

Allentown Chapter C.S.I.

November 17, 2010

Board Meeting Minutes

Members	Attendees	Members	Attendees
David Wrigley, President	X	Matthew Baker, Director	
Kristina Montone, President-Elect, Publicity Co. Punchlist		Chuck Kelly, Director	
LeeAnn Slattery, Vice-President, Membership Advancement		Keith Bush, Director	X
David Fenstermacher, Secretary	X	James Petro, Director	X
Mark Nattress, Treasurer		, Director	
Roxanne Verrastro, Sr. Advisor, Technical, Historian		John Cannon, Scholarship Co.	
John Sweigart, Advisor, Academic Affairs	X	Josh Grice, Membership	X
Brad Teeters, Past-president, Advisor, Electronic Comm. Co., Educ. Co. Membership Advancement		Eric Lussier, Electronic Communications Co.	X
Sal Verrastro, Program, Membership Advancement	X	Rob Sarnowski, Education Co-chair	
Dave Hausman, Publicity Co., Scholarship Co.	X	John Lattin, Hospitality Co.	X
Mitch Miller, Certification, LRP	X	Kevin Grega, Hospitality Co.	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 17 November 2010 at the Four Points Sheraton, Allentown, Pa.

President Dave Wrigley called the meeting to order at 5:06 p.m.

Board Minutes:

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

Treasurer's Report:

The Treasurer's Report dated 10/31/2010 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: Sal Verrastro

- Dec. 1, 2010 Holiday Gala; Sands Casino, St. James Gate Restaurant;
- Jan. 19, 2011 Meeting at Holiday Inn; Joint meeting with the AIA & IFMA; topic dealing with AIA contracts to be presented by Charlie Shoemaker and Bob Spillman (tentative);
- Feb. 16, 2011 Meeting at Four Points Sheraton, topic not yet confirmed;
- Mar. 16, 2011 Meeting at Four Points Sheraton, topic not yet confirmed;
- April 20, 2011 Expo 2011 at the Holiday Inn, Fogelsville, PA;
- May 18, 2011 Meeting at the Holiday Inn Fogelsville, topic not yet confirmed;
- Aug. 31, 2011 Chapter outing at the Iron Pigs game;

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Hospitality: Jon Lattin and Kevin Grega

Monthly meeting accommodations are set for 2011. Next monthly meeting will be January 19 at the Holiday Inn. Holiday Gala will be held at the St. James Gate Restaurant within Sands Casino on Wednesday, December 1. Evening will start with appetizers at 6:00pm and dinner starting at 7:00.

- Invitations were mailed to the membership. 18 people have registered to date (of which 9 are “new” attendees). Goal is to have at least 40 people registered.
- Sponsors were solicited. Modernfold stepped up as a Main Event Sponsor again this year and ASI has also stepped up as a sponsor. The chapter appreciates their efforts.
- Music is provided by the Sands. Gifts are in the works based on quantities of attendees and amount of sponsorship commitments.

Technical: Roxanne Verrastro

No Report

Education: Rob Sarnowski and Brad Teeters

No report

Scholarship: John Cannon and Dave Hausman

No report

Certification: Mitch Miller

Classes will begin in January 2011
Exam window two weeks, end of March/April.

Awards: Brad Teeters

No report;

Membership: Josh Grice

An updated chapter roster was distributed. Membership has shown a slight increase since September. Josh expressed the need for all members to be reaching out and seeking potential new members. He stressed there is a need to recruit younger members and noted that our student membership amounts to only 2% of the total membership (3 members).

Punchlist: Tina Montone

Next issue is now targeted for January.

Academic Affairs: John Sweigart

No report; Currently seeking a new chair for this committee.
A discussion was held on the possibility of some special chapter events to target students.

Publicity: Tina Montone, Dave Hausman

Holiday cards are on order and will be sent out by the end of November.

Long Range Planning: Mitch Miller

A new meeting date will be set in the near future.

Expo 2011: Tina Montone

A meeting took place on November 10. Event will be held at the Holiday Inn.
First wave of marketing to go out by the end of November, as well as registration forms.
Next EXPO meeting is scheduled for Wednesday, December 8, 7am at the Starlight Diner.

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Electronic Communications: Eric Lussier and Brad Teeters

No report.

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! Per discussion, this includes reports from conferences.

Directory: Roxanne Verrastro

Next version of the Directory 2011/2012.

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

The committee continues to look into other venues in the Allentown area, including the Barristers Club and Lehigh Country Club. Book planning committee has met and research has begun; the next meeting is scheduled for January 2011.

Fiscal Planning Committee: Mitch Miller, Dave Hausman

Dave Hausman reported that the committee will be meeting to review "draft" revisions to both the ByLaws and the Chapter Policy Manual.

Nominating Committee: Dave Hausman

No report.

Membership Advancement: Brad Teeters, LeeAnn Slattery, Sal Verrastro

A meeting will be scheduled.

Unfinished Business

- 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. **Update May'10:** A check for \$680.00 was sent to The Fuller Center for Housing; Brad reported it has been acknowledged with a receipt, but not yet recorded. **Update Sept'10:** the proceeds from the October chapter meeting will be designated for the Haiti relief effort.
- 10.01 Matt Baker reported that the Eastern Pa, Chapter of ABC has combined with the Southeastern PA Chapter and will continue to be known as the Eastern PA. Chapter. The offices have moved to the Westfield Building, located on Tilghman Street in the west end of Allentown. A discussion was held on the status of the CSI "Library" which was housed in the former offices of ABC. **Update Nov'10:** Still no progress in the search for the documents which comprised the CSI "Library".

New Business

- 11.01 Mitch lead a discussion on the acquisition of Building Systems Design, Inc. by the Institute. Buildings System Design (BSD) is database driven software the function of which is used in the preparation of specifications. Mitch explained that CSI members will benefit from increased access to BSD's master specification software and building information management tools through special discounts.
- 11.02 Sal reported that Mitch Miller has been nominated for Institute Vice President, a first for the Allentown Chapter.

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Upcoming Regional and National Events

CSI Academies will be held February 24-26 in Dallas, Texas
LOS will be held April 1 & 2, 2011, in Gettysburg.
Convention 2011 will be held in Chicago, September 14-16, 2011.
Convention 2012 will be held in Phoenix, Arizona.
MARC 2011 will not be held.
MARC 2012 will be held in Richmond and will include LOS.
MARC 2013 will be held in Erie.

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

Meeting Adjourned at 5:56 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary