



MASITE Board Meeting

January 24, 2020

Meeting Minutes

KEY Meeting Objectives

- Budget
- Sponsorship

Location: Renaissance Baltimore Harborplace Hotel

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • <i>Meeting start – 12:00 PM</i>
Previous Minutes	<ul style="list-style-type: none"> • Pending
President's Welcome	<ul style="list-style-type: none"> • Steven welcomed the new board members and the 2020 Annual Meeting Chairs.
Sponsorship	<ul style="list-style-type: none"> • Sponsorship letter for 2020 has been dispatched. So far response is good. Jenn & Megan have also been calling potential sponsors. • Our sponsor contact list is still a work in progress. • One platinum sponsor has been secured (Aecom) • Megan and Jenn will coordinate with the area coordinators to keep track of benefits promised to sponsors. • Sponsor boards must be used at all MASITE events.
Budget	<ul style="list-style-type: none"> • There is \$12,000 in MASITE account that is for the AV Summit. • Al suggested the AV Summit be shown as an income and expense in the budget, not just a line item. • ITSPA has final 2109 AV Summit financials. • For 2020 MASITE must have better oversight. All 2019 financial records should be sent to Megan. • Al suggested that a reserve of 75% of our operating budget may not be justified. At a minimum we should have enough reserves to host our own annual meeting. • For sponsor line items, there should be income and expense entries. • As always, the 'goal' for our 2020 Annual Meeting is to lose money, around the \$3,000 mark. • However, realistically the annual meeting is an opportunity to boost our reserves.
Membership	<ul style="list-style-type: none"> • We must track and identify new members, as well as keep better track of existing members.



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By-Laws	<ul style="list-style-type: none"> • New by-laws say all positions must be elected. These laws will be finalized by ITE International by early March. • Do we remove the coordinators as voting members? Or elect them to the board? Currently they are appointed.
Annual Meeting	<ul style="list-style-type: none"> • The meeting is be held in the Genetti Hotel in Williamsport, PA • Contract will be ready soon, looking to book Thursday Sept 23 to Friday Sept 24. • Let D3-0 know as soon as possible.
CAV Summit	<ul style="list-style-type: none"> • Slated for Oct 28, 2020. • Need to identify the next MASITE rep/coordinator after Hannah Landvater finishes the role at the end of 2020. Conor McAliney may be interested. • Program Track: Is there value for ITE to have a sponsored track?
Student Chapters	<ul style="list-style-type: none"> • For 2020 the goal is for the money allocated to student chapters to actually get spent. • West Virginia Student Chapter not active • Potential Student Chapter at Penn State Harrisburg. • Alex Fisher will be the Penn State (Main Campus) Liaison
Newsletter	<ul style="list-style-type: none"> • Get info from Western & Central reps (Peter) • Aim for three newsletters this year: February, Mid Junem Mid October • Ask Dean if he wants help • Potential revamp?
District Update	<ul style="list-style-type: none"> • No update
Next Meeting:	<ul style="list-style-type: none"> • Thursday, March 19, 9:00 AM – Conference Call



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Name	Position	Organization	Attendance	
<i>Executive Board</i>			In Person	Call
Steve Palmer	President	Gannet Fleming	X	
Mahmood Shehata	First Vice-President	RK&K	X	
Michael Davidson	Second Vice-President	PA Turnpike	X	
Megan McDermott	Treasurer	MS Consultants	X	
Peter O'Halloran	Secretary	Urban Engineers	X	
Al Federico	Past President/ District Representative	Albert Federico Consulting	X	
Lindsey Ulizio	Western Area Coordinator	WRA		X
Chad Martin	Central Area Coordinator		X	
Becky Biro	Eastern Area Coordinator	JMT	X	
Jenn Walsh	Section Advisor	HDR	X	
<i>Other</i>				
Jeff Bergsten	AV Summit Liaison	Michael Baker	X	
Steve Gault	Membership Coordinator	PennDOT	X	
Hannah Landvater	AV Summit Liaison	RK&K		
Conor McAliney	Annual Meeting Chair	Drive	X	
Corey Bloom	Annual Meeting Chair	Erdman Anthony	X	
			14/15 Attended	