

Allentown Chapter C.S.I.

21 October 2009

Board Meeting Minutes

Members	Attendees	Members	Attendees
Brad Teeters, President Electronic Communications	X	Matthew Baker, Director	X
David Wrigley, President-Elect, Programs	X	Chuck Kelly, Director	X
Tina Montone, Vice-President, Publicity Co., Punchlist	X	Keith Bush, Director	
David Fenstermacher, Secretary	X	James Petro, Director	X
Mark Nattress, Treasurer		LeeAnn Slattery, Director, Hospitality	
David Hausman, Sr. Advisor, Publicity Co.	X	John Cannon, Education	
Roxanne Verrastro, Advisor, Technical, Historian, LRP		Josh Grice, Membership	X
John Sweigart, Past-president, Advisor, Awards, Academic Affairs		Mitch Miller, Certification	X

The Allentown Chapter CSI Board of Directors met on Wednesday, 21 October 2009 at the Offices of Eastern Surfaces, Allentown, PA

President Brad Teeters called the meeting to order at 5:05 p.m.

Board Minutes:

The minutes from the September Board meeting were approved as written.

Treasurer's Report:

Review of the Treasurer's Report was deferred until the November meeting.

Committee Reports:

Program: David Wrigley

- Nov. 18, 2009 Meeting at the Four Points Sheraton; "Stucco: What, Where, Why, and How" by Blaine Illingsworth; Tabletop display: HDI Railings; New Product Tabletop Display: Modernfold, Solatube.
- Dec. 02, 2009 Holiday Gala at "The Farmhouse".
- Jan. 20, 2010 Meeting at the Holiday Inn, Fogelsville; Joint meeting with AIA.
- Feb. 17, 2010 Meeting at the Four Points Sheraton; Door presentation by General Supply & DHI; New Product Tabletop Display: American Specialties.
- Mar. 17, 2010 Meeting at the Holiday Inn, Fogelsville; Tabletop display, Mission1st Group, Inc.
- Apr. 21 ,2010 EXPO'2010

Hospitality: Lee Ann Slattery

Nov. 18th meeting at the Four Points Sheraton; waiting to hear buffet menu offerings.
 December 2nd – Holiday Gala – at "The Farmhouse". Cost to chapter will be \$50.00 per person, with \$40.00 charged to the member/guest. The difference, including tax & gratuity, will be picked up by the chapter or sponsorships.
 Cocktail hour 6 to 7, dinner at 7. Additional information to follow.

Technical: Roxanne Verrastro

No Report

Education: John Cannon

No report

**Allentown Chapter CSI
Board of Directors Meeting
October 21, 2009
Page two**

Certification: Mitch Miller

All exams are now electronic and are offered twice a year, with the next window (typical window is 2 to 3 days) in spring and also at the convention in Philadelphia in May
Mitch noted he is looked for help to administer the review classes.

Awards: John Sweigart

A discussion was held concerning the lack of awards being made to chapter members. Mitch stated that only 17 submissions were made in the entire region, none from the Allentown Chapter. He noted that awards are the only way to recognize the volunteer efforts. It was decided that a greater effort will be put forth by the chapter to garner awards on both the Institute and Region levels, including an effort to assure that the submissions are accurate and made on time.

Membership: Josh Grice

Josh stated that one new member has come into the chapter in the past month. A discussion was held on the possibility of approaching the Institute to allow the special reduced membership offer to a date past our January meeting, since this will be a joint meeting and a good time to promote membership in CSI.

Punchlist: Tina Montone

Next issue is still "on the boards". Getting articles from the CSI blog on LinkedIn. Need Presidents message and updated regional message.

Academic Affairs: John Sweigart

No report.

Publicity: Tina Montone, Dave Hausman

Looking for news to report.

Long Range Planning: Roxanne Verrastro

A meeting will be scheduled in January. Several dates are being discussed.

Expo 2009/2010: Dave Wrigley

A combination wrap-up and kick-off meeting will be held at the Starlight Diner, Oct. 30 at 7am. It has been confirmed that Expo2010 will be held at the Rodeway Inn.

Electronic Communications: Brad Teeters

Brad noted that while he is in the process of moving the website, the task has not yet been completed.

Historian: Roxanne Verrastro

Please forward any material to me that you think would be beneficial to add to the filing cabinet, old punch lists, forms, pamphlets...so it can become history!

Directory: Roxanne Verrastro

Next directory is planned for the 2009-10 time-frame.

50th Anniversary Committee for 2013 celebration, Tina Montone; Mitch Miller; Sal Verrastro

A meeting was held on Thursday, September 24th with a small but aggressive committee turnout. A date for the event was tentatively identified as May 18, 2013. Various venues for hosting the event are being discussed. Next meeting will be held in the spring.

Fiscal Planning Committee: Mitch Miller, Dave Hausman

Proposed budget will be sent to Board members via email for discussion and action at the November meeting.

**Allentown Chapter CSI
Board of Directors Meeting
October 21, 2009
Page three**

Membership Advancement: Sal Verrastro

An adhoc committee has been formed to evaluate the benefits of chapter membership. A meeting is being scheduled to develop topics for discussion. Mitch Miller re-iterated his suggestion that the committee re-visit the idea of charging a different amount for members and non-members attending chapter meetings and functions.

Unfinished Business

- 4.01 Region Director Mitch Miller reported on several upcoming national and region events:
Convention 2010 will be held in Philadelphia, May 11-14, 2010.
MARC 2010 to be held in Historic Annapolis, Md. In October; website: marc2010.org
Convention 2011 will be held in Chicago, September 14-16, 2011.
MARC 2011 will not be held.
MARC 2012 will be held in Richmond.
MARC 2013 will be held in Erie.
- 4.03 A discussion was held, led by Secretary Fenstermacher, concerning the possibility of including retired former officers and/or long time chapter members as continuing members of the chapter without being dues paying members of the Institute. Mitch Miller suggested looking into the categories available, such as "lifetime members" of the Institute. Further discussion will follow. Update May'09: this task has been assigned to the Membership Committee. Update Sept.'09, Josh indicated that the chapter currently has one "retired" member (Gene Jaindl) and one "emeritus" member (Diana Hamilton).
- 8.01 Dave Hausman requests a report on the status of several items discussed previously and removed from the minutes;
1) ASTM: Mitch has the ASTM standards but is waiting for confirmation from ABC regarding their commitment for administration of the system. Update Sept.'09 Mitch reported that ABC has not communicated with him. At this time the standards are available to CSI members by contacting Mitch. Update 10/09: Current President Of ABC explained to Brad that he is still in transition and basically "overwhelmed" at this time.
- 8.02 Also brought up previously were the "invitations to meetings": an idea from a previous long-range planning meeting, "invitations" to CSI meetings were printed for use by industry members to encourage meeting attendance and CSI membership. These were used sparingly in the past but should be available again and put into service. Tina (publicity) and Josh (membership) will be asked to follow-up. Update Sept.'09, Oct.'09 Tina will bring "invitations" to meetings.

New Business

- 10.01 Mitch outlined several issues from the Institute level.
The Institute Membership committee is recommending dropping the membership categories of "professional" and "industry" and making everyone a "member".
A new chapter has been chartered (Inland-Empire Chapter) and there will soon be a CSI "Virtual Chapter".
- 10.02 Mitch distributed the marc2009 re-imburement plan, dated 10/21/2009 to board members. Since the total amount is within the budgeted amount, no action was required.
- 10.03 Matt questioned the plans for a "Holiday Picture" this year. By executive decision, we will forego the picture for the holiday card this year.

There being no further business, a motion to adjourn the meeting was made by Matt Baker, with a second by Chuck Kelly.

Meeting Adjourned at 6:08 p.m.

Respectfully submitted

David R. Fenstermacher, Secretary