



MASITE Board Meeting

January 25, 2019

Meeting Minutes

KEY Meeting Objectives

- Roles
- MASITE Board Calendar

Location: Westin Wilmington

Agenda Item	Description
Call to Order	<i>Meeting start – 12:40 PM</i>
Membership	<ul style="list-style-type: none"> • ITE is tracking new memberships from affiliates upgrade • 7 out of 122 have upgraded to date from MASITE • International collects money but doesn't take any for themselves • It can be tough to reconcile our list with international's member list • ITE are directly reaching out to affiliate members to convince them to upgrade • We will divide the list of affiliate MASITE members by firm and try to encourage upgrading
Budget	<ul style="list-style-type: none"> • Last year we tried to spend, but we still made a surplus, especially in the eastern area. • ITE have provided guidance on reserves. Ideally we should have 75-100% of annual budget on reserve • We will plan for a separate bank account for AV summit • Only Penn State and Delaware claimed their student money • What is the plan for this year in terms of spending? Business as usual. • If we do go over the approved budget that's okay but it should be brought to attention of board • We will increase the spending on the annual meeting while keeping the net profit/loss target the same



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	<ul style="list-style-type: none"> • Add a line for section speaker gifts • Chris suggested we bump up the coordinators deficit to \$2500 • Budget can adjusted as needed throughout the year. We will also revisit in June
Student Chapters	<ul style="list-style-type: none"> • Mahmood suggested we do a spring outreach with student chapters • Greg Frisby (WRA) is the Penn State liaison. • Rowan is starting a student chapter. Let's get events on the calendar for our student chapters. At least one per chapter. Make sure chapters know they can have a stipend. • Can we have student chapters do trip gen. studies and pay them? • Get them engaged, get our liaisons engaged, we also need to engage them in spring so we can hit the ground running in September • Someone at board or committee level should be bugging the liaisons • Becky to include some liaisons on Eastern Area calls
Area Coordinators	<ul style="list-style-type: none"> • In the Western Area, Lindsey can call on Megan McDermot, Brad Dicola, and Edmond Clemens for assistance • Lindsey is hoping to get some well known District PennDOT executives for events this year, as well as plan signal events for the western area • In the Central Area, Mike has to setup annual recurring events that attract PennDOT participation, this should serve as a model for the other areas • Mike intends to reach out to PTC, D8-0 for potential events • In the Eastern Area Becky has had one committee call this year. This committee has about 20 people, about 10 of whom are engaged. • Eastern Area has an abundance of technical training events



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	<p>planned (5), a dinner event would also be desirable.</p> <ul style="list-style-type: none"> • General comments on events: <ul style="list-style-type: none"> ○ Keep technical session topical ○ Breakfast event for Center City – Streets or DVRPC ○ Does everyone who needs access to Constant Contact have access? ○ Let’s mine constant contact for future members and candidates. ○ We are pushing member and non-membership rates for events ○ What is the correct charge for member/non-member?
Board Goals	<ul style="list-style-type: none"> • Al: Amplify international message. Host Past Presidents dinner, also in general keep past Presidents engaged • Lindsey: Get western area up to speed and get more people involved • Becky: Service all parts of the Eastern Area as much as possible with events • Peter: Utilize social media and all available tools to get MASITE’s message out • Amy: Prepare a packet of info to be given to the next treasurer • Steve: Figure out where ITE International is headed and convince people to follow that vision, particularly in terms of MASITE Vs ITE International
Sponsorship	<ul style="list-style-type: none"> • Amy has call for sponsors letter ready for mass distribution by Peter via constant contact • Al will reach out directly to last year’s sponsors • MASITE treasurer gmail to be used moving forward for convenience and ease of transfer of duties
Annual Meeting Update	<ul style="list-style-type: none"> • September 26-27 at the Lancaster Marriot, PA. Hotel is currently being renovated, will be complete by July 2019 • Hotel walkthrough was Jan 4th, contract is in our possession



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	<ul style="list-style-type: none">• Plan for Past Presidents on the Thursday night.• Volunteers Committee is finalized, there one or two people per sub-committee• First committee call TBD• Make sure we negotiate the food properly so we don't get hit unexpectedly with high prices
Board Restructuring	<ul style="list-style-type: none">• ITE has a lot of control over how we change by-laws. They are implementing standard by-laws which we are expected to consider for 2020• Do we wait to change in 2020? Or should we change in 2019 and 2020? We must get ahead of it
Nominations Committee	<ul style="list-style-type: none">• Should the nominations committee be involved in selecting ITE Rising Stars?

