

Allentown Chapter C.S.I.

16 January 2008

Board Meeting Minutes

Members	Attendees	Members	Attendees
John Sweigart, President	X	Matthew Baker, Director	X
Brad Teeters, President-Elect, Electronic Communications		Kathy Kurtas, Director	X
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		James Petro, Director, Membership	X
Mitch Miller, Sr. Advisor, Certification	X	John Cannon, Education	X
David Hausman, Advisor, Publicity Co. LRP	X	Sal Verrastro, Punchlist	
Roxanne Verrastro, Advisor, Past President, Awards, Technical, Historian			

The Allentown Chapter CSI Board of Directors met on Wednesday, 16 January 2008 at the Holiday Inn, Fogelsville, PA

President John Sweigart called the meeting to order at 5:07 p.m.

Board Minutes:

The Board Meeting Minutes for 18 December 2007 were approved as written.

Treasurer's Report:

The Treasurer's Report dated 12/31/2007 was distributed and reviewed. After discussion the report was deferred until audit.

Committee Reports:

Program: David Wrigley

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;
 New Product Tabletop: Armstrong Ceilings.

March 19, 2008: Building Envelope Technology; Meeting at Holiday Inn, Fogelsville; Tabletop: Keith Bush Associates; New Product Tabletop: ASI Plastic Lockers, Spec-Rep Assoc. (tentative);
 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

June 18, 2008: Member Appreciation Night & Awards Banquet; Holiday Inn, Fogelsville;

July 16, 2008: Summer Picnic

Hospitality: Lee Ann Slattery

February meeting is at the Four Points Sheraton
 Committee is looking into Dutch Springs near Bethlehem, PA for 2008 picnic.
 In contact with Clover Hill Winery regarding Holiday Gala '08.

Technical: Roxanne Verrastro

Planning to go to the library at ABC office this year.
 Information from anyone who has ideas for the library is requested.

Education: John Cannon.

No report.

**Allentown Chapter CSI
Board of Directors Meeting
January 16, 2008
Page two**

Certification: Mitch Miller

CDT exams: Candidates for the CDT exam will have two windows of opportunity for test taking in 2008: March 31-April 5, 2008 and September 2008. Candidates will register for a time and location via CSI and then choose from approximately 400 test sites in cities throughout the United States and Canada. Pricing: 1/2/08-2/29/08: member: \$295.; student member \$105.; non-member \$430.; Student non-member \$105.

CCS, CCPR, CCCA exams: Testing site April 5, 2008: USA Architects, 1 S. Third Street, Easton, PA 18042. Pricing 12/1/07-1/31/08: member \$340.; non-member \$475.

CDT Study Course: The CDT (Certified Document Technologist) Program offers a comprehensive overview for architects, specifiers, contractors, contract administrators, manufacturer representatives, and other industry professionals who write, enforce, manage, or interpret construction documents. Certified CDTs can demonstrate their knowledge and understanding of the construction project cycle and the relationship between all members of the construction team.

The fee for the sessions are \$35.00 for CSI members and \$45.00 for non-CSI members and will include six sessions and will cover the cost of a light dinner (pizza and soda) for the six sessions. (Note: You MUST REGISTER SEPERATELY for the exam. This registration is for the study sessions only).

Registration Deadline: January 3, 2008

Location: USA Architects, 1 S. Third Street, Seventh Floor, Easton, PA 18042.

Schedule: all sessions are held 6:00 – 8:30 PM, Thursday evenings
January 17, January 31, February 7, February 21, March 6, March 20.

Instructor: Mitch Miller, AIA, CCS, CSI, MAI (Allentown Chapter Certification Chair).
USA Architects, 1 S. Third Street, Seventh Floor
Easton, PA 18042
Email: mmiller@usaarchitects.com
Phone 610.559.6000 x664

MARC 2008 “Get Bear”: Sal Verrastro + Mitch Miller

MARC 2008 planning meeting was held on held on January 10, 2008, 6pm at the Italiano Delight. Progress is being made along with final decision concerning program and schedule. The next meeting is being scheduled.

Awards: Roxanne Verrastro

Chapter Commendation Award has been mailed.

Membership: Jim Petro

No report.

Punchlist: Sal Verrastro.

No report.

Academic Affairs:

No report

Publicity: Tina Montone

Anniversary gifts are sent: 25th anniversary clock to Frank Lennox, 50th anniversary money clip to Bruno Bianchini. Since we spent over \$50.00 at Things Remembered we will have the CSI logo computerized for free. If we choose to add it to any gifts in the future, the cost is \$6.00 to engrave it.
The following items are in place on all tables and an announcement will be made: MARC’08 tenets and fliers; Expo’08 tents and fliers. Also, Member Building Program’ fliers are available.

**Allentown Chapter CSI
Board of Directors Meeting
January 16, 2008
Page three**

Long Range Planning: Dave Hausman

No report. Meeting to be scheduled soon.

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 Verraastro

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

Directory: Roxanne Verraastro

Everyone should have received their updates to the directory. Updates have been sent to the Institute.

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 50th 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 Tina 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. Update: Semi-final draft was presented.
- 11.03 Possible social-type gathering with ABC was discussed.

New Business

- 1.01 A discussion was held on the Chapter dues, which need to be reported to the Institute. After discussion it was decided to keep the chapter dues at their current level for the upcoming fiscal year.
- 1.02 Mitch Miller encouraged everyone to vote in the upcoming election for Region Director.
- 1.03 Mitch Miller noted that the upcoming election will also include questions concerning changes in Institute governance. He encouraged everyone to carefully consider the issues and vote as they see fit.
- 1.04 A Thank-You note from Roxanne was received and read to the Board.
- 1.05 Kathy Kurtas reported that she should be reached at kpkurtas@ptd.net.

**Allentown Chapter CSI
Board of Directors Meeting
January 16, 2008
Page four**

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

Meeting Adjourned at 5:59 p.m.

Respectfully submitted
David R. Fenstermacher, Secretary