

Allentown Chapter C.S.I.

20 January 2010

Board Meeting Minutes

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

The Allentown Chapter CSI Board of Directors met on Wednesday, 20 January 2010 at the Holiday Inn , Fogelsville, PA

President Brad Teeters called the meeting to order at 5:01 p.m.

Board Minutes:

The minutes from the November 2009 Board meeting were approved as written.

Treasurer's Report:

The Treasurer's Reports dated 12/31/2009 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: David Wrigley

Feb. 17, 2010 Meeting at the Four Points Sheraton; Door presentation by DHL. "New Firedoor Requirements";
Tabletop Display: General Supply; New Product Tabletop Display: American Specialties.

Mar. 17, 2010 Meeting at the Holiday Inn, Fogelsville; Tabletop display, Mission 1st Group, Inc.

Apr. 21 ,2010 EXPO'2010

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

February 17th meeting at the Four Points Sheraton and Match 17th meeting 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

Education: Rob Sarnowski and Brad Teeters

After discussion it was decided that the "Education" committee would be split into two committees, "Education" and "Scholarship" to come into closer alliance with Institute guidelines for the chapter commendation award. Task will be defined around reporting on education sessions, i.e. meetings and trade show seminars.

Scholarship: John Cannon and Dave Hausman

Applications for the 2010 scholarships will going out shortly to Lehigh Valley Institutes of Higher Learning.

Certification: Mitch Miller

The CDT Classes began Thursday January 14th. Eight people attended the first class in Easton with three more via teleconference. One additional registrant will be joining the next class on Thursday January 21st, which will make a total of 12 participants in the classes. This year there is a \$100.00 fee for the study materials (which in the past were given free) from Phil and Nancy Kabza. The corporate sponsorships have disappeared and have forced this fee.

Awards: John Sweigart

John extended thanks to all that responded promptly in October and November to requests for data to put into the Outstanding Chapter Commendation Award form for our Chapter. Had some last minute information provided to Brad for him to compile for me near the deadline for the submittal, since I had to leave for other obligations. Thanks to others helping as committee members in submitting to CSI for other national awards to be presented at the Convention in May.

Membership: Josh Grice

Josh stated he has received confirmation from the Institute that the 50/50 membership offer is available for the January meeting and for EXPO.

Punchlist: Tina Montone

Next issue is in review. To be mailed by the end of January.

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.

Publicity: Tina Montone, Dave Hausman

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

Long Range Planning: Roxanne Verraastro

A meeting is scheduled in February 4, 2010.

Expo 2010: Dave Wrigley

Next meeting scheduled for January 25, 2010, 6pm at ATAS International. Many topics to be discussed, including identifying a ticket sponsor. Seminars are being finalized. Sample ticket was distributed for comment.

Electronic Communications: Brad Teeters

Website has not yet been moved to new host.

Historian: Roxanne Verraastro

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 Verraastro

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

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

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

Fiscal Planning Committee: Mitch Miller, Dave Hausman

Board approved budget at the last meeting

Membership Advancement: Sal Verrastro

No Report.

Unfinished Business

- 4.01 Region Director Mitch Miller reported on several upcoming national and region events:
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 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 Jandl) 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 Tine 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.
- 8.01 Dave Hausman requests a report on the status of several items discussed previously and removed from the minutes;
1) ASTM: Mitch has the ASTM standards but is waiting for confirmation from ABC regarding their commitment for administration of the system. Update Sept.’09 Mitch reported that ABC has not communicated with him. At this time the standards are available to CSI members by contacting Mitch. Update 10/09: Current President Of ABC explained to Brad that he is still in transition and basically “overwhelmed” at this time.

New Business

- 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.
- 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.

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- 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.
- 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.

There being no further business, a motion to adjourn the meeting was made by Dave Wrigley, with a second by Jim Petro.

Meeting Adjourned at 5:54 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary