

Allentown Chapter C.S.I.

11 May 2005

Board Meeting Minutes

Members	Attendees	Members	Attendees
Roxanne Verrastro, President	X	_____, Academic Affairs	
Matthew Baker, Vice-President, <i>Advisor</i>	X	Lee Ann Slattery, Hospitality, <i>Director</i>	X
Steven Moyer, CDT, Secretary		(Tina Montone), Membership, <i>Director</i>	X
Mark Nattress, CDT, Treasurer	X	E. Gordon Gradwell, Historian	
John Sweigart, CCCA, President-Elect	X	(Brad Teeters), Punchlist Editor	X
Kathy Kurtas, Director	X	Brad Teeters, Electronics Communications	X
John Cannon, Education	X	Mitch Miller; <i>Advisor</i>	X
David Wrigley, CDT, Programs, <i>Director</i>		Dave Fenstermacher, <i>Director</i>	X
_____, Technical		Dave Hausman, Past President	X
Tina Montone, Publicity	X	Sal Verrastro, Certification	X

Administrative note: With the resignation of Tina Eichlin from the Board of Directors, President Verrastro has made the following appointments: Kathy Kurtas has been appointed Director to fill the unexpired term and Director LeeAnn Slattery has been appointed to chair the Hospitality Committee.

The Allentown Chapter CSI Board members met on Wednesday 11 May 2005 at the Sunset Grille, Fogelsville, PA. President Roxanne Verrastro called the meeting to order at 6:11 pm.

Board Minutes:

The Board Meeting Minutes for 16 March 2005 were approved on a motion by Mitch Miller, seconded by Dave Hausman and unanimous approval, with the following amendments:

Charles Beauduy was Mid-Atlantic Region Director-Elect at the time of the meeting.

Treasurer's Report:

The Account Balance Report dated 31 March 2005 was approved on a motion by John Sweigart, and seconded by Mitch Miller. Motion carried. It was noted by Treasurer Mark Nattress that all accounts have been closed at Wachovia and moved to National Penn Bank.

The Account Balance Report dated April 30, 2005 was reviewed and approved on a motion by Mitch Miller, and seconded by John Sweigart. It was reported that when the CD matures at Wachovia it will be closed and moved to National Penn Bank as well.

Committee Reports:

Hospitality: LeeAnn Slattery

President Verrastro announced that LeeAnn Slattery has taken over the Chair of the Hospitality Committee replacing Tina Eichlin who has resigned the position. Lee Ann reported that Emmaus Park is booked for the July picnic. After discussion it was decided that the June Awards meeting would be a served meal in lieu of the buffet. Ideas concerning the Holiday Party in December were also discussed.

Program: David Wrigley

May – tour of the new DalTile Showroom including dinner, sponsored by DalTile;
 June - Awards night and updates to EIFS system technology;
 July – Picnic;
 August: *tentatively* a tour of the new Lehigh Valley Hospital Muhlenberg facility.

Technical:

No report

Education: John Canon.

After reviewing the two applications for scholarships the committee has recommended that the following be awarded:

Frank Geho Memorial Scholarship to Amanda Clader

Ronald Nattress Memorial Scholarship to Frank R. Gianelli III.

Certification: Sal Verrastro

The Chapter study sessions were a success. A total of eight candidates participated in the classes. It is planned to hold them again next year with some slight improvements. Allentown Chapter was also a host site for the exam which was held at USA Architects in Easton. Many thanks to USA Architects for hosting the site. There were approximately 16 candidates taking the exam in the morning (CDT,CCPR)and one in the afternoon (CCCA). Sal notes that he has spoken with the Institute concerning the problems that transpired and they assured him they are working to correct them.

Planning: Mitch Miller

Mitch gave a preliminary report on convention reimbursement which will fall within the budgeted amount. He noted that the Region Conference will be at Seven Springs in October and encouraged as many as possible attend.

Awards: David Hausman

The Committee developed a "Core Criteria" document for the Outstanding Chapter Commendation Award, which was distributed to all Chapter Committee Chairs.

The Committee is accepting nominations for Region and Institute Awards. Dave noted that it is important to start now since the Convention is earlier in 2006, which means deadlines will be moved up.

Membership: Tina Montone.

