

Allentown Chapter C.S.I.

17 February 2010

Board Meeting Minutes

Members	Attendees	Members	Attendees
Brad Teeters, President Electronic Communications, Education Co.	X	Matthew Baker, Director	X
David Wrigley, President-Elect, Programs	X	Chuck Kelly, Director	X
Tina Montone, Vice-President, Publicity Co., Punchlist	X	Keith Bush, Director	
David Fenstermacher, Secretary	X	James Petro, Director	
Mark Nattress, Treasurer	X	LeeAnn Slattery, Director, Hospitality	X
David Hausman, Sr. Advisor, Publicity Co., Scholarship Co.		John Cannon, Scholarship Co.	X
Roxanne Verrastro, Advisor, Technical, Historian		Josh Grice, Membership	X
John Sweigart, Past-president, Advisor, Awards, Academic Affairs	X	Mitch Miller, Certification, LRP	X
		Rob Sarnowski, Education Co.	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 17 February 2010 at the Four Points by Sheraton, Allentown, PA

President Brad Teeters called the meeting to order at 4:57 p.m.

Board Minutes:

The minutes from the January 2010 Board meeting were approved as written.

Treasurer's Report:

The Treasurer's Reports dated 1/31/2010 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: David Wrigley

Mar. 17, 2010 Meeting at the Holiday Inn, Fogelsville; "Expanding your influence and effectiveness with social media; LinkedIn, Facebook, Twitter and Beyond" by Michael Drabenstott; Tabletop display, Mission 1st Group, Inc.; New Product Tabletop display: Key Resin Systems.

Apr. 21, 2010 EXPO'2010, Rodeway Inn, Allentown, PA

May 19, 2010 Meeting at the Holiday Inn, Fogelsville, PA

June 16, 2010 Meeting at the Holiday Inn, Fogelsville, PA; Membership Appreciation & Awards Night.

July 21 2010 Family Summer Picnic.

Aug. 11, 2010 Iron Pigs Outing with ABC.

Hospitality: Lee Ann Slattery

March 17th and May 19th meetings are at the Holiday Inn – menus are being planned.

April 21st EXPO – Rodeway Inn ballroom is reserved and Chris of LVExpo has been notified of the date.

Technical: Roxanne Verrastro

No Report

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Education: Rob Sarnowski and Brad Teeters

No report

Scholarship: John Cannon and Dave Hausman

John Cannon reported that he has been contacting Lehigh Valley Institutes of Higher Learning and has been forwarding applications. He noted applications are available to anyone who knows of a candidate.

Certification: Mitch Miller

The CDT Classes continue. Two down, four to go.

Awards: John Sweigart

Compiling list of new items for the awards committee for future presentations. Brad commented that the chapter has made submissions to the Institute for the Outstanding Chapter Commendation and for the EXPO poster.

Membership: Josh Grice

Josh noted that John Swiegart has now been confirmed for retired status and the retired status for Gordon Brader will be confirmed shortly.

After discussion it was decided to return to the tradition of giving CSI pins to new members. An attempt will be made to determine how many members were not issued pins over the past several years. A motion was made by John Sweigart, second by Chuck Kelly, "authorizing the purchase of CSI pins and Certification Shields as the cost may be in excess of the budgeted amount. Motion passed with unanimous approval.

Punchlist: Tina Montone

The Punchlist was released to all members through an "email blast".

Academic Affairs: John Sweigart

Preparing new material as continuing follow-up to forward to Lehigh University, Lafayette College, and other Lehigh Valley institutes of higher learning. Update, preparation of new material is 75% complete.

Publicity: Tina Montone, Dave Hausman

Looking for news to report and any additional information available for inclusion in press releases.

Tina reported she is looking into releasing information to the print media concerning the chapters use of social internet sites Facebook and LinkedIn.

Long Range Planning: Mitch Miller

A meeting is scheduled in March 10, 2010 at ATAS International Inc.

This meeting will be basically the first in a series, and will be mostly 'brainstorming' and recording.

Be prepared to discuss the following three categories:

- 1) How have we done in the past 1-3 years? The Good, the Bad, and the Ugly.
- 2) How are the present programs and initiatives working?
- 3) The Future, what could it be?

Schedule:

6:00-6:20, dinner and the basics- the approach to long range planning.

6:20-7:00, the Past

7:00-7:30, the Present

7:30-8:00, the Future

8:00-8:30, putting it all together

Write down ideas and thoughts, and come prepared to begin on time and to chart our future. Thanks for making (and keeping) this a priority.

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Expo 2010: Dave Wrigley

Next meeting is being scheduled, possibly March 3rd, 7am at the Starlight Diner. Exact information to follow.

Electronic Communications: Brad Teeters

Website has not yet been moved to new host.

