

# Allentown Chapter C.S.I.

## 19 March 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	X	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	X
Mitch Miller, Sr. Advisor, Certification	X	John Cannon, Education	
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, 19 March 2008 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 20 February 2008 were approved as written.

**Treasurer's Report:**

The Treasurer's Report dated 2/29/2008 was distributed and reviewed. After discussion the report was deferred until audit.

**Committee Reports:**

**Program: David Wrigley**

April 16, 2008: EXPO'08 at the Days Inn Conference Center

May 21, 2008: Meeting at 4 Points Sheraton; A presentation on "Green" Lighting for Facilities by Lutron, Michael Smith; Tabletop : Creative Metal Contractors, Inc.

June 18, 2008: Member Appreciation Night & Awards Banquet; Holiday Inn, Fogelsville;

July 16, 2008: Summer Picnic @ Dutch Springs

August 20, 2008: CAD Documents, The Good, The Not-So, Good, and the Bad (Tentative)

September 17, 2008: "Now you see it, Now you don't" - New innovations in glazing technology (Tentative)

**Hospitality: Lee Ann Slattery**

Next meeting is May 21<sup>st</sup> at the Four Points Sheraton Jetport (due to Expo in April). Menu selection to be confirmed after Expo is over.

Dutch Springs is booked for the picnic on Wednesday, July 16<sup>th</sup> and the committee is still exploring locations for the holiday gala on Wednesday, December 3. Thanks to Tina for all her help with these two events.

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.

**Technical: Roxanne Verrastro**

No report.

**Education: John Canon.**

No report.

**Allentown Chapter CSI  
Board of Directors Meeting  
March 19, 2008  
Page two**

**Certification: Mitch Miller**

There are 8 people taking the CDT class at USA Architects in Easton (2 in person, 6 by video conference). The class will end this week. Exams for CDT are computerized (at computer locations) and the CCS, CCPR, and CCCA will be held in the USA offices in Easton on Saturday April 5<sup>th</sup>.  
Mitch also noted that there will no exams given at MARC'08.

**MARC 2008 "Get Bear": Sal Verrastro + Mitch Miller**

The MARC 2008 planning meeting was held on Monday, March 17, 2008, 6pm at ATAS International, at 6pm. Obtaining sponsorships is currently the main task confronting the committee.

**Awards: Roxanne Verrastro**

No report.

**Membership: Jim Petro**

Jim distributed and discussed the latest membership reports and roster from the Institute. The Institute reports that the Allentown Chapter currently has 134 members.

**Punchlist: Sal Verrastro.**

No report.

**Academic Affairs:**

No report

**Publicity: Tina Montone**

MARC'08 tents and fliers, as well as EXPO tickets are being placed on all tables for the meeting to follow, and announcements will be made.

Dave Hausman reported that contact has been made with the Iron Pigs and "ABC" in anticipation of planning a joint "outing" to the ballpark for a game. More information will follow.

**Long Range Planning: Dave Hausman**

No report. Meeting will scheduled after EXPO.

**Expo 2008: Brad Teeters**

Next planning meeting is scheduled for Wednesday, March 26, 2008, 7:00am at the Starlite Diner in Fogelsville. The show is "sold out (+1)"; Tickets are being distributed; Posters have arrived and will be distributed.

**Electronic Communications: Brad Teeters**

Paypal has been upgraded to allow more than \$500.00 a month to be transferred out of the PayPal account into the CSI checking account. This will facilitate it being used in conjunction with MARC'08. We have begun to cross-promote events with AIA and DVGBC. It has just started and AIA has not yet promoted any CSI events. DVGBC has the EXPO listed on their website.

**Historian: Roxanne Verrastro**

As previously reported. 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. as requested.

**Nominating Committee: Mitch Miller**

The process has begun for identifying the slate of officers and directors for FY'09.

**Unfinished Business**

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 meetings to see if anyone is interested in helping out. Update: Discussion on managing attitude.

**Allentown Chapter CSI  
Board of Directors Meeting  
March 19, 2008  
Page three**

10.01 Technology Corridor Bus Trip sponsored by General Supply– free to CSI members, will tentatively be scheduled in the spring.

**New Business**

- 3.01 The Officers and Board of Directors congratulate Mitch Miller for winning the election and becoming Director for the Middle Atlantic Region.
- 3.02 President Sweigart reported that he was notified by the Institute that the Allentown Chapter has once again been awarded the CSI Chapter Commendation Award. The award will be received in June at the Convention in Las Vegas.
- 3.03 The list of member delegates to the CSI National Convention (Construct 2008) in Las Vegas must be submitted to the Institute by May 1. Anyone intending to attend the convention should notify Secretary Fenstermacher prior at or before the April meeting (Expo).
- 3.04 President Sweigart reported that several members of the Executive Committee met on Wednesday, March 13. Topic discussed included nominations, Punchlist, meeting notifications, and mailings.
- 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.
- 3.06 The next meeting of the Board of Directors will be held April 23, 2008, 7am at the Starlite Diner in Fogelsville.

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

Meeting Adjourned at 5:55 p.m.

Respectfully submitted  
David R. Fenstermacher, Secretary