Welcome packet for Mark Tachino ready to go out. Anniversary letters will be sent out this quarter.

Punchlist: Brad Teeters.

Roxanne is receiving pricing from various printers for the new quarterly Punchlist.

Academic Affairs:

No report

Publicity:

Press release about the Chapter receipt of the "Chapter Commendation Award" is ready to be sent out.

Long Range Planning: John Sweigart

The Long Range Planning Committee, which includes everyone with an interest in the future of the Chapter, will meet on Wednesday June 8, 2005, 6pm at the Sunset Grille.

Expo 2004: John Sweigart

Final numbers are not yet available, but it appears that the result was once again a successful event. The playhouse is scheduled to be delivered tomorrow May 12.

The Expo wrap-up meeting is scheduled for Thursday, June 2, 6pm at Max Regals.

Electronic Communications: Brad Teeters.

A "PayPal" account is being set up to facilitate the sale of the CSI Polo Shirts.

Old Business

8.03 Brad Teeters found a website with a survey that is available to be send out to members and be tabulated. Roxanne will gather questions. Forward any suggestions to Roxanne Verrastro. She will bring to a future meeting for review.

11.2 The SPCA is looking for help on their roof, not a freebie, but good numbers. President Verrastro and spouse will be meeting with the SPCA soon to brainstorm a possible "joint venture".

12.1 The Pittsburgh Chapter is looking for potential sponsors for the Region Conference, which will be held in October at Seven Springs Resort. This is a joint conference wit the Great Lakes Region.

2.01 A discussion was held on establishing a policy for canceling meetings due to inclement weather and member notification of such. The hospitality committee will be asked to check with the meeting venue on their policy and discussion will continue next month. February Update: Cancellation info will be known by the hotel/restaurant. Members should contact the hotel/restaurant if unsure if meeting canceled. An update is being added to the Chapter Policy Manual.

3.01 The AIA is holding their Semi-Annual Golf Tournament on 17 June 2005 at Homestead Golf Club. They are looking for us to co-sponsor, they will do all the set-up. The profits from the event will go to charity (Habitat for Humanity, Wildland Conservancy, Allentown Art Museum). Agreed to co-sponsor.

New Business

5.01 Pres. Verrastro thanked all involved with obtaining the Chapter Commendation Award and encouraged the Board and membership to keep the momentum going.

5.02 Pres. Verrastro reviewed the Board and Board assignments for FY05/06 starting in July.

5.03 Additional discussion was held on the CSI joint venture with AIA to sponsor the Golf Tournament. On a motion by Mitch Miller, second by Dave Hausman the CSI Chapter Treasurer will be permitted to handle all of the funds associated with the running of the golf tournament. Helpers are needed for the day of the tournament. The profits will be split between the American Cancer Society and the Wildlands Conservancy.

5.04 A discussion was held on the proposed associations agreement with the Eastern PA Chapter of the Associated Builders and Contractors (ABC). On a motion by Mitch Miller, second by Mark Nattress, and unanimous Board approval President Verrastro was authorized to sign the Agreement.

5.05 A discussion was held on the benefits of the association with ABC. Initial ideas are the exchange of newsletters and the ability of members to attend each others meeting at member fee. A possible joint venture code seminar is being discussed.

5.06 Recent Chapter Policy Manual additions were discussed. The inclement weather policy is in place. The “no show” policy will include a warning for the first time a member signs up and does not show up. A second occurrence will warrant the member being invoiced. No further reservations will be accepted from the member until the current is paid.

5.07 Congratulations were extended to Sal Verrastro and Susan Metko for the “Sponsor-A-Member” campaign success.

5.08 Institute Update: the 2006 National Convention will be held in Las Vegas March 28-30, 2006.

5.09 Mitch Miller presented a idea he received from Institute VP Carol Schafmeister concerning handling of the chapter Foundation and Scholarship funds at a national level. The proposal was tabled and passed on to the Budget Committee.

5.10 Soon-to-be retired Institute Director Sal Verrastro gave a report on the LOS held in April, which in his words was not one of the best offered. The Region will be looking into way to improve this important seminar.

Motion to adjourn the meeting was made by Brad Teeters.
Meeting adjourned at 8:42 am

Respectfully submitted
David R. Fenstermacher, acting Secretary for
Steven Moyer, Secretary