Next Meeting:

9:00AM February 7, 2019 – Conference Call



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Follow-up Items

ACTION ITEM		RESPONSIBLE PERSON	COMPLETED (YES/NO)
1	Read by-laws and see what's they say about a membership committee	Palmer	
2	Get rid of affiliate link on MASITE website	O'Halloran	
3	Setup a call with student chapter liaisons	Shehata	
4	Figure out a standard pricing structure for events	Coordinators	
5	Determine a suitable charity to donate to in lieu of speaker gifts, perhaps a STEM related charity	Coordinators	
6	Becky suggested we look into hosting service based events, such as a food bank volunteer event or a highway cleanup	Biro	
7	Adopt budget	Next Meeting	
8	Send out call for Sponsor Letter via constant contact	O'Halloran	Yes
9	Reach out directly to last year's sponsors	Federico	
10	Set up group chat for the board in WhatsApp	O'Halloran	
11	Update Jeff Riegner on our restructuring plans	Prisk	
12	Reach out to affiliate members about upgrading to full	All	



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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	X	
Peter O'Halloran	Secretary	Urban Engineers	X	
Amy Staud	Treasurer	HDR Engineering		X
Chris Prisk	Past President/ District Representative	Langan Engineers		X
Lindsey Ulizio	Western Area Coordinator	WRA		X
Michael Davidson	Central Area Coordinator	Gannett Fleming	X	
Becky Biro	Eastern Area Coordinator	JMT	X	
Jenn Walsh	Section Advisor	HDR	X	
Other				
Jeff Bergsten	AV Summit Liaison	Michael Baker		
Steve Gault	Membership Coordinator	PennDOT	X	
Liz Schwartz	Annual Meeting Chair	Alfred Benesch	X	
			12/13 Attended	

2019 Financials									
		Budget (Approved)							
		Income	Expense	Net Cash Flow			Net Cash Flow	Remaining Budget	
		\$ -	\$ (1,200.00)	\$ (1,200.00)			\$ -	\$ 1,200.00	
		\$ 2,000.00	\$ (5,000.00)	\$ (3,000.00)	\$ -	\$ -	\$ -	\$ 3,000.00	
		\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ (2,000.00)	
		\$ 5,500.00	\$ (5,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 1,000.00	\$ (2,500.00)	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ 1,500.00	
		\$ 1,000.00	\$ (2,500.00)	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
7	Eastern Area Programs	\$ 1,000.00	\$ (2,500.00)	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
8	Pittsburgh Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
9	Penn State Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
10	Delaware Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
11	Villanova Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
12	West Virginia Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
13	Other Student Chapter	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ 500.00	
14	Web Page	\$ -	\$ (300.00)	\$ (300.00)	\$ -	\$ (251.87)	\$ (251.87)	\$ 48.13	
15	Education Outreach - Western	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ 500.00	
16	Education Outreach - Central	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ (225.00)	\$ (225.00)	\$ 275.00	
17	Education Outreach - Eastern	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -	\$ -	
18	Awards & Speaker Gifts	\$ -	\$ (1,500.00)	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
19	Dues	\$ 5,300.00	\$ -	\$ 5,300.00	\$ -	\$ -	\$ -	\$ -	
20	Sponsorship Program	\$ -	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	
21	Executive Board Events	\$ -	\$ -	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
22	Past President's Dinner	\$ -	\$ -	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
23	ITE National Participation	\$ -	\$ -	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ -	
24	Traffic Bowl Support	\$ -	\$ -	\$ (650.00)	\$ -	\$ -	\$ -	\$ -	
25	Leadership ITE	\$ -	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ 500.00	
25	Constant Contact	\$ -	\$ -	\$ (800.00)	\$ -	\$ -	\$ -	\$ 800.00	
26	PA AV Summit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Summary	\$ 22,800.00	\$ (29,950.00)	\$ (7,150.00)	\$ -	\$ (476.87)	\$ (476.87)	\$ 6,673.13	

Look at 2017 budget for true Expense/Income since not a combined meeting

Fix to negative

Change to 2000 or 2500 - area coordinators to provide input

Reduce?

Add item for Section Speaker Gifts

Use reserve to start AV Summit bank account ~ 10k

Projected Year End Account Balance	
Beginning Balance (1/24/18 Actual)	\$ 43,207.16
Projected Income	\$ 22,800.00
Projected Expense	\$ (29,950.00)
Projected Year End Account Balance	\$ 36,057.16
Projected Net Change	\$ (7,150.00)

BP is reserve of 75% of expected annual expenses

\$ 43,207.16
\$ -
\$ (476.87)
\$ 42,730.29

Current Net Change \$ (476.87)