

# Allentown Chapter C.S.I.

## 18 December 2007

### Board Meeting Minutes

Members	Attendees	Members	Attendees
John Sweigart, President	X	Matthew Baker, Director	
Brad Teeters, President-Elect, Electronic Communications	X	Kathy Kurtas, Director	
David Wrigley, Vice-President, Programs	X	LeeAnn Slattery, Director, Hospitality Co.	
David Fenstermacher, Secretary	X	Tina Montone, Director, Publicity Co., Hospitality Co.	X
Mark Nattress, Treasurer	X	James Petro, Director, Membership	
Mitch Miller, Sr. Advisor, Certification		John Cannon, Education	
David Hausman, Advisor, Publicity Co. LRP	X	Sal Verrastro, Punchlist	
Roxanne Verrastro, Advisor, Past President, Awards, Technical, Historian	X		

The Allentown Chapter CSI Board of Directors met on Tuesday, 18 December 2007 at the Starlite Diner, Fogelsville, PA

President John Sweigart called the meeting to order at 7:12 a.m.

**Board Minutes:**

The Board Meeting Minutes for 14 November 2007 were approved as written.

**Treasurer's Report:**

The Treasurer's Report dated 11/30/2007 was distributed and reviewed. After discussion the report was deferred until audit.

**Committee Reports:**

**Program: David Wrigley**

- January 16, 2008: Joint Presentations by Charlie Shoemaker and Robert Spillman. Holiday Inn, Fogelsville. Joint meeting with AIA and ABC; Tabletop: Amvic Concrete Forms; New Product Tabletop: Mapei Corp.
- February 20, 2008: The Demolition of Armstrong World Industries site by Brandenburg Ind. Services Co. Meeting at 4 Points Sheraton, Allentown, PA.; Tabletop : Windsor Mill Wood Moldings (tentative); New Product Tabletop: Armstrong Ceilings.
- March 19, 2008: Building Envelope Technology; Meeting at Holiday Inn, Fogelsville. New Product Tabletop: ASI Plastic Lockers (tentative)
- April 16, 2008: EXPO'08 at the Days Inn Conference Center
- May 21, 2008: Meeting at 4 Points Sheraton

**Hospitality: Lee Ann Slattery**

December – The Holiday Party at the Stoned Crab Restaurant was a success with 40 in attendance. Everyone seemed to enjoy the food, friends, and gifts. Roxanne presented the financial summary, with the cost of the event was slightly higher than the budgeted amount. The chapter thanked Roxanne for all her work in planning this great event.

January meeting will be a joint meeting with AIA and ABC, and possibly it will include the Lehigh Valley Branch of the USGBS/DVGBC. LeeAnn previously reported she spoke to Larry Rowland of Lehigh Cement at the Greenbuild show. He had indicated an interest in joint meetings with CSI as long as the program topics concerned "green building".

Committee is looking into Dutch Springs near Bethlehem, PA for 2008 picnic.

**Allentown Chapter CSI  
Board of Directors Meeting  
December 18, 2007  
Page two**

**Technical: Roxanne Verrastro**

Planning to go to the library at ABC office in the near future.  
Information from anyone who has ideas for the library is requested.

**Education: John Canon.**

No report.

**Certification: Mitch Miller**

The CDT classes will begin Thursday, January 17, 2008. Information will be posted on the website.

**MARC 2008 "Get Bear": Sal Verrastro + Mitch Miller**

Next MARC 2008 planning meeting will be held on January 10, 2008, 6pm at the Italiano Delight. This is an important meeting to set the schedule and make final decisions. Everyone's attendance is important!.

**Awards: Roxanne Verrastro**

Chapter Commendation Award submission has been started. Due to be mailed by January 15.  
Anyone with ideas for National awards for the chapter, please contact Roxanne as soon as possible.

**Membership: Jim Petro**

No report.

**Punchlist: Sal Verrastro.**

No report.

**Academic Affairs:**

No report

**Publicity: Tina Montone**

Christmas cards are in the mail. In 2008 we will plan on taking a photo in September and will investigate having all signatures pre-printed on cards. Thanks to everyone for their cooperation in signing the cards this year.

Head shot order information was presented and was discussed.

Draft two of the Member-To-Member Program handout for the chapter is ready for review and will be sent to Board members via email.

**Long Range Planning: Dave Hausman**

No report.

**Expo 2008: Brad Teeters**

Next planning meeting is scheduled for Wednesday, January 23, 2008, 7:00am at the Starlite Diner in Fogelsville.

**Electronic Communications: Brad Teeters**

No report.

**Historian: Roxanne Verrastro**

Roxanne reported she is continuing to collect information and requests that any material which is deemed beneficial should be forwarded to her. Items such as old Punchlists, forms, pamphlets, etc.

**Directory: Roxanne Verrastro**

Roxanne noted that the directories are (re)-printed and mailed.

**Allentown Chapter CSI  
Board of Directors Meeting  
December 18, 2007  
Page three**

**Unfinished Business**

- 2.02 A discussion was held on the price of dinner versus venue charges. Price may have to be increased in the future to keep up with meeting cost. Update: Price will remain at \$25.00, but will be reviewed in November. Update: Leanne is checking on this.
- 3.02 CSI Academies will be held February 7 & 8, 2008 in Orlando, Florida.
- 5.03 A discussion was held concerning Institute Member Emeritus status for Bruno Bianchini. It was suggested the a resolution be drafted for submission to the Institute. Sal and Mitch will handle the submission to the Institute. This year is Bruno's 50<sup>th</sup> anniversary of membership in CSI. Update: paperwork is ready.
- 8.08 A discussion was held on how to get members involved. Mitch announced that he will be approaching members who have had good attendance at meetings to see if anyone is interested in helping out. Update: Discussion on managing attitude.
- 10.01 Technology Corridor Bus Trip sponsored by General Supply– free to CSI members, will tentatively be scheduled in the spring.
- 11.02 Tine lead a discussion and reviewed a document she is preparing to be used when inviting professionals to meetings and to encourage them to join CSI.
- 11.03 Possible social-type gathering with ABC was discussed.

**New Business**

- 12.01 The use of Paypal for monthly meeting reservations and possibly extending to EXPO and MARC was discussed. There are still issues being worked out.
- 12.02 The issue of the “headshot” photos was discussed. On a motion by Dave Hausman, second by Roxanne Verrastro, and unanimous approval, the Chapter will pay for the photos used on the website. Photos for personal use will be offered to individuals directly by the photographer.

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

Meeting Adjourned at 8:04 a.m.

Respectfully submitted  
David R. Fenstermacher, Secretary