



MASITE Board Meeting

September 14, 2020

Meeting Minutes

KEY Meeting Objectives

- Annual Meeting
- Sponsorship

Location: Conference Call

Agenda Item	Description
Call to Order	<ul style="list-style-type: none"> • Meeting start – 2:00 PM
Previous Minutes	<ul style="list-style-type: none"> • Pending
Student Chapter	<ul style="list-style-type: none"> • Active: Villanova, Penn State, Pittsburgh • Nicole Kline sent out traffic bowl email to all schools. No feedback yet. • No student chapter money has been spent yet
Annual Meeting	<ul style="list-style-type: none"> • Registration is open, 68 registrants to date. • Boys & Girls club of Philadelphia was selected as the charitable donation. • Reminder emails scheduled to go out. • Aecom sessions still being planned, should be finalized today. • Board will have moderator privileges for the business meeting. • Public Board Meeting: Swearing in ceremony on camera, be prepared. • PDHs – AI: PDH audits are increasing, need to make sure the PDHs are easily accessible.
Sponsorship	<ul style="list-style-type: none"> • We are doing all we can to honor our sponsorship commitments. • Not a lot of value for vendors this year unfortunately. • Need to finalize 2021 Sponsorship program by Thanksgiving. • Jenn: reduce cost for next year. • Jenn & Megan to restructure costs for 2021 • A discount could be offered up front, but we should also collect what we can up front, payment can be broken into two payments if desired.
PA AV Summit	<ul style="list-style-type: none"> • Series of webinars in October • SAE to be added to partnership program • PA AV should let SAE know what's happening.



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	<ul style="list-style-type: none"> • MASITE and ITSPA should make sure they are comfortable with the new structure with SAE • AI: Something that reduces our risk is good. Also, it should not diminish our influence in terms of sessions, etc. • MOTION: We enter into discussion with ITSPA and SAE to bring SAE on-board as an equal partner (MOTION CARRIED unanimously)
Permanent Address	<ul style="list-style-type: none"> • Use section adviser (Jenn Walsh) as permanent address?
Tax Status	<ul style="list-style-type: none"> • Mike to send Megan and Steve info on this next week. • Do we have our final by-laws?
District Update	<ul style="list-style-type: none"> • No major updates since AI's last email • 2023 International still being held for Philadelphia. • Becky & Mahmood to speak about ITE Leadership Program during Annual Meeting Business Meeting.
Coordinator Updates:	<ul style="list-style-type: none"> • Becky: Eastern Area had a call last week. • Becky, Chad and Lindsey all confirm that most meetings will be virtual moving forward. • FYI Some platforms can track webinar attendance
Next Meeting:	<ul style="list-style-type: none"> • Tuesday, November 10, 2:00 PM – Conference Call



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Name	Position	Organization	Attendance	
			In Person	Call
Executive Board				
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		
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	Erdman Anthony		X
Becky Biro	Eastern Area Coordinator	JMT		X
Jenn Walsh	Section Advisor	HDR		X
Other				
Steve Gault	Membership Coordinator	PennDOT		
Conor McAliney	Annual Meeting Chair	Drive		X
Corey Bloom	Annual Meeting Chair	Gannet Fleming		X
			11/13 Attended	