



# MASITE Board Meeting

May 13, 2025  
Meeting Minutes

## KEY Meeting Objectives

- Board Nomination Process
- 2 Month Schedule Lookahead

Location: In Person – Virtual

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• Meeting started at 2:00 PM.</li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Minutes from the April meeting were approved (M. McDermott made motion, C. Martin seconded).</li> </ul>
Annual Meeting	<ul style="list-style-type: none"> <li>• R. Biro stated that a Group went out to Bear Creek this morning.</li> <li>• T. Deangelo stated that there has been two Committee meetings so far, subcommittees are starting to meet. Update from keynote speakers (Al Frederico, and others) as to their availability and call for abstracts to be coming in the near future.</li> </ul>
Treasurer Report	<ul style="list-style-type: none"> <li>• C. Martin noted that we are currently seeing a healthy balance. All sponsorship income has been received except for one bronze sponsor. Fully funded in all categories that use sponsorship money. All golf money revenue is in, but expenses need to hit account, so it may appear that we have more money than we have.</li> <li>• Taxes submitted for 2024 this past weekend. C. Martin then reviewed the Tax form 990-EZ. Another column in his budget sheet is hidden but coded to help him complete tax forms.</li> <li>• C. Martin reviewed the balance of the ITE investment account for College Scholarship.</li> <li>• ITE recommends 75% of operating income in reserve. We have sufficient holding of the recommended amount currently.</li> <li>• R. Biro asked if this is time to do regular Treasurer audit, C. Martin said that was already completed and S. Palmer did that audit back in February. M. McDermott thanked S. Palmer for volunteering to do this audit, it saves MASITE money.</li> </ul>
2 Month Schedule Lookahead	<ul style="list-style-type: none"> <li>• R. Biro reviewed the google calendar. R. Biro said that all area coordinators should have access and have events on the calendar.</li> <li>• T. Hartman asked about whether we are still considering doing the form for social media / website folks for new events. R. Biro replied that P. Braude gets a notification when something</li> </ul>



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	<p>is added to the calendar, which helps her keep things on track. Not working to develop a form just yet, unless T. Hartman wanted to take the lead on that, but until then just email P. Braude and H. Landvater what they want. M. McDermott noted that the District has a form.</p> <ul style="list-style-type: none"> <li>• C. Bloom asked if an email blast goes out should that go in the calendar? R. Biro answered yes.</li> <li>• R. Biro asked Theresa to get the Call for Abstracts for the Annual Meeting on the calendar</li> <li>• R. Biro asked if there are plans for social media for the STEM spotlight? L. Klein said she would help coordinate those with sponsor spotlights and wants to meet with T. Hartman off-line to chat about that.</li> <li>• R. Biro said she would prefer to blur out students faces in social media post, and to take more pictures without faces in them.</li> <li>• R. Biro asked if anyone is part of any other professional societies to please add their events as well to avoid their events.</li> </ul>
Nominations Committee	<ul style="list-style-type: none"> <li>• M. McDermott – nominations committee met twice, and want to make sure they are doing everything according to bylaws and ITE international.</li> <li>• Once our election is done, the board needs to be sent to the District.</li> <li>• There are different timeframes required for balloting, announcements, tabulations, informing membership and candidate and other timeline requirements that M. McDermott reviewed.</li> <li>• There are campaign requirements that candidates needs to follow. When determining candidates it is necessary to consider a variety of different factors, including involvement in MASITE, geographic location, and other requirements.</li> <li>• J. Molinero should set up an excel document for when this election should occur. End of July is potential for announcing candidates for positions. R. Biro asked if we have to wait for District election to have occurred? K. Russo said it should be after the district nominations as a courtesy, which would probably be over the next month or so.</li> </ul>



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Golf Outing	<ul style="list-style-type: none"> <li>P. McTish was not present but provided an update to R. Biro. The outing went well except they were not able to complete due to the weather, but a good time had by all. J. Molinero can check with P. McTish on a potential recap in the Bi-Weekly email.</li> </ul>
Area Coordinator Updates	<ul style="list-style-type: none"> <li>Western – MASITE joint meeting with ASHE on May 22<sup>nd</sup> in West Virginia at Thrashers office with Amy Staud speaking. Next event is the softball tourney on June 14<sup>th</sup> where MASITE participated and J. Molinero umpired. Trying to get a meeting with SPC on the calendar.</li> <li>Central – Next event is June 3<sup>rd</sup> with PA Turnpike Commission. 18 registrants at 3 weeks out. 9/12 is the annual disc golf event. One more potential event at Hollywood casino and some potential speakers in late July / early August. C. Bloom asked if the Gannett Fleming could be updated on the MASITE website and can it be updated to GFT. C. Bloom provided his new email address in the chat.</li> <li>Eastern- recently had the U of Delaware event, well received by students. Top golf - May 31. Kickball June 17<sup>th</sup>. I-95 potential presentation with an iterative update to show progress made and design challenges that they have had.</li> </ul>
Scholarship	<ul style="list-style-type: none"> <li>G. Frisby emailed his updates, he is working on assembling review panel for scholarship, and wants to get it awarded before fall semester starts.</li> </ul>
Brand Evolution	<ul style="list-style-type: none"> <li>S. Gault reported that everything is submitted to ITE International, and S. Adsit reported that students are taken care of as well.</li> <li>K. Russo stated that there is more to come but just waiting on all forms to be submitted to the District</li> <li>R. Biro stated that she was hoping we might be able to share logos by July meeting but will have to see how it plays out.</li> </ul>
STEM	<ul style="list-style-type: none"> <li>T. Hartman reported that tomorrow (5/14) is event with Philadelphia School District, they have 3 volunteers plus T. Hartman. Dare to Dream Career Week – MASITE is providing lunch to students and volunteers, students will get to see the TMC in Philadelphia. 5/19 is another event - fully staffed. 6/2 is the last event, we have no volunteers. T. Hartman needs all</li> </ul>



