITE for the Rising Star award.</li> <li>○ MASITE submitted for the Outstanding Section award.</li> <li>○ Penn State submitted for Outstanding Student Chapter award.</li> </ul> </li> <li>• M. McDermott reported the PA AV Summit will not be happening and PennDOT and discussions are starting with ITSPA to use the leftover money to support PennDOT Innovations Challenge. M. McDermott, C. Martin, and B. Song will attend the discussion meeting with ITSPA. The hope is to find a member of both ITSPA and MASITE who can vote on the award.</li> <li>• M. McDermott said ITE International is hiring an outside company to work on ITE branding (community of</li> </ul>



# MASITE Board Meeting

*March 5, 2024  
Meeting Minutes*

Agenda Item	Description
	<p>transportation professionals). Purchase of the MASITE Pin with the current logo on-hold.</p> <ul style="list-style-type: none"> <li>• Two possible choices for the 2024 MASITE Annual Meeting Venues – Morgantown Marriott and Canaan Valley Resort. Site visits to follow. Call for volunteers and abstracts need to be distributed soon. Meeting will be in October.</li> </ul>
Sponsorship	<ul style="list-style-type: none"> <li>• B. Song provided the sponsorship update for L. Klein.</li> <li>• Payments from 56 of 62 total sponsors received as of 3/5/2024.</li> </ul>
Registration Contest	<ul style="list-style-type: none"> <li>• M. McDermott indicated the registration contest was advertised in the last bi-weekly email. There have not been any submissions yet.</li> </ul>
Scholarship	<ul style="list-style-type: none"> <li>• G. Frisby provided the scholarship update.</li> <li>• Scholarship is now active and email blast to department heads and professors went out last week.</li> <li>• One submission received to date.</li> </ul>
Nominations/District Update	<ul style="list-style-type: none"> <li>• P. O’Halloran reported the Nominations Committee is being formed.</li> <li>• P. O’Halloran shared the following updates for the Mid-Colonial District: <ul style="list-style-type: none"> <li>○ Traffic Bowl progressing well</li> <li>○ Board voted and approved \$5,000 support for the International Annual Meeting social.</li> <li>○ Memorandum of Understanding to support the social to be signed by MASITE President.</li> <li>○ Series of upcoming webinars, including the previous of the International Annual Meeting.</li> <li>○ Logistics of the webinars to be handled by ITE international.</li> </ul> </li> <li>• M. McDermott indicated she has already signed the MOU.</li> </ul>
Student Chapters Update	<ul style="list-style-type: none"> <li>• R. Biro provided the Student Chapters update.</li> <li>• Semester kickoff meeting completed.</li> <li>• At least three teams interested in the traffic bowl competition.</li> <li>• Penn State Student Leadership Summit planned for November.</li> <li>• M. McDermott made a motion to appoint Sarah Adsit as the Student Chapter Liaisons Coordinator effective after the end of the school year and P. O’Halloran seconded the motion.</li> </ul>



# MASITE Board Meeting

*March 5, 2024  
Meeting Minutes*

Agenda Item	Description
	Motion carried unanimously.
Golf Outing	<ul style="list-style-type: none"> <li>• P. McTish provided the Golf outing update.</li> <li>• Golf outing scheduled for Tuesday, May 7, 2024, at the Iron Valley Country Club (8:30 AM Shotgun start).</li> <li>• C. Bloom working on the Star Chapter registration page.</li> <li>• Email announcements coordinated for bi-weekly updates.</li> <li>• Due to the conflict with the golf outing, May 2024 MASITE Board meeting was moved to Wednesday, May 8, 2024.</li> </ul>
Area Coordinator Updates	<ul style="list-style-type: none"> <li>• C. Bloom provided the Central Area update. First Central Area event with PennDOT Central Office with Doug Tomlinson and Ryan McNary scheduled for 4/11/2024 and the venue is being selected. C. Bloom inquired about the feasibility of hosting the event at Gannett Fleming’s office as a backup venue. No objections from the board. Disc Golf planned for September.</li> <li>• M. McDermott provided the Western Area update. 3/14/2024 traffic signal cabinet training by Signal Services, which need minimum 20 people. May event with Dan Fedio from District 11 being planned. Joint baseball social on August 8<sup>th</sup>. M. McDermott will on-board the new Western Area Coordinator.</li> <li>• T. Hartman provided the Eastern Area update. Upcoming Eastern Area Events include: TIM Training on March 21, rescheduled Octorara STEM event on April 11, ATSPM Training by Steve Gault at PennDOT D6, Phillies outing with ITSPA in summer, 2<sup>nd</sup> Annual Kickball Tournament on June 6, Joint meeting with ASHE Southern NJ for MUTCD update in mid/late October.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• None</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• April 2, 2024 via Microsoft Teams</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:43 pm</li> </ul>



# MASITE Board Meeting

March 5, 2024  
Meeting Minutes

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		
Peter O'Halloran	Past President/ District Representative	Carroll Engineering		X
<i>Coordinators, Advisors, Chairs, Liaisons</i>				
Ashley Tracy	Western Area Coordinator	AECOM		
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		
Scott Nale	Annual Meeting Chair	Rettew		
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		
Emily Hufnal	Website Coordinator	Rossi Group		
Hannah Landvater	Social Media Chair	RK&K		
Sidney New	Job Postings	Gannett Fleming		X



# MASITE Board Meeting

*March 5, 2024  
Meeting Minutes*

Keith Meehan	Past Annual Meeting Chair	Michael Baker		
Sydney French	WVU Student Chapter Liaison			X
Scott Seibel	PSU Student Chapter Liaison	Michael Baker		
Julia Kovach	Drexel Student Chapter Liaison	RK&K		X
Teresa Lord	Villanova Student Chapter Liaison	Pennoni		X
Tucker Smith	Delaware Student Chapter Liaison	McCormick Taylor		
Dustin Chickis	University of Pittsburgh Student Chapter Liaison	Michael Baker		X
Vichika Iragavarapu		WSP		
			17/29 Attended	