



MASITE Board Meeting

January 10, 2019

Meeting Minutes

KEY Meeting Objectives

- Board Member Responsibilities
- MASITE Board Calendar

Location: Conference Call

Agenda Item	Description
Call to Order	<i>Meeting start – 10:00 AM</i>
Board Member Responsibilities	<ul style="list-style-type: none"> • All attendees present read out their roles and briefly discussed. Al read out the responsibilities of the board members not on the call. • Regarding the rotating task of the first and second VPs in assisting the Treasurer and President, it was determined that the VPs themselves should figure out the best way to make it work. [UPDATE: Steve will work with the Technical Committee and Mahmood will work with the Student Chapters]. • Any tasks related to local membership affiliation are now defunct as ITE International is handling membership moving forward, and affiliate membership is to be phased out over the next year. • Chris stated that the board positions need to be updated based on our current roles as well as our upcoming by-law revisions. • Regarding the role of Secretary, Al pointed out that coordination is becoming the key focus of that position. • With ITE International handling membership, this reduces the tasks related to the role of Treasurer. The Treasurer also has the task of filing an annual Tax Return for MASITE by May 15th. • It was suggested that the many tasks related to the roles of Secretary and Treasurer be spread more evenly amongst the other board members. It was also suggested that robust delegation to MASITE volunteers could address this issue. • The role of Section Advisor has been defunct in recent years, moving forward the board will rely on Jenn to develop the role.
MASITE Committee Responsibilities	<ul style="list-style-type: none"> • Legislative Affairs Committee is inactive, it is not something that the board will address in 2019. • New MASITE Webmaster is Charles Gushue of McCormick



MASITE Board Meeting

January 10, 2019

Meeting Minutes

Agenda Item	Description
	<p>Taylor.</p> <ul style="list-style-type: none"> • The board would like to see the Student Chapters more engaged this year.
MASITE Board Calendar	<ul style="list-style-type: none"> • The schedule template was discussed briefly, the board will refer to it regularly as the year progresses.
Miscellaneous	<ul style="list-style-type: none"> • The board will have four in-person meetings in 2019: <ul style="list-style-type: none"> ○ Jan: Annual Retreat, Wilmington, DE ○ Apr: Southern/Mid-Colonial Annual Meeting, Arlington, VA ○ Sep: MASITE Annual Meeting, Lancaster, PA ○ Dec: MASITE Penn State Social, State College, PA • Al encouraged the board to attend as many of the in-person meetings as possible. • The 2019 MASITE Annual meeting will be held in Lancaster, PA from Thursday, September 26 to Friday, September 27 • Al suggested that the area coordinators be consulted by the Nominations Committee when seeking potential candidates for MASITE elections. Steve suggested that we advertise more robustly in this regard. With the board restructuring, we will need more candidates than in previous years. • The board would like to increase the engagement with Public Agencies in 2019 • Al asked all board members to consider what their goals are for MASITE, and what they would like to achieve with their time on the board.

Next Meeting:

January 25, 2019 – In-person meeting at Annual Retreat



MASITE Board Meeting

January 10, 2019

Meeting Minutes

Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	Discuss 2019 budget	Board	Next Meeting
2	Continue work of Board Restructuring	Board	On-going
3	Track down MASITE historic/original documents	O'Halloran/Shehata	No
4	Determine best way to archive MASITE documents moving forward	O'Halloran/Shehata	No
5	Discuss MASITE insurance	Federico/Palmer	No
6	Add topic of <i>Awards Committee Responsibilities</i> to March Agenda	O'Halloran	March Meeting
7	Add topic of <i>Select Nominations Committee</i> to Annual Retreat Agenda	O'Halloran	Next Meeting
8	Consult with Nominations Committee on selecting candidates	Federico/O'Halloran	No
9	Discuss Status of annual sponsors	Federico/Staud	No
10	Talk to ITE International on how affiliate membership is being phased out and determine the impacts to MASITE during this transition	Gault	No
11	Consider goals for MASITE and what board members would like to achieve during their time on the board.	Board	On-going



MASITE Board Meeting

January 10, 2019

Meeting Minutes

Name	Position	Organization	Attendance	
			In Person	Call
Executive Board				
Al Federico	President	Albert Federico Consulting		X
Steve Palmer	First Vice-President	Gannet Fleming		X
Mahmood Shehata	Second Vice-President	RK&K		
Peter O'Halloran	Secretary	Urban Engineers		X
Amy Staud	Treasurer	HDR Engineering		
Chris Prisk	Past President/ District Representative	Langan Engineers		X
Lindsey Ulizio	Western Area Coordinator	WRA		
Michael Davidson	Central Area Coordinator	Gannett Fleming		X
Becky Biro	Eastern Area Coordinator	JMT		X
Non-Voting Board Members				
Liz Schwartz	Annual Meeting Chair	Alfred Benesch		
Jenn Walsh	Section Advisor	HDR		X
Other				
Steve Gault	Membership Coordinator	PennDOT		X
Jeff Bergsten	AV Summit Liaison	Michael Baker		
			9/13 Attended	