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	<p>the help he can get for that one.</p> <ul style="list-style-type: none"> <li>• T. Hartman has a potential recommendation for a new STEM coordinators, but was not sure if call in bi-weekly should go out. R. Biro said yes put it out in bi-weekly, and then any candidates would go to a board vote. Possibly in bi-weekly in June. Wants to have information in bi-weekly that this call should go out to other areas, not just the east.</li> <li>• T. Hartman is worried we are not getting enough volunteers, wonders what we should do. He would recommend doing an award to a company based on their hours of volunteering. He wanted folks who were actively volunteering in the classroom. R. Biro was saying it probably couldn't be an award in 2025, and T. Hartman agreed it would start in 2026. R. Biro thinks a new award is at discretion of president since it is a potential award at the annual meeting.</li> <li>• T. Hartman was contacted by a 3<sup>rd</sup> party company that helps plan curriculums for STEM events. T. Hartman is not going to pursue at section level, but he was going to send to ITE International.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>• R. Biro – going to meet with Jen Walsh next week to discuss mentorship program</li> <li>• K. Russo said that to hold tight on the new logo and trust the process is the message from ITE International and they will let us know about next steps.</li> <li>• S Adsit – idea to have a special spotlight on student chapters on Friday to talk about what they are working on, why they are in ITE, etc. There are enough chapters to fill the Fridays throughout the school year. R. Biro thinks we should do it, and to work with P. Braude on a template.</li> <li>• S. Adsit – still looking at Delaware and spring of next year for Student Leadership Summit. There is student interest. It is technically a District event.</li> <li>• L. Klein updated sponsorship board with new Gannett / GFT logo, that is to be used moving forward.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• June 10, 2025, at 1 PM - Virtual</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:03 PM (C. Martin motions, B. Song</li> </ul>



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Name	Position	Organization	Attendance	
<i>Executive Board</i>			In Person	Call
Becky Biro	President	RK&K		X
BJ Song	First Vice-President	Kleinfelder		X
Steve Gault	Second Vice-President	PennDOT		X
Chad Martin	Treasurer	KCI		X
Jason Molinero	Secretary	Allegheny County		X
Megan McDermott	Past President/ District Representative	ms consultants		X
<i>Coordinators, Advisors, Chairs, Liaisons</i>				
Austin Lucas	Western Area Coordinator	CEC		
Cory Bloom	Central Area Coordinator	GFT		X
Tyler Hartman	Eastern Area Coordinator	RK&K		X
Jenn Walsh	Section Advisor	HDR		
Steve Palmer	Treasurer Advisor	GFT		
Lindsey Klein	Sponsorship Coordinator	Imperial		X
Theresa DeAngelo	Annual Meeting Chair	Benesch		X
Marvin Ta	Annual Meeting Chair	Pennoni		
Vichika Iragavarapu	NJ Signal Tech Committee	WSP		
Greg Frisby	Scholarship Chair	WRA		
Patrick McTish	Golf Outing Chair	Michael Baker		
Sarah Adsit	Student Chapter Liaison Coordinator	Bowman		X
Leila Bouabdellaoui	Awards Chair	City of Pittsburgh		
Mike Mudry	District Awards	TPD		
Emily Hufnal	Website Coordinator	DeIDOT		



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Melissa Mo	Membership Chair	HNTB		X
Hannah Landvater	Social Media Chair	RK&K		
Paige Braude	Social Media Chair	Toxcel		X
Sidney New	Job Postings	Retired		
Sydney French	WVU Student Chapter Liaison	French Engineering		
Scott Seibel	PSU Student Chapter Liaison	Michael Baker		
Julia Kovach	Drexel Student Chapter Liaison	RK&K		
Jason Chen	Villanova Student Chapter Liaison	Bowman		X
Tucker Smith	Delaware Student Chapter Liaison	McCormick Taylor		
Dustin Chickis	University of Pittsburgh Student Chapter Liaison	Michael Baker		
Teresa Scrocca	Villanova Student Chapter Liaison	Pennoni		
Kate Russo	MCDITE International Director	RK&K		X
			15 Attended	