

# Allentown Chapter C.S.I.

## 21 March 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	X	Lee Ann Slattery, Director, Hospitality	
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 March 2007 at the Holiday Inn, Fogelsville, PA.

President John Sweigart called the meeting to order at 5:05 p.m.

#### **Board Minutes:**

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

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

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

#### **Committee Reports:**

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

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 program on the new NPDES Regulations is tentatively scheduled.

July 18, 2007: Picnic @ Wildlands Conservancy

##### **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.**

No Report.

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

Certification Exams are next week. The tests will be available to be taken at the National Convention, register by April 20.

CCPR classes are finished, CDT classes will be finished tomorrow night.

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

A meeting was held on Monday, March 20. 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**

Roxanne asked that everyone fill out their Chapter Commendation Report as events happen throughout the year. The award would cover any events from July 1, 2006 though June 30, 2007. By keeping them updated as the year progresses and providing supporting examples as they are happening will save time at the end of the year when the information is required. It is much easier to gather information as needed than to have to re-create or locate the documents.

**Membership: Jim Petro**

The status of the current chapter membership was reviewed.

**Punchlist: Sal Verraastro.**

Sal reported that the Punchlist is ready to go and will be sent as soon as possible. Articles by the President and Expo Chair would enhance the issue.

**Academic Affairs:**

No report

**Publicity: Tina Montone & Dave Hausman**

Reviewing letter to architectural firms and industry members of CSI regarding Masterformat seminar given by Sal and Mitch. Meeting with Mitch will be on April 4 to go over details. Marketing piece has been put together for the CSI booth at Expo.

Expo ads are placed and mostly in print. Expo posters: 50% have gone out to architects and schools. The remaining 50% will be sent out by March 22. 300 were ordered all together.

**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**

Planning is progressing smoothly

Next meeting is scheduled for Tuesday, April 3, 2007, 7:00am at the Starlight Diner.

**Electronic Communications: Chris Blechschmidt**

Brad reported that we recently renewed our Constant Contact emailing service for \$126.00 for another year.

**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 has left a message for Gordon Gradwell and is waiting for his response. 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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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.

**New Business**

3.01 Envelopes with the new chapter logo have been received and distributed.

3.02 CSI Academies will be held February 7,8, 2008 in Orlando, Florida.

3.03 The following nomination for FY2007/08 were received:

For one(1) year terms:

Vice President: Tina Montone

Secretary: David Fenstermacher

Treasurer: Mark Nattress

Directors: for two(2) year terms:

Kathy Kurtas

Matt Baker

Leanne Slattery

The slate of officers will be presented for election at the meeting tonight, March 21, 2007.

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 will be evaluated and an order placed in the near future.

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

Meeting adjourned at 5:50 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary

**Addendum:**

A the regular meeting of the Allentown Chapter of the Construction Specifications Institute held on March 21, 2007, the slate of officers was presented to the membership who were present. The floor was opened for additional nominations. Hearing none David Fenstermacher made a motion that the nominations be closed. After unanimous approval, President Sweigart directed the Secretary to "cast the ballot" for the nominated slate.