

# Allentown Chapter C.S.I.

## 21 February 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	X
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		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 Wednesday, 20 February 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 January 2006 were approved as written.

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

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

#### **Committee Reports:**

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

March 21, 2007: Greg Bruno, CBIC Contractors Bonding & Insurance; Tabletop: Donia & Assoc.-Superior Prod.; New Product Tabletop Display: Stanley Stephens.

April 18, 2007: EXPO2007

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

June 13, 2007: Awards Night; A discussion was held on the possibility of having a short program as well as the awards. A program on the new NPDES Regulations was suggested.

July 18, 2007: Picnic.

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

The Wildlands Conservancy has been booked for the Picnic in July.

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

Roxanne reported she is still intending to meet with Mike Gibson to determine the state of the Library.

##### **Education: John Canon.**

Applications for Scholarships have been sent out.

##### **Certification: Mitch Miller**

The CDT Certification classes currently have 12 people attending.

The test scheduled for March 31<sup>st</sup> has one(1) CCCA Candidate, five(5) CCPR Candidates, two(2) CCS Candidates, and fourteen (14) CDT candidates for a total of 22 taking exams.

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

The next meeting is scheduled for Monday, March 19<sup>th</sup>, 2007 at 6pm. The location and an agenda will be forthcoming.

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**Awards: David Hausman & Roxanne Verraastro**

Waiting for the results of the Outstanding Chapter Award and the nomination of Mitch Miller for fellowship which were submitted on January 15.

**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 is scheduled to be sent out during the last week in March and will be available for EXPO.

**Academic Affairs:**

No report

**Publicity: Dave Hausman & Tina Montone**

Flyers went out to tile contractors and placed with tile distributors.

A discussion of what group to target for invitation to the May meeting was held.

The letter which was prepared and sent to architectural firms and industry members of CSI regarding a Master Format seminar given by Sal & Mitch was reviewed. Several changes to the letter were suggested and will be implemented.

**Long Range Planning: Dave Hausman**

As previously reported, a meeting will be scheduled around all of the other meetings that are being held.

**Expo 2007: Brad Teeters**

Next meeting is scheduled for Monday, February 26, 6:00pm at ATAS.

Tickets are printed and distribution has begun.

**Electronic Communications: Chris Blechschmidt**

No report.

**Historian: Roxanne Verraastro**

Roxanne reported she is collecting information and reviewing the information 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 plans on contacting Gordon Gradwell in the near future to see if he has anything to add to the filing cabinet. As she completes her review she will begin organizing the information.

**Directory:– Roxanne Verraastro**

Roxanne is continuing to compile the new version of the directory, since the old one is outdated. Looking to print as soon as possible. She reported there has been a “good response” on the purchase of ads for the directory.

**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, 2008 in Portland, Oregon, 2009 in Chicago, Illinois. The list of chapter delegates is being compiled for submission prior to March 1.

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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**New Business**

2.01 LOS will be held in Gettysburg April 20-21.

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.

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

Meeting adjourned at 6:07 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary