

Allentown Chapter C.S.I.

17 March 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	
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.	X	John Cannon, Scholarship Co.	
Roxanne Verrastro, Advisor, Technical, Historian	X	Josh Grice, Membership	X
John Sweigart, Past-president, Advisor, Awards, Academic Affairs		Mitch Miller, Certification, LRP	X
Sal Verrastro, Membership Advancement	X	Rob Sarnowski, Education Co.	
		Linda Baker, Hospitality Co.	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 17 March 2010 at the Holiday Inn, Fogelsville, PA

President Brad Teeters called the meeting to order at 5:04 p.m.
The Board welcomed Region President Ray Gaines to the meeting.

Board Minutes:

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

Treasurer's Report:

The Treasurer's Reports dated 2/28/2010 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: David Wrigley

Apr. 21 ,2010 EXPO'2010, Rodeway Inn, Allentown, PA
 May 19, 2010 Meeting at the Holiday Inn, Fogelsville, PA; Designing Spaces that Support Cultural Change;
 Tabletop: Spotts Stevens McCoy.
 June 16, 2010 Meeting at the Holiday Inn, Fogelsville, PA; Membership Appreciation & Awards Night.
 July 21 2010 Family Summer Picnic.
 Aug. 18, 2010 Iron Pigs Outing with ABC.
 Sept. 15, 2010 Meeting at the Holiday Inn, Fogelsville, PA

Hospitality: Lee Ann Slattery, Linda Baker

Linda Baker was introduced as the Hospitality Co-chair.
 May 19th meetings are at the Holiday Inn – menus are being planned.
 April 21st EXPO – Rodeway Inn (no regular meeting in April)

Technical: Roxanne Verrastro

No Report

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Education: Rob Sarnowski and Brad Teeters

No report

Scholarship: John Cannon and Dave Hausman

No report

Certification: Mitch Miller

The CDT Classes continue, one to go. Twelve will be taking the CDT exam.

Awards: John Sweigart

Placing order for new items as tokens of appreciation to program presenters.
Received request for plaques for EXPO booth winners. Getting price quotes.

Membership: Josh Grice

Three new members have joined since last meeting, chapter membership approaching 150.
The discussion on purchasing CSI lapel pins for members was continued from last month. On a motion by Sr. Advisor Dave Hausman, second by Secretary Fenstermacher it was decided to "make an initial purchase of 30 lapel pins". The discussion was continued concerning an alternate type of lapel pin which is available to members who have passed certification exams. After further discussion another motion was made by Advisor Hausman, second by Secretary Fenstermacher that in addition to the member pins "the chapter purchase 18 of this type of CSI lapel pin so that members that are certified may obtain the certification shields if they so desire". It was also suggested that going forward the chapter should purchase the pin-and-shield set to be awarded to those who pass exams in the future. President Teeters delegated coordination of this effort to the Certification Committee.

Punchlist: Tina Montone

Fifty copies of the Punchlist will be printed, with one sent to Roxanne for the Historian files.
Next edition to be released just prior to the awards meeting in June.

Academic Affairs: John Sweigart

Compilation of newer information to schools of higher learning is nearly completed. Additional contacts have been found to forward information about CSI activities to them, for students.

Publicity: Tina Montone, Dave Hausman

Expo publicity is on the boards.

Long Range Planning: Mitch Miller

A meeting was held on March 10, 2010 at ATAS International Inc. There was a good turnout and good discussions were held. Another meeting is scheduled for April 14, again at ATAS International.

Expo 2010: Dave Wrigley

Next meeting is being tentatively scheduled for March 25.
Booths are going rapidly; posters are being printed and will be distributed, a mass email is being planned.

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; Planning is "in-the-works".

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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, possibly early May 5, more information to follow.

Fiscal Planning Committee: Mitch Miller, Dave Hausman

No report

Membership Advancement: Sal Verrastro

A meeting will be scheduled, tentatively in May.

Unfinished Business

- 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 Jaindl) 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.
- 1.02 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.
- 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.
- 2.03 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. **Update: Mar’10:** Linda Baker has been introduced as Hospitality co-chair and will assume chair in July. Nominations will be made at the May meeting.

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New Business

- 3.01 Dave Wrigley led a discussion on the possibility of trading booths with U.S.G.B.C. for EXPO and their show. This was done last year and was felt to be successful. It was decided to proceed with booth exchange again this year.
- 3.02 Mitch Miller informed the Board of an upcoming Institute membership policy which would involve a choice of dividing dues payments into twelve monthly installment in lieu of a lump sum. This is being proposed due to drop in membership primarily resulting from a trend of employers no longer paying member dues.
- 3.03 President Teeters informed the Board of a request from Construct 2010 for a sponsorship contribution of \$100.00 from the Chapter toward the Student Design Competition. On a motion by President-Elect Wrigley, second by Director Baker the \$100.00 sponsorship contribution was approved.
- 3.04 Sal Verrastro informed the Board of an upcoming request for a donation to the College Of Fellows, a subsidiary of the Institute, to help them support their missions.
- 3.05 Sal Verrastro informed the Board that the A.I.A. is purchasing a booth at EXPO.
- 3.06 Region President Ray Gaines discussed the benefits of attending L.O.S. and asked that everyone promote attendance to this event.

Upcoming Regional and National 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.

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

Meeting Adjourned at 6:08 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary