



# MASITE Board Meeting

March 19, 2020  
Meeting Minutes

## KEY Meeting Objectives

- AV Summit
- Budget

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> <li>• <i>Meeting start – 12:00 PM</i></li> </ul>
Previous Minutes	<ul style="list-style-type: none"> <li>• Pending</li> </ul>
2020 AV Summit	<ul style="list-style-type: none"> <li>• Jeff: PennDOT wondering about cancellation clause for the summit. It is likely not something to be concerned about, but best to check. Hotel is \$36,000. Now is the time to consider if cancellation is for the best or not.</li> <li>• In general the summit is in good shape. The committee continues to meet weekly. But things are uncertain. No announcements will be made for the next two weeks.</li> <li>• Al said MASITE are helping review the contract, and also helping with looking at the option of hosting an online conference.</li> <li>• Cancelling and not generating income is not desirable.</li> <li>• After July the conference is on the hook for even more money. April 28 is the current cancellation deadline.</li> <li>• MASITE has \$10,000 from the previous two conferences, which we are splitting with ITSPA.</li> <li>• ITSPA is going to take the financial lead moving forward as they are a tax exempt entity.</li> <li>• Programming Track: MASITE needs a at least one topic and someone to take the lead on it.</li> <li>• Next years rep: Conor McAliney of Drive has expressed an interest in taking over from Hannah.</li> </ul>
By-laws	<ul style="list-style-type: none"> <li>• A motion to send our by-laws to the district for approval was</li> </ul>



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	passed.
Budget	<ul style="list-style-type: none"> <li>• Megan detailed the sponsorship monies. A motion to accept the budget was passed.</li> <li>• Jenn Walsh will track the money from sponsorship. There will be a separate category of attendee for the annual meeting to help with this task.</li> </ul>
Annual Meeting	<ul style="list-style-type: none"> <li>• Volunteers still needed for organizing committee, approximately 7 people.</li> <li>• Peter to send out call for volunteers again.</li> <li>• As of right now the annual will proceed as planned.</li> </ul>
2020 Election	<ul style="list-style-type: none"> <li>• This year's election falls under the current by-laws</li> <li>• Currently write-in candidates are allowed, this will not be the case starting next year.</li> <li>• First task is to identify the nominating committee. Al Federico will chair. Steve will announce the additional members in the coming weeks.</li> </ul>
Newsletter	<ul style="list-style-type: none"> <li>• Steve to get President's message to Dean</li> <li>• Discuss with Dean if a new format is warranted.</li> </ul>
District Update	<ul style="list-style-type: none"> <li>• Mid-Colonial Annual In-Person meeting cancelled. The committee preference is to plan for Baltimore again in 2021, the Hotel there will work with the District.</li> <li>• Al suggested we start thinking of a 2023 Rising Star now.</li> </ul>
Coordinators	<ul style="list-style-type: none"> <li>• Eastern Area: Becky said events have been cancelled, and refunds issued. No new in person events being planned for now.</li> <li>• Central: Chad said events have been cancelled. Waiting and seeing for a possible June event.</li> <li>• Western: Megan on behalf of Lindsey said they have had two events this year, 7 more are planned for 2020 but they are on hold for now.</li> </ul>
Next Meeting:	<ul style="list-style-type: none"> <li>• Monday, April 20, 1:30 PM – Conference Call</li> </ul>





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Name	Position	Organization	Attendance	
			In Person	Call
<b>Executive Board</b>				
Steve Palmer	President	Gannet Fleming		X
Mahmood Shehata	First Vice-President	RK&K		
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		
Chad Martin	Central Area Coordinator	Erdman Anthony		X
Becky Biro	Eastern Area Coordinator	JMT		X
Jenn Walsh	Section Advisor	HDR		X
<b>Other</b>				
Jeff Bergsten	AV Summit Liaison	Michael Baker		X
Steve Gault	Membership Coordinator	PennDOT		X
Hannah Landvater	AV Summit Liaison	RK&K		X
Conor McAliney	Annual Meeting Chair	Drive		X
Corey Bloom	Annual Meeting Chair	Erdman Anthony		X
			13/15 Attended	