

Allentown Chapter C.S.I.

18 November 2009

Board Meeting Minutes

Members	Attendees	Members	Attendees
Brad Teeters, President Electronic Communications	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	X
David Fenstermacher, Secretary	X	James Petro, Director	X
Mark Nattress, Treasurer	X	LeeAnn Slattery, Director, Hospitality	
David Hausman, Sr. Advisor, Publicity Co.	X	John Cannon, Education	X
Roxanne Verrastro, Advisor, Technical, Historian, LRP		Josh Grice, Membership	X
John Sweigart, Past-president, Advisor, Awards, Academic Affairs	X	Mitch Miller, Certification	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 18 November 2009 at the Four Points by Sheraton , Allentown, PA

President Brad Teeters called the meeting to order at 5:03 p.m.

Board Minutes:

The minutes from the October Board meeting were approved as written.

Treasurer's Report:

The Treasurer's Reports dated 10/31/2009 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: David Wrigley

- Dec. 02, 2009 Holiday Gala at "The Farmhouse".
- Jan. 20, 2010 Meeting at the Holiday Inn, Fogelsville; Joint meeting with AIA. "The New LEED AP Requirements for Architects" by AIA chair from the DVGBC. Tabletop Display: Eastern Surfaces.
- Feb. 17, 2010 Meeting at the Four Points Sheraton; Door presentation by General Supply & DHI regarding "fire egress requirements"; 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

Hospitality: Lee Ann Slattery

December 2nd (first Wednesday in December) – Holiday Gala at "The Farmhouse" restaurant in Emmaus (in their special events barn). Cost to chapter will be \$150.00 for the night for one bartender and \$50.00 per person, with \$40.00 charged to the member/guest. The difference, including tax & gratuity, will be picked up by the chapter or sponsorships. Cocktail hour, 6 to 7, dinner at 7. Currently working out details with the banquet manager.

January 20 meeting at the Holiday Inn, joint meeting with AIA. Tentative reservation for 100 guests; working on menu in early December.

Technical: Roxanne Verrastro

No Report

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Education: John Cannon

No report

Certification: Mitch Miller

To save \$50 on the registration fee for the Spring 2010 certification exams, you must register before January 31, 2010 for the March examinations and before April 1 for the May examinations at the CSI Convention in Philadelphia. February 26 is the final postmark for all registrations for March examinations, and May 1 for May examinations. Register at www.csinet.org and click on the certification button along the left side of the web page.

The CDT, CCS, CCCA, and CCPR exams will be conducted electronically by Prometric, a national testing agency, during a five day period starting on March 29, 2010 and ending on April 3, 2010. There will be no paper-based exams. Exams must be taken at Prometric facilities. After receiving a registration confirmation from CSI, go to [Prometric's](http://Prometric) web site to schedule your exam date and time. Exam results will be divulged to candidates upon their departure from the test facility.

In addition to *Project Resource Manual*, *MasterFormat™ 2004*, *SectionFormat™ 2008*, and *PageFormat™ 2008*, the 2007 edition of AIA A101, *Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is a Stipulated Sum*, and AIA A201, *General Conditions of the Contract for Construction*, will be the basis for exam questions. Applicants should study the application materials and be aware of qualification requirements to avoid last-minute complications.

A CDT class will begin in January, with the possibility of CCS, CCPR and CCCA tracts also to be included. Please send your interests to me via email.

Mitch passed out a copy of the Syllabus for the “STUDY SESSIONS FOR THE CSI CDT EXAM”

Mitch also reported that a “non-members promotional package,” 20% off total fee, is available until Jan. 29, 2010.

Awards: John Sweigart

John reported that he is assembling documents and information for the Chapter Commendation Award package, which is due January 15.

A discussion was held on the idea to submit ATAS for an Institute Award (Excellence In Construction Information (EICI) Award). On a motion by Dave Hausman, second by Matt Baker, and unanimous approval, the chapter will pay the fee for the nomination.

Membership: Josh Grice

Josh stated that one new member has come into the chapter in the past month, Randy Galiotto at Spillman Farmer Architects, welcome letter to be mailed. Also, one re-instated member, Dot Yannes.

Noted he has been in contact with the Institute to extend the 50/50 membership offer for the January meeting and EXPO. Mitch comments that he understands that if the chapter applies by January the promotion can be extended to the end of FY09. Mitch to confirm.

Tracking monthly meeting attendance, will report at a later meeting.

Passed out a draft of a member survey to be distributed to all Chapter members.

Questioned if articles by members can be published in the Punchlist, which was confirmed.

Punchlist: Tina Montone

Next issue is still “on the boards”. Getting articles from the CSI blog on LinkedIn. Need President’s message and updated region message and information.

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Academic Affairs: John Sweigart

In contact with civil engineering professors at Lehigh and Lafayette, including promoting Webinars.

Publicity: Tina Montone, Dave Hausman

Christmas cards are ordered and will be sent after Thanksgiving.

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

Long Range Planning: Roxanne Verrastro

A meeting will be scheduled in January, 2010. Several dates are being discussed.

Expo 2010: Dave Wrigley

A combination wrap-up and kick-off meeting was held on October 30. Choices for seminars were presented and are under consideration. The next meeting will be held in early December.

Electronic Communications: Brad Teeters

Brad noted that while he is in the process of moving the website, the task has not yet been completed.

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. Currently looking for the Charter.!

Fiscal Planning Committee: Mitch Miller, Dave Hausman

The proposed budget for FY10 was distributed via email and hard copies. After discussion the budget, as presented, was adopted on a motion by Dave Hausman, representing the committee, second by John Sweigart, and unanimous approval.

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 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

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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.

- 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.
- 8.02 Also brought up previously were the “invitations to meetings”: an idea from a previous long-range planning meeting, “invitations” to CSI meetings were printed for use by industry members to encourage meeting attendance and CSI membership. These were used sparingly in the past but should be available again and put into service. Tina (publicity) and Josh (membership) will be asked to follow-up. Update Sept. '09, Oct. '09, **Nov'09**: Tina will bring “invitations” to meetings.
- 10.01 Mitch outlined several issues from the Institute level.
The Institute Membership committee is recommending dropping the membership categories of “professional” and “industry” and making everyone a “member”.
A new chapter has been chartered (Inland-Empire Chapter) and there will soon be a CSI “Virtual Chapter”
Update: Nov'09: Mitch reported that the “dropping” of the membership categories was passed by the Institute Board and will be placed on the ballot in the spring for the ratification by the membership. Also, the “virtual chapter” was approved. While the “virtual” members will be considered “at-large”, all region allocation funds will be assigned to the “home” region of the member.

New Business

- 11.01 Mitch reported that he was informed the “jump drive” issued to chapter leaders by the institute may have a virus. No further information is available at this time.

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

Meeting Adjourned at 6:02 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary