

# Allentown Chapter C.S.I.

## 19 September 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	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	
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	X		

The Allentown Chapter CSI Board of Directors met on Wednesday, 19 September 2007 at the Holiday Inn, Fogelsville, PA.

President-elect Brad Teeters called the meeting to order at 5:10 p.m.

#### **Board Minutes:**

The Board Meeting Minutes for 15 August 2007 were approved, as amended to reflect the review of the July 2007 Treasurer's Report, on a motion by Brad Teeters, second by Tina Montone, and unanimous approval.

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

The Treasurer's Report dated 8/31/2007 was distributed and reviewed. After discussion the report was deferred until audit.

#### **Committee Reports:**

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

September 19, 2007: Cedar Siding, Specifying, Finishing and Proper Installation. Table Top: Tremco Roofing;

New Product Display: DragonBoard.

October 17, 2007: Tour of Starke, Nazareth, PA.

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.

February 20, 2008: Meeting at 4 Points Sheraton.

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

October – Plant Tour – all arrangements are being handled by Dave Wrigley (including reservation call-in.

November – Meeting will be Nov. 14<sup>th</sup> (week before Thanksgiving week) at the 4 Points Sheraton. Menu not yet selected, but space is booked.

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).

##### **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.

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**Certification: Mitch Miller**

Certification exams will be given in Charlotte at the Bi-Region Conference. Correction from last month, no one from Allentown will be taking the exam.  
Friday, September 21, Webinar on new CDT computer based testing will be held.

**MARC 2008: Sal Verrastro + Mitch Miller**

Progress is steadily being made. All preparations for the Bi-Region conference are almost complete. Mitch and Sal will be making a presentation at the beginning of the Friday lunch and at the Region Business meeting.

**Awards: Roxanne Verrastro**

Chapter Commendation Report from each committee member due (to Roxanne) by September 19, 2007 board meeting. The award would cover any events from July 1, 2006 to June 32, 2007. Please see Roxanne for a copy of last years' completed report and a blank form to be completed for this year. Also please read information on your area of responsibility carefully and attach supporting documents if possible.  
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**

Press release announcing the receipt of the Chapter Commendation Award will go out tomorrow, 9/20.  
Christmas Card selection to be discussed.  
Advertising and mailing on MasterFormat program was discussed.

**Long Range Planning: Dave Hausman**

Meeting scheduled for Thursday, September 13 was cancelled due to lack of attendees.  
A "brainstorming" session is scheduled for Saturday, November 3 from 9am until noon at "The Works" in Reading. A mass email will be sent to the membership urging their attendance at this important function. The Board should take some action to ensure that the membership realize how important this is to our chapter to continue into the future. A good planning meeting was held the month before, but input is needed from the entire membership to guide the chapter to where they want it to be in 3-5 years.

**Expo 2008: Brad Teeters**

Kick-off meeting is scheduled for Wednesday, October 3, 7:00am at the Starlite Diner in Fogelsville.

**Electronic Communications: Brad Teeters**

A "Paypal" button to emails so people can now pre-pay for the monthly meetings. 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. A discussion was held on the status of prepaid "no-shows". The policy will be that no refund will be offered for a person who does not show up, unless they call and cancel, in which case credit for a future meeting will be applied.

**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 advertisements which is why it is not yet complete. As soon as the information is received the directory will be completed and 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.
- 10.1.06 The 2007 Middle Atlantic Region Conference will be held September 27-30, 2007 in Charlotte, N.C. This will be a bi-regional event. The chapter budget for this event is being established. Update: Registration forms are now available through the Mid-Atlantic Region website. Budget for members' reimbursement has been established and is presented to the Board.
- 5.03 A discussion was held concerning Institute Member Emeritus status for Bruno Bianchini. It was suggested that 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.
- 7.02 A discussion was held on making donations to the Wildlands Conservancy and Hawk Mountain in memory of Bruce Stettler. At a special meeting of the Board of Directors held on Wednesday, July 18 at the Wildland's Conservancy a motion was made and approved to donate \$50.00 to the Wildland's Conservancy and \$50.00 to Hawk Mountain in memory of Bruce. Mark Nattress to forward the monies and a letter to the two organizations.
- 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. Tina will look into options for the place and time.
- 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.

**New Business**

- 9.01 Mitch Miller presented the proposed chapter budget for FY07-08 to the Board. A discussion ensued and several adjustments were made to budgeted amounts. On a motion by Brad Teeters, second by Tina Montone, the amended budget, exclusive of MARC, was approved

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

Meeting Adjourned at 5:53 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary