

# Allentown Chapter C.S.I.

## 14 November 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	X
David Wrigley, Vice-President, Programs	X	LeeAnn Slattery, Director, Hospitality Co.	X
David Fenstermacher, Secretary	X	Tina Montone, Director, Publicity Co., Hospitality Co.	X
Mark Nattress, Treasurer		James Petro, Director, Membership	
Mitch Miller, Sr. Advisor, Certification	X	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 Wednesday, 14 November 2007 at the 4 Points Sheraton, Allentown, PA.

President John Sweigart called the meeting to order at 5:05 p.m.

#### **Board Minutes:**

The Board Meeting Minutes for 24 October 2007 were approved as written.

#### **Treasurer's Report:**

The Treasurer's Report dated 10/31/2007 was distributed and reviewed. After discussion the report was deferred until audit.

#### **Committee Reports:**

##### **Program: David Wrigley**

November 14, 2007: A LEED approach to Sound & Acoustics; Meeting at 4 Points Sheraton; TableTop Display:

Pantone Paints(tentative); New Product Display: Construction Sales Group.

December 5, 2007: Christmas Party @ The Stoned Crab, Macungie, PA.

January 16, 2008: Joint Presentations by Charlie Shoemaker and Robert Spillman. Holiday Inn, Fogelsville.

February 20, 2008: Meeting at 4 Points Sheraton.

March 21, 2008: Meeting at Holiday Inn, Fogelsville.

April 18, 2008: EXPO'08 at the Days Inn Conference Center

##### **Hospitality: Lee Ann Slattery**

December – Holiday Party at the Stoned Crab Restaurant, Brookside Road, Macungie (thanks to Roxanne for taking over the planning of this event this year). Please do not forget to send in your reservations for the gala. Looking for sponsors. If interested, please see Roxanne.

January meeting will be a joint meeting with AIA and ABC, and possibly it will include the Lehigh Valley Branch of the USGBC/DVGB. LeeAnn reported she spoke to Larry Rowland of Lehigh Cement at the Greenbuild show. He indicated an interest in joint meetings with CSI as long as the program topics concerned "green building". Menu has not yet been selected for this meeting.

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

##### **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.

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**Education: John Canon.**

No report.

**Certification: Mitch Miller**

Study sessions for certification exams will begin in January at USA Architects.

There will be window of time to take certification tests at electronic sites. The goal is the posting of "instant" results.

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

Next meeting will be held on January 10, 2008, 6pm at the Italiano Delight.

**Awards: Roxanne Verrastro**

**Chapter Commendation Report from each committee member is overdue!!** Submission is being assembled by Roxanne. Any additional information is due ASAP. The award would cover any events from July 1, 2006 to June 30, 2007. Please see Roxanne for a copy of last years completed report and a blank form to be completed this year. Also, please read your area carefully and attach supporting documents if possible. Deadline for submission of the application is in December.

Anyone with ideas for National awards for the chapter, please contact Roxanne as soon as possible.

**Membership: Jim Petro**

Jim reported that there are currently 135 members assigned to the Allentown Chapter as of November 7, per CSI National.

**Punchlist: Sal Verrastro.**

No report.

**Academic Affairs:**

No report

**Publicity: Tina Montone**

Christmas Cards are ordered and plans for signing were discussed.

**Long Range Planning: Dave Hausman**

Planning Meeting Retreat was held on Saturday, November 3 at "The Works" in Reading. There were nine(9) people in attendance. Some good discussion was held regarding how to attract new, young professionals and retaining existing members. Dave reported that he will be bringing some items to the Board and Committees at future meetings. Some of the ideas need to be clarified and/or discussed with the Institute prior to implementation.

Another meeting will be scheduled in early 2008.

**Expo 2008: Brad Teeters**

Next planning meeting is scheduled for Wednesday, December 12, 7:00am at the Starlite Diner in Fogelsville.

**Electronic Communications: Brad Teeters**

Brad reports a "Paypal" button has been added to emails so people can now pre-pay for the monthly meetings. Only two people have used it so far. The Paypal charge is \$1.03. Brad receives an email stating who paid and how much. It is possible to pay for multiple dinners if you are paying for more than one person. While there is no current policy, the cutoff for cancellations will be established as noon of the day of the meeting, if credit for future meetings is requested.

**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.

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**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. 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.

**New Business**

- 11.01 A card and best wishes are being extended to long time member Jim Wilcoxson, who will be undergoing surgery.
- 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.

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

Meeting Adjourned at 5:41 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary