

# Allentown Chapter C.S.I.

## 18 June 2008

### 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	X
David Wrigley, Vice-President, Programs		LeeAnn Slattery, Director, Hospitality Co.	X
David Fenstermacher, Secretary	X	Tina Montone, Director, Publicity Co., Hospitality Co.	X
Mark Nattress, Treasurer	X	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			

The Allentown Chapter CSI Board of Directors met on Wednesday, 18 June 2008 at the Holiday Inn, Fogelsville, PA

President John Sweigart called the meeting to order at 5:17 p.m.

#### **Board Minutes:**

The Board Meeting Minutes for 28 May 2008 were approved as written.

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

The Treasurer's Report dated 5/31/2008 was distributed and reviewed. After discussion the report was deferred until audit.

#### **Committee Reports:**

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

July 16, 2008: Summer Picnic @ Dutch Springs

August 20, 2008: "Electronically Tintable Glazing-Now you see it, now you don't-New innovations in glazing technology by Sageglass; New Product Tabletop: W.R.Meadows-Judy Thompson;

September 17, 2008: CAD Documents, The Good, The Not-So, Good, and the Bad (Tentative);

October 15, 2008: Tour: IFMA (Tentative)

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

- Next meeting is the picnic @ Dutch Springs, 3pm to 8pm.
- Day's Inn ballroom tentatively booked for next year's EXPO. No deposit made yet.
- In review: Information on Clover Hill Winery regarding the Holiday Gala '08, which looks like a go unless there are other ideas on the table. Tina noted that she is having trouble getting a response to her requests to establish a line of communication with Clover Hill.

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

No report.

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

No report.

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

No report.

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**MARC 2008 “Get Bear”: Sal Verrastro + Mitch Miller**

The next MARC 2008 planning meeting is set for July 10<sup>th</sup> at Hawk Mountain, 6pm. Development of registration information is in progress and will tentatively be available by the end of the month. Mitch reported that the President of the Institute is planning to attend.

**Awards: Roxanne Verrastro**

Awards for FY07/08 will be presented tonight.

**Membership: Jim Petro**

No report.

**Punchlist: Sal Verrastro.**

No report.

**Academic Affairs:**

No report.

**Publicity: Tina Montone**

- Press releases being prepared for (1) Mitch Miller position at the Institute Level; (2) Chapter Commendation Award; (3) Results of EXPO; (4) New President/Board Members; (5) New title for the June meeting; (6) Scholarship recipients.
- July meeting invitation will go out next week.
- Dave Hausman reported that a joint outing with ABC will be held at the Iron Pigs game on August 27. There will be 30 from CSI and 30 from ABC attending on a first-come-first serve basis. A contract has been signed and the cost is being evaluated. Reservations are needed by this Friday, June 20.

**Long Range Planning: Dave Hausman**

A meeting will be scheduled in the near future. Meeting dates were discussed and a date will be selected based on Board availability. Once a date is established, the entire membership of the chapter will be invited to attend.

**Expo 2008: Brad Teeters**

No report, the wrap-up meeting will be scheduled in the future.

**Electronic Communications: Brad Teeters**

No report.

**Historian: Roxanne Verrastro**

As reported previously, Roxanne 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. are requested.

**Directory: Roxanne Verrastro**

No report.

**Unfinished Business**

- 3.05 A discussion was held on recruiting, including methods discussed at the last Long Range Planning meeting and taking a more aggressive approach to recruiting new members. Another Long Range Planning Committee meeting will be scheduled after EXPO is over at which time methods of recruitment will be discussed further and decisions made.
- 5.01 Tina noted that the 50<sup>th</sup> anniversary of the chapter will occur in five years (2013). She requested a committee report be added to the minutes starting next month so that planning can begin. It was decided that planning will begin after MARC.

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**New Business**

6.01 Mitch described the tentative re-organization of the Middle-Atlantic Region. As a member of the Region Governance Task Team (along with Sal from the Allentown Chapter), he has been involved in the discussions. As a result, a proposal for the region leadership has been developed, based on the fact that beginning with FY0910, the Region Director (Mitch) will be assigned to Institute business. It is proposed that the Region will be lead by elected officers. In March'09 an election will be held for a region president, 2 vice-presidents, and a secretary. The region treasurer will continue to be appointed. Terms will be for two years, renewable. This proposal for region leadership will be finalized and presented at the region meeting at marc'08 for approval by the membership.

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

Meeting Adjourned at 5:57 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary