

Allentown Chapter C.S.I.

24 October 2007

Board Meeting Minutes

Members	Attendees	Members	Attendees
John Sweigart, President	X	Matthew Baker, Director	X
Brad Teeters, President-Elect, Electronic Communications	X	Kathy Kurtas, Director	
David Wrigley, Vice-President, Programs		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	
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, 24 October 2007 at the Starlite Diner, Fogelsville, PA.

President John Sweigart called the meeting to order at 7:16 a.m.

Board Minutes:

The Board Meeting Minutes for 19 September 2007 were approved as written.

Treasurer's Report:

The Treasurer's Report dated 9/30/2007 was distributed and reviewed. After discussion the report was deferred until audit.

Treasurer Nattress also included the following notes:

A revised copy of the July 07 statement was reviewed for some minor accounting adjustments.

The year end tax return is being prepared and will be submitted as soon as it is received from the accountant.

Letters and the \$50.00 contributions were sent to the Wildlands and Hawk Mountain in memory of Bruce Stettler.

\$100.00 deposit return from Wildlands has not yet been received.

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. Tabletop Display: Amvic Concrete Forms.

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 / Roxanne Verrastro

November – Meeting will be Nov. 14th (week before Thanksgiving week) at the 4 Points Sheraton.

December – Holiday Party at the Stoned Crab Restaurant, Brookside Road, Macungie (thanks to Roxanne for booking the space, and for helping to plan the event).

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.

MARC 2008 "Get Bear": Sal Verrastro + Mitch Miller
Next planning meeting will be held on Nov. 8. Presentations were made at the Bi-Regional Conference in Charlotte by Mitch and Sal, and members of the chapter were hosts at the hospitality suite. "Get Bear" was well received.

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 136 members in the Allentown Chapter per statistics supplied CSI National.

Punchlist: Sal Verrastro.
No report.

Academic Affairs:
No report

Publicity: Tina Montone
Christmas Card photo will take place on Saturday, October 27, 2007 at 8:30am at Bear Creek Resort, Macungie, PA. Rain or Shine.

Long Range Planning: Dave Hausman
Planning Meeting Retreat is scheduled for Saturday, November 3 from 9am until noon at "The Works" in Reading. A mass email was sent to the membership and as of this date the response is somewhat disappointing. There are seven attendees who have responded.

Expo 2008: Brad Teeters
Next planning meeting is scheduled for Wednesday, November 7, 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 for people using Paypal 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.

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Directory: Roxanne Verraastro

Roxanne noted that the Directory is at the printer and should be done in about a week. There were some complications with the printing which is why it is not yet ready for distribution. As soon as the directory is completed it will be distributed.

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 working 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.
- 8.03 Tina Montone reminded us that it is Holiday card time again. Discussion was held in regard in location of picture to be the LV Zoo. Tine will look into options for the place and time. Update: picture will be taken at Bear Creek Resort on Saturday, October 27 at 8:30am.
- 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.

New Business

- 10.01 Technology Corridor – free to CSI members.
- 10.02 The Board commended Dave Wrigley for arranging the plant tour this month.
- 10.03 A discussion was begun on the need to find and enroll new members to the chapter.

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

Meeting Adjourned at 8:13 a.m.

Respectfully submitted
David R. Fenstermacher, Secretary