



MASITE Board Meeting

February 7, 2019

Meeting Minutes

KEY Meeting Objectives

- Follow up on action items from Annual Retreat board meeting

Location: Conference Call

Agenda Item	Description
Call to Order	<i>Meeting start – 12:40 PM</i>
Budget	<ul style="list-style-type: none"> • Discussion on the budget is tabled until our next board meeting
By-laws	<ul style="list-style-type: none"> • Steve P to find out what by-laws dictate about a membership committee
MASITE Website	<ul style="list-style-type: none"> • Affiliate membership reference to be removed from website
Student Chapters	<ul style="list-style-type: none"> • Mahmood to setup a call with student chapter liaisons. • Mahmood has also been in contact with Villanova and Delaware liaisons
Area Coordinators	<ul style="list-style-type: none"> • Coordinator conference call scheduled for 02/08/2019 to discuss pricing structures for events, possible budget adjustments, and a suitable charity for speaker gifts • Becky is considering a joint event with ASHE Del Val. Jenn is to follow up with ASHE Del Val about how they manage their events • For the upcoming Tru-Traffic training organized by Lindsey Klein (Imperial) it was suggested that we should institute a cancellation clause so we are not on the hook for the speakers' expenses should the situation arise.
Sponsorship	<ul style="list-style-type: none"> • General call for sponsors has been sent out • Al to reach out directly to previous sponsors
Secretary Report	<ul style="list-style-type: none"> • Everyone has joined the WhatsApp group chat, except for Steve P, who is currently on vacation. • The District has scheduled a call for 02/13/2019 to discuss a Dropbox account for Mid-Colonial, WDCSITE and MASITE
Annual Meeting Update	<ul style="list-style-type: none"> • Liz is finalizing the organizing committee and setting up the event Dropbox



MASITE Board Meeting

February 7, 2019

Meeting Minutes

Agenda Item	Description
	<ul style="list-style-type: none"> • The hotel contract from the Lancaster Marriott is currently with Helms Briscoe for their review • Liz is targeting the end of February for the first committee meeting • One task to be assigned is the organization of a Past President's dinner
Board Restructuring	<ul style="list-style-type: none"> • Chris has sent some information to Jeff Riegner regarding our board and by-law restructuring plans. consider for 2020
AV Summit Update	<ul style="list-style-type: none"> • MASITE are responsible for programming two sessions, and also a social event. • Liz will ask Al Tomaselli of Alfred Benesch if he can help with planning the social event.
Membership	<ul style="list-style-type: none"> • Steve G is working with ITE International regarding affiliate member upgrades. He is also drafting an email for MASITE affiliates aimed at convincing them to become full members • Peter & Steve G to reconcile our emailing lists, now that affiliate membership will no longer exist, this should make this task easier. It is also hoped that this will ensure student members are receiving emails. • It was determined that MASITE should work with both companies and individuals in the drive to convert affiliate members to full members. Al is going to talk to Matt Hammond of TPD about getting TPDs affiliate members upgraded to full members. This is a task all board members will help out with in the coming months. • ITE have a (long) survey out for members
District Meeting	<ul style="list-style-type: none"> • Mahmood to provide a list of overall committee assignments for the upcoming District meeting in April, which is to be a joint meeting with the Southern District.
Next Meeting:	<ul style="list-style-type: none"> • 9:00AM February 21, 2019 – Conference Call



MASITE Board Meeting

February 7, 2019

Meeting Minutes

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	Adopt budget	Next Meeting	
5	Reach out directly to last year's sponsors	Federico	
6	Tru-Traffic training cancellation clause	Biro	
7	AV Summit Social Event – reach out to Al Tomaselli	Schwartz	
8	Draft email to MASITE affiliate members about the benefits of full membership	Gault	
9	Reconcile MASITE emailing lists with ITE lists	Gault/ O'Halloran	
10	Provide the board with an overall list of committee assignments for the upcoming District Meeting	Shehata	



MASITE Board Meeting

February 7, 2019

Meeting Minutes

Name	Position	Organization	Attendance	
			In Person	Call
<i>Executive Board</i>				
Al Federico	President	Albert Federico Consulting		X
Steve Palmer	First Vice-President	Gannet Fleming		
Mahmood Shehata	Second Vice-President	RK&K		
Amy Staud	Treasurer	HDR Engineering		
Peter O'Halloran	Secretary	Urban Engineers		X
Chris Prisk	Past President/ District Representative	Langan Engineers		
Lindsey Ulizio	Western Area Coordinator	WRA		X
Michael Davidson	Central Area Coordinator	Gannett Fleming		
Becky Biro	Eastern Area Coordinator	JMT		X
Jenn Walsh	Section Advisor	HDR		X
<i>Other</i>				
Jeff Bergsten	AV Summit Liaison	Michael Baker		
Steve Gault	Membership Coordinator	PennDOT		X
Liz Schwartz	Annual Meeting Chair	Alfred Benesch		X
			7/13 Attended	