

# Allentown Chapter C.S.I.

## 18 January 2006

### Board Meeting Minutes

Members	Attendees	Members	Attendees
Roxanne Verrastro, President	X	_____, Academic Affairs	
Brad Teeters, Vice-President, Elec Comm	X	Lee Ann Slattery, Hospitality, Director	X
Steven Moyer, Secretary	X		
Mark Nattress, CDT, Treasurer	X	E. Gordon Gradwell, Historian	
John Sweigart, CCCA, President-Elect	X	(Brad Teeters), Punchlist Editor	
Kathy Kurtas, Director		Matthew Baker, Advisor	X
John Cannon, Education	X	Mitch Miller; Advisor	X
David Wrigley, CDT, Programs, Director	X	Dave Fenstermacher, Director, Membership	X
_____, Technical		Dave Hausman, Past President, Awards	X
Tina Montone, Publicity, Director	X	Sal Verrastro, Certification	

The Allentown Chapter CSI Board members met on Wednesday 18 January 2006 at the Holiday Inn, Fogelsville, PA.

President Roxanne Verrastro called the meeting to order at 5:03 pm.

**Board Minutes:**

The Board Meeting Minutes for 16 November 2006 were motioned for approval by Mitch Miller, seconded by Dave Fenstermacher and approval by voice vote.

**Treasurer's Report:**

The Treasure's Report for November was motioned for approval by Dave Fenstermacher, seconded by Brad Teeters, and approved by voice vote. The Treasure's Report for December was motioned for approval by Brad Teeters, seconded by Dave Fenstermacher, and approved by voice vote

**Committee Reports:**

**Hospitality: Lee Ann Slattery**

Lee Ann presented a written report. Lee Ann report all is set for the July picnic. Still looking for entertainment. Lee Ann will check on massage being provided. A flyer will be e-mailed. Lee Ann is checking on supplies left from last year. A question was raised about the August meeting, if to be held at Holiday Inn or Hospital. Lee Ann and Dave W. to work out.

**Program: David Wrigley**

Dave presented a written report and highlighted the following topics:

- February – Legal Issues-The Bilt-Rite Case
- March – Improving Client Relations
- April – Expo 2006
- May – T.B.D.
- June - Awards and New Member Night
- July – Picnic

Roxanne shared a program binder is being created for program synopsis, recap, and pictures. She shared ABC is still interested in a joint seminar on MasterFormat

**Technical:**

A copy of Product Representative Guide in the CD format has been purchased and placed in the library. Roxanne has reviewed the library with Mike Gibson of ABC. ABC will be setting up a couple of shelves and space for a filing cabinet. ABC is setting up a planning room with access to CSI members at no charge.

**Education: John Canon.**

Form will be mailed seeking nomination for this year's scholarships.

**Certification: Mitch Miller**

Mitch shared his report. Review classes have begun. This year's test is scheduled for 25 March 2006

**Planning: Mitch Miller**

The CSI National Convention will be 28 March to 1 April in Las Vegas. The following are planning to attend: Mark Nattress, David Fenstermacher, Brad Teeters, John Sweigart, Mitch Miller, Sal Verrastro, and Roxanne Verrastro.

Nomination Committee needs to be formed. The Current President and the Past President will discuss other members for the committee.

**Awards: David Hausman**

Dave presented his written report. Dave reported our Chapter has successfully met the requirements for the Outstanding Chapter Commendation.

**Membership: David Fenstermacher**

Dave reports the Chapter has 134 members. New Members this month are Keith Bush, Jim Petro, and Jim \_\_\_\_\_.

**Punchlist: Sal Verrastro.**

The newsletter will be mailed quarterly Feb, May, August, and October

**Academic Affairs:**

The Mid-Atlantic Region will hold a student conference at the University of Virginia on 25 February 2006

**Publicity: Tina Montone**

Tina shared a written report. Food for thought: advertising our programs in broader ways. Like using a list of Restoration Architects to invite to our future meeting. Tina and Dave H will team and discuss the possibility of a school program. Dave H. represented CSI at MCI in CA

**Long Range Planning: John Sweigart**

Next meeting is scheduled for 25 January 2006 at 6:00 PM in the office of Spillman Farmer Architects, Bethlehem.

**Expo 2005: John Sweigart**

John shared a written report. Next meeting is 1 February 2006.

**Electronic Communications: Brad Teeters.**

No report.

**Old Business**

- 8.03 Brad Teeters found a website with a survey that is available to be sent out to members and be tabulated. Roxanne will gather questions. Forward any suggestions to Roxanne Verrastro. She will bring to a future meeting for review. Update 15 June-Brad T. continues work on this
- 11.2 The SPCA is looking for help on their roof, not a freebie, but good numbers. President Verrastro and spouse will be meeting with the SPCA soon to brainstorm a possible "joint venture". Update 15 June Tina M. will follow-up. Looking for volunteers.
- 5.09 Mitch Miller presented an idea he received from Institute VP Carol Schafmeister concerning handling of the chapter Foundation and Scholarship funds at a national level. The proposal was tabled and passed on to the Budget Committee. Update 15 June-hold
- 5.10 Drop
- 6.03 Tina Montone and David Fenstermacher will select a gift for presentation to honor membership anniversaries.
- 7.01 Mitch Miller noted that it is time to start planning for MARC 2008. Several ideas have been extended, but many committees need to be formed.

**7.04** All Board members are encouraged to update their CSI Bios. So it is available when needed for region and national recognition. Please get these to Dave Hausman ASAP.

**New Business:**

**1.01** Chapter dues for 2007 need to be set. The current dues are \$35.00. Dave Hausman motioned the dues remain \$35.00 for 2007. The motioned was seconded by Mitch Miller and approved on a voice vote. Mitch suggested we have this discussion in the fall of the year.

**1.02** 2006 LOS event will be held 28-29 April in Frederick, MD.

**1.03** Best wishes to Tina and husband as they near delivery day.

Motion to adjourn the meeting was made by Mitch Miller  
Meeting adjourned at 6:02 am

Respectfully submitted  
Steven Moyer, Secretary