



# MASITE Board Meeting

*February 21, 2019*

*Meeting Minutes*

## **KEY Meeting Objectives**

- 2019 Budget review
- Rising Star Nomination

Location: Conference Call

<b>Agenda Item</b>	<b>Description</b>
Call to Order	<i>Meeting start – 12:40 PM</i>
Previous Minutes	<ul style="list-style-type: none"> <li>• Meeting minutes from 01-25-2019 approved</li> <li>• Meeting minutes from 02-07-2019 approved</li> </ul>
2019 Budget	<ul style="list-style-type: none"> <li>• Annual meeting line revised to show \$27,000 income and expense of \$30,000, no net change</li> <li>• Area Coordinators will operate within a budget allowing for a net loss of \$2,500 per area</li> <li>• Line item 14 is the cost for our website, the cost covers three years, so this item will be \$0 for 2020 and 2021</li> <li>• For information purposes, Amy has shown 75% of annual expenses, to help us with calculating a sufficient level of reserve funds</li> <li>• The budget, with the above listed amendments was approved</li> </ul>
Rising Star Nominations	<ul style="list-style-type: none"> <li>• Liz Schwartz, Mike Davidson and Becky Biro nominated</li> <li>• Mike Davidson was voted to be put forward as the MASITE candidate by the group</li> </ul>
CAV Community MASITE Appointment	<ul style="list-style-type: none"> <li>• Purpose of community is to provide high level lessons learned</li> <li>• 4 committee chairs, one each from PennDOT, PTC, MASITE, and ITSPA</li> <li>• MASITE to provide our chair within the next months. The person does not have to be a member of the executive board.</li> <li>• Mahmood to talk with Mark Kopko to find out more details.</li> </ul>



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Annual Meeting Update	<ul style="list-style-type: none"> <li>• Contract is ready for signature. First deposit of \$1,000 due to hotel on signing, Amy to work with Liz to get this money paid.</li> <li>• Liz has approached an individual about coordinating the past presidents dinner</li> <li>• Hotel is the Marriott at Penn Square Lancaster</li> </ul>
Sponsorship Update	<ul style="list-style-type: none"> <li>• Al sent out targeted emails</li> <li>• Updating the sponsor contact list should become an annual task</li> <li>• Al &amp; Amy will continue reaching out to potential sponsors</li> <li>• Call for sponsors will remain in weekly MASITE email blasts for the time being</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Al, Steve G and Kate to coordinate on setting up a membership committee, whose purpose will be to convert as many former affiliate members to full members</li> <li>• Committee will target individuals as well as companies</li> </ul>
Student Chapters	<ul style="list-style-type: none"> <li>• Mahmood to setup a call with student chapter liaisons</li> <li>• Liaison needed for Rowan Chapter. Becky to try to find someone through her Eastern Area Events Committee.</li> </ul>
Secretary Update	<ul style="list-style-type: none"> <li>• New website ready, Peter to review in the coming days</li> <li>• Susan Best with the District close to finalizing arrangements for a District wide Drop Box account, with enough storage to meet the needs of Mid-Colonial, MASITE and WDCSITE.</li> </ul>
Area Coordinators	<ul style="list-style-type: none"> <li>• Coordinators still deciding on suitable charities for speaker gifts.</li> <li>• Areas can choose their own charities independent from each other if desired.</li> </ul>
Other Business	<ul style="list-style-type: none"> <li>• Al Tomaselli of Alfred Benesch has agreed to plan a social event at the PA AV Summit on behalf of MASITE</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• 9:00AM March 14, 2019 – Conference Call</li> </ul>





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Name	Position	Organization	Attendance	
			In Person	Call
<b>Executive Board</b>				
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		X
Peter O'Halloran	Secretary	Urban Engineers		X
Chris Prisk	Past President/ District Representative	Langan Engineers		X
Lindsey Ulizio	Western Area Coordinator	WRA		
Michael Davidson	Central Area Coordinator	Gannett Fleming		
Becky Biro	Eastern Area Coordinator	JMT		X
Jenn Walsh	Section Advisor	HDR		X
<b>Other</b>				
Jeff Bergsten	AV Summit Liaison	Michael Baker		
Steve Gault	Membership Coordinator	PennDOT		
Kate Russo	Mid-Colonial District President	JMY		x
Liz Schwartz	Annual Meeting Chair	Alfred Benesch		X
			8/14 Attended	