

# Allentown Chapter C.S.I.

## 24 April 2007

### Board Meeting Minutes

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

The Allentown Chapter CSI Board of Directors met on Tuesday, 24 April 2007 at the Holiday Inn, Fogelsville, PA. President John Sweigart called the meeting to order at 7:08 a.m.

**Board Minutes:**

The Board Meeting Minutes for 21 March 2007 were approved as written.

**Treasurer's Report:**

The Treasurer's Report for March 2007 was distributed and reviewed. After discussion the report was deferred until audit.

**Committee Reports:**

**Program: David Wrigley**

May 16, 2007: Code Review with Matt Walter (Barry Isett & Associates); Meeting with AIA and ABC; Tabletop Display: Hilti; New Product Tabletop Display: Pella Windows

June 13, 2007: Awards Night; A short program on the new NPDES Regulations is tentatively scheduled.

July 18, 2007: Picnic @ Wildlands Conservancy

**Hospitality: Lee Ann Slattery**

The date switch for June has been confirmed with the Holiday Inn. The Wildlands Conservancy has been booked for the Picnic in July.

**Technical: Roxanne Verrastro**

Roxanne reported she is working on the Library at the ABC office. She reported a copy of "Roberts Rules" will be purchased for the library.

**Education: John Canon.**

Six(6) applications for scholarship have been received and are being evaluated.

**Certification: Mitch Miller**

No report

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

The next meeting is scheduled for Thursday, May 24<sup>th</sup>, 2007 at 6pm. The location and an agenda will be forthcoming.

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**Awards: David Hausman & Roxanne Verraastro**

The Allentown Chapter has been awarded the Chapter Commendation Awards by the Institute. The award, which is being received for the third year in-a-row, will be made at the CSI convention in Baltimore.

**Membership: Jim Petro**

The status of the current chapter membership was reviewed.

**Punchlist: Sal Verraastro.**

Sal reported that the next hardcopy edition of the Punchlist will be scheduled for July'07, based on the previously discussed schedule.

**Academic Affairs:**

No report

**Publicity: Dave Hausman & Tina Montone**

Marketing for the Master Format seminar has begun.

A press release announcing the receipt of the Chapter Commendation Award will be made in July.

A discussion was held on the format for recognizing member anniversaries.

**Long Range Planning: Dave Hausman**

As previously reported, a meeting will be scheduled now that meeting marathon has slowed down.

**Expo 2007: Brad Teeters**

Brad reported the show went smoothly and was successful. Preliminary estimates indicate over 160 professionals in attendance. Sal will send letters to the exhibitors. A wrap-up meeting will be scheduled in the next couple of weeks.

**Electronic Communications: Chris Blechschmidt**

No report.

**Historian: Roxanne Verraastro**

Roxanne reported she is continuing to collect information and reviewing the objects in the filing cabinet. She requests anyone with any material that would be beneficial to add to the filing cabinet be forwarded to her (old Punchlists, forms, pamphlets, etc.). She noted that she has met with Gordon Gradwell and he does not have any additional items. She also spoke with Mike Gibson of ABC, who has additional magazines and brochures that were boxed in his old office. She reported that she is planning to review these items shortly.

**Directory:- Roxanne Verraastro**

Roxanne is continuing to compile the new version of the directory, which will be ready to sent to the printer "soon".

**Unfinished Business**

- 10.01 The 2007 Middle Atlantic Region Conference will be held September 27-30, 2007 in Charlotte, N.C. This will be a bi-regional event.
- 10.02 The 2007 CSI National Convention will be held in Baltimore, Maryland, 200.
- 1.03 The June meeting (Awards Night) will be held June 13 instead of June 20 due to the conflict with the CSI National Convention.

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- 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.
- 3.02 CSI Academies will be held February 7 & 8, 2008 in Orlando, Florida.
- 3.04 A discussion was held on the status of the polo shirt sales. Sales have been brisk over the past several years and there are not many remaining. Especially in the more popular sizes. The inventory has been evaluated and an order is being put together.

**New Business**

- 4.01 A thank-you card from Peggy Sweigart was received and read aloud to the Board.
- 4.02 Roxanne reported on the ABC Golf Outing.
- 4.03 Sal reported that a “Leader Lounge” will be available to chapter leaders at the convention in Baltimore and will be available when the show is not open.

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

Meeting adjourned at 8:20 a.m.

Respectfully submitted  
David R. Fenstermacher, Secretary