Historian: Roxanne Verrastro

Please forward any material to me that you think would be beneficial to add to the filing cabinet, old punch lists, forms, pamphlets...so it can become history!

Directory: Roxanne Verrastro

Next directory is planned for the 2009-10 time-frame.

50th Anniversary Committee for 2013 celebration, Tina Montone; Mitch Miller; Sal Verrastro

Next meeting will be held in the spring, after EXPO, possibly early May.

Fiscal Planning Committee: Mitch Miller, Dave Hausman

No report

Membership Advancement: Sal Verrastro

No Report.

Unfinished Business

4.01.09 Region Director Mitch Miller reported on several upcoming national and region events:

LOS to be held April 16-17 at the Radisson in Camp Hill, PA.

Convention 2010 will be held in Philadelphia, May 11-14, 2010.

MARC 2010 to be held in Historic Annapolis, Md. In October; website: marc2010.org

Convention 2011 will be held in Chicago, September 14-16, 2011.

MARC 2011 will not be held.

MARC 2012 will be held in Richmond.

MARC 2013 will be held in Erie.

4.03.09 A discussion was held, led by Secretary Fenstermacher, concerning the possibility of including retired former officers and/or long time chapter members as continuing members of the chapter without being dues paying members of the Institute. Mitch Miller suggested looking into the categories available, such as "lifetime members" of the Institute. Further discussion will follow. Update May'09: this task has been assigned to the Membership Committee. Update Sept.'09, Josh indicated that the chapter currently has one "retired" member (Gene Jaendl) and one "emeritus" member (Diana Hamilton).

Update Nov'09: A discussion was held on the requirements and impact of "retired", "lifetime", and "emeritus" status of membership. The discussion centered on whether to reduce or waive chapter dues and the requirements for the membership headings. On a motion by Jim Petro, second by Tina Montone, the chapter decided to "reduce or eliminate chapter dues of retirees, lifetime, and emeritus members of the Institute by "returning their check" after their payment to the Institute to retain their membership." This is necessitated due to the current Institute requirement that chapter dues be paid for all members, regardless of status and will be re-visited in the future if the requirements of the Institute change. **Update Jan'10:** a discussion was held regarding the "retired" status of Gordon Brader and John Sweigart. Further research and information to follow at the next meeting. **Update Feb'10:** Retired status for both should be achieved by next month.

1.01 Brad reported that the CSI elections will commence on Feb. 3 and will be "electronic only", no paper ballots will be mailed. The Institute is sending letters requesting updated email information from all members.

Update Feb'10: Mitch noted that the election is ongoing and will close in two weeks.

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- 1.02 A discussion was lead by Senior Advisor Dave Hausman into the potential need to update the chapter Bylaws and the Chapter Policy Manual. After discussion the task of determining the need to form a committee or committees to address these updates is assigned to the Fiscal Planning Committee.
- 1.03 A discussion was lead by President Teeters regarding a joint effort with the AIA to raise funds to support relief efforts for Haiti. The proposal centered around the donation of \$1,000.00 as a combined effort of the two organizations. John Cannon moved, second by Dave Wrigley, to pursue this philanthropic endeavor by taking a collection tonight in lieu of the traditional 50/50 ticket sales. The difference between the amount collected and \$1,000.00 will then be split between CSI and AIA. The motion receive unanimous approval. **Update Feb'10:** Special website has been established to donate on-line; Amount has been increased to \$4,000.
- 1.04 Confirmation of chapter dues as reported to the Institute will be required shortly. A discussion on this matter was tabled until the February Board meeting. **Update Feb'10:** After discussion and on n a motion by LeeAnn Slattery, second by Chuck Kelly, and unanimous approval, the chapter dues will remain the same for the upcoming fiscal year.

New Business

- 2.01 Mitch Miller presented the following list of activities and opportunities that are available to members:
LOS to be held April 16, 17 in Camp Hill PA. Attendance is encouraged.
The National Convention is being held in Philadelphia in May and participation by chapter members is strongly encouraged.
Participation in "CSI Practice Groups" is available and use of this tool is encouraged.
CSI Academy will be held February 24-26, 2011 in Dallas Texas.
The Institute website is being redone with a new look and should be available by the end of March.
- 2.02 Tina reported that the chapter has a group on both Facebook and LinkedIn.
- 2.03 Brad reported that the chapter officers will change at the end of June. LeeAnn Slattery has agreed to be nominated for Vice President, which means the chapter will need a new Hospitality Chair. We will be looking for someone to fill this very important position, which includes heading the planning for both the summer picnic/outing and the holiday party, as well as planning the monthly meetings.

There being no further business, a motion to adjourn the meeting was made by Chuck Kelly, with a second by John Sweigart.

Meeting Adjourned at 5:43 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary