

# Allentown Chapