

# Allentown Chapter C.S.I.

## 5 August 2009

### Board Meeting Minutes

Members	Attendees	Members	Attendees
Brad Teeters, President Electronic Communications	X	Matthew Baker, Director	
David Wrigley, President-Elect, Programs		Chuck Kelly, Director	X
Tina Montone, Vice-President, Publicity Co., Punchlist		Keith Bush, Director	X
David Fenstermacher, Secretary	X	James Petro, Director	
Mark Nattress, Treasurer		LeeAnn Slattery, Director, Hospitality	X
David Hausman, Sr. Advisor, Publicity Co.	X	John Cannon, Education	
Roxanne Verrastro, Advisor, Technical, Historian, LRP	X	Josh Grice, Membership	
John Sweigart, Past-president, Advisor, Awards, Academic Affairs	X	Mitch Miller, Certification	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 5 August 2009 at the Starlite Diner, Fogelsville, PA

President Brad Teeters called the meeting to order at 7:04 a.m.

#### **Board Minutes:**

The minutes from the June Board meeting were approved as written.

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

The Treasurer's Reports dated 6/30/2009 was distributed and reviewed. After discussion the report was deferred until audit.

#### **Committee Reports:**

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

August 12, 2009 Iron Pigs outing in conjunction with Associated Builders & Contractors.  
 Sept. 16, 2009 "Ethics for Product Reps", a panel discussion moderated by Sal Verrastro, at the Holiday Inn Fogelsville. Tabletop Display: Stealth Access Panels; New Tabletop Display: PPSI  
 October 21, 2009 Facility Tour  
 Nov. 18, 2009 "EIFS Problems", at the FourPoints Sheraton; Tabletop Display: HDI Railings.  
 Dec. 2, 2009 Christmas Party  
 January 20, 2010 Meeting at the Holiday Inn, Fogelsville; Joint meeting with AIA.

##### **Hospitality: Lee Ann Slattery, Tina Montone**

July 15 – Picnic held at Dutch Springs was very successful and enjoyed by all. Brad requested warmer water.  
 August- Iron Pigs with ABC – Dave Hausman reported that there are 60 registered for this event; 24 from CSI and 36 from ABC.  
 September 16 – Meeting at Holiday Inn – menu will be selected in August.  
 December 2<sup>nd</sup> – Holiday Party – noted that she has a few locations in mind and will be checking them out.

##### **Technical: Roxanne Verrastro**

No Report

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**Education: John Cannon**

Dave Hausman reported that the check has been sent to Rensselaer and a thank-you note was received from Brian.

**Certification: Mitch Miller**

Mitch stated that he has received requests concerning the possibility of a fall CDT class. He will consider this and has requested help in administering the classes.

**Awards: John Sweigart**

The deadline for submission of candidates for the Middle Atlantic Region awards is Monday, August 20. Noted that he is looking for ideas to submit.

**Membership: Josh Grice**

No report.

**Punchlist: Tina Montone**

No report.

**Academic Affairs: John Sweigart**

No report.

**Publicity: Tina Montone, Dave Hausman**

No report.

**Long Range Planning: Roxanne Verrastro**

A meeting will be scheduled in the fall.

**Expo 2009: Dave Wrigley**

A wrap-up meeting will be scheduled.

**Electronic Communications: Brad Teeters**

Brad noted that he is looking into switching our website hosting from the current provider to Network Solutions. The current provider has many limitations, and was recently hacked. They sell all of the advertising and give us 50%. They do not charge us anything.

Network solutions is \$10. a month. But, we would be able to sell our own advertising, or just list all of our member companies in a directory, similar to the directory Roxanne produces. It is also easily up-datable, via the web. So, there isn't any special software required, like there is now.

On a motion by John Sweigart, second by Dave Wrigley, and unanimous approval, Brad is authorized to change the website hosting to Network Solutions. Update: 08/09: Brad is working on the changeover.

**Historian: Roxanne Verrastro**

Please forward any material to me that you think would be beneficial to add to the filing cabinet, old punch lists, forms, pamphlets...so it can become history!

**Directory: Roxanne Verrastro**

Next directory is planned for the 2009-10 time-frame.

**50<sup>th</sup> Anniversary Committee for 2013 celebration, Tina Montone; Mitch Miller; Sal Verrastro**

No report.

**Fiscal Planning Committee: Mitch Miller, Dave Hausman**

Dave indicated the committee will be meeting now that the books have been closed for the last fiscal year. On a motion by Dave Hausman, second by John Sweigart, the current budget in place from last fiscal year will continue to be used until a new budget is formulated and approved. Motion passed with unanimous approval.

Previously, the Fiscal Planning Committee was requested to discuss the possibility of reimbursement for members attending L.O.S., comparing it to past and current budgets and policies. Update: Dave Hausman reported that the committee will consider this issue, but he indicated that there is a statement in the 2002 Policy Manual indicating that attendance at L.O.S. can be reimbursed as long as there is money allocated in the budget.

**Membership Advancement**

An adhoc committee has been formed to evaluate the benefits of chapter membership. The committee will meet and report back to the Board their findings and recommendations to enhance and increase membership. Mitch Miller suggested the committee re-visit the idea of charging a different amount for members and non-members attending chapter meetings and functions.

**Unfinished Business**

- 4.01 Region Director Mitch Miller reported on several upcoming national and region events:  
Middle Atlantic Region Conference,(www.marc09.com), Oct.8-11, in Charlottesville, Va.  
MARC'10, to be held in historic Annapolis, Md. In October 2010.  
Convention 2010 will be held in Philadelphia in mid-May 2010.  
Convention 2011 will be held in Chicago in the fall of 2011.  
MARC 2011 will not be held.  
MARC 2012 will be held in Richmond.  
MARC 2013 will be held in Erie.
- 4.03 A discussion was held, led by Secretary Fenstermacher, concerning the possibility of including retired former officers and/or long time chapter members as continuing members of the chapter without being dues paying members of the Institute. Mitch Miller suggested looking into the categories available, such as "lifetime members" of the Institute. Further discussion will follow. Update May'09: this task has been assigned to the Membership Committee.
- 8.01 Dave Hausman requests a report on the status of several items discussed previously and removed from the minutes;  
1) ASTM: Mitch has the ASTM standards but is waiting for confirmation from ABC regarding their commitment for administration of the system.  
2) Invitations to meetings: an idea from a previous long-range planning meeting, "invitations" to CSI meetings were printed for use by industry members to encourage meeting attendance and CSI membership. These were used sparingly in the past but should be available again and put into service. Tina (publicity) and Josh (membership) will be asked to follow-up.

**New Business**

No new business was reported.

There being no further business, a motion to adjourn the meeting was made by Chuck Kelly, with a second by Roxanne Verrastro.

Meeting Adjourned at 7:53 a.m.

Respectfully submitted  
David R. Fenstermacher, Secretary