

# Allentown Chapter C.S.I.

## 15 August 2007

### Board Meeting Minutes

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

The Allentown Chapter CSI Board of Directors met on Wednesday, 15 August 2007 at the Holiday Inn, Fogelsville, PA.

President John Sweigart called the meeting to order at 5:15 p.m.

**Board Minutes:**

The Board Meeting Minutes for 17 July 2007 were approved as written.

**Treasurer's Report:**

The Treasurer's Report for June 2007 was distributed and reviewed. After discussion of outstanding income from the picnic the report was deferred until audit.

**Committee Reports:**

**Program: David Wrigley**

August 15, 2007: Environmentally Conscious Site Development by Langen Engineering;

Tabletop: Tremco

New Product Tabletop: Lutron

September 19, 2007: Innovations in Structural Glass (Jeff Harbor, W&W Glass).

October 17, 2007: Tour of Starke, Nazareth, PA – Plant tour.

November 14, 2007: T.B.D.

December 5, 2007: Christmas Party - Location TBD

January 16, 2008: Review & Proper use of the New AIA Documents – Frequently Occurring Legal Problems that are preventable.

**Hospitality: Lee Ann Slattery**

I have booked the dates for our 2008 meetings...5 dates at the Holiday Inn and 3 dates at the Four Points Sheraton (the 3 dates at the Sheraton were because the Holiday Inn did not have any availability for us). Cost increase are anticipated for 2008 and Sheraton.

Regarding the picnic, Mark Nattress is working on collecting the money for the picnic.

**Technical: Roxanne Verrastro**

Planning to go through the library at ABC in the near future. Anyone who has any additions to the library please see Roxanne.

**Education: John Canon.**

No report.

**Certification: Mitch Miller**

No report.

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

A meeting was held on Thursday, July 12<sup>th</sup>, 2007. Plans are progressing. A presentation was made at the Region Caucus at the convention in Baltimore and an expanded presentation will be made at MARC'07 in Charlotte. The next meeting will be held September 6.

**Awards: Roxanne Verrastro**

Roxanne urges everyone to continue to fill out the Chapter Commendation Reports, covering the period from July 1, 2006 to June 30, 2007. Please see her for the forms.

Region award for Tina Montone's poster for EXPO has been submitted and received by the Region. If anyone has any ideas for National award please contact Roxanne as soon as possible. Deadline for submission is the end of year.

**Membership: Jim Petro**

Current membership is at 136, with a rolling retention rate of 86.9%. Sal Verrastro leads the Member Sponsor a Member campaign with 4 new members. Dave Hausman, Jim Petro, Dave Wrigley and Tina Montone all sponsored one new member.

Also a new Region campaign will be starting next year...details to follow.

**Punchlist: Sal Verrastro.**

Sal urges members to forward any photos or stories to him ASAP to finalize the punchlist, which is scheduled to go out before the next meeting..

**Academic Affairs:**

No report

**Publicity: Tina Montone**

Press release announcing the receipt of the Chapter Commendation Award and another on certification recipients will be released this week.

**Long Range Planning: Dave Hausman**

A meeting was held on Thursday, August 2, 2007 at ATAS International. Thanks you ATAS for use of their facilities. Next meeting scheduled for September 13, 2007 and a Saturday get away on November 3, 2007. Location to be determined.

**Expo 2008: Brad Teeters**

Planning meetings will be started in October 2007.

**Electronic Communications: Brad Teeters**

Looking into different options to allow for pre-payment of dinner fees (including picnic & holiday gala). This committee recommends that we move forward with implementation of accepting electronic payments ASAP and absorb the costs at least for this year. Re-evaluate it next year with the cost increase in the dinners with various options or discounts.

**Historian: Roxanne Verrastro**

Roxanne reported she is continuing to collect information and requests that any material deemed beneficial should be forwarded to her: items such as old punchlists, forms, pamphlets, etc.

**Directory: Roxanne Verrastro**

Final Draft was presented tonight. Final changes will be made tomorrow and taken to the printers this week. Directory will be mailed out to members by end of month.

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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 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 Mid Atlantic Region website. Budget for members' reimbursement will follow shortly.
- 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.
- 7.01 Roxanne reported that cards have been sent in memory of Bruce Stettler and Al Engleman. Update: Thank you cards were received from the families of both.
- 7.02 A discussion was held on making a donation to the Wildlands Conservancy and Hawk Mountain in memory of Bruce Stettler. The discussion was tabled.  
Addendum:  
At the CSI chapter meeting held on Wednesday, July 18 at the Wildlands Conservancy and with a quorum present, President Sweigart convened a special meeting of the Board of Directors to complete an item of business tabled at the July Board meeting. In attendance were John Sweigart, Brad Teeters, Tina Montone, Roxanne Verrastro, Mitch Miller, Dave Hausman, Matt Baker, and David Fenstermacher. The following motion was made by Roxanne Verrastro, second by Dave Hausman: That the Chapter donate \$50.00 to the Wildlands Conservancy and \$50.00 to Hawk Mountain in memory of Bruce Stettler. The motion passed on a unanimous vote.  
There being no further business, the meeting was adjourned.  
David R. Fenstermacher, Secretary  
Update: Mark Nattress to forward the monies and a letter to the two charities.

**New Business**

- 8.01 Discussion was held in regards to the progression of Presidents in the future. Dave Wrigley is interested in becoming President in 2010 and Tina Montone in 2012. A motion was made to prepare Dave Wrigley for President by Mitch Miller and second by Brad Teeters. The motion passed on a unanimous vote. Therefore John Sweigart accepted Tina Montone resignation from her current position as Vice President and Dave Wrigley as Director. John then appointed Dave Wrigley as Vice President and Tina Montone as Director for the year.
- 8.02 Mitch Miller made a motion, second by Roxanne Verrastro to have the Electronic Communication committee to decide which electronic format to use to help members pay for dinners and other chapter functions. The motion passed on a unanimous vote.
- 8.03 Tina Montone reminded us that it is Holiday card time again. Discussion was held in regard to location of picture to be at the LV Zoo. Tina will look into options for place and time.
- 8.04 Roxanne Verrastro announced that the new polo shirts are available for purchase. Contact Sal or Roxanne if interested.
- 8.05 Sal Verrastro announced the possibility of the formation of a Green Building Council in the Lehigh Valley area. There is a kick off meeting set for September 12<sup>th</sup> at the Allentown Brew Works. They are looking for Sponsors to help kick off the chapter. If interested, visit the Green building council's website.

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- 8.06 Lee Ann Slattery requested help with co-chairing Hospitality due to her workload. Tina Montone volunteered to help. If anyone is interested in planning our holiday gala, please contact LeeAnn or Tina.
- 8.07 John Sweigart removed Chris Blechschmidt officially from electronic communication.
- 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 the meeting to see if anyone is interested in helping out.

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

Meeting Adjourned at 6:10 p.m.

Respectfully submitted  
Roxanne Verrastro, Awards, Temporary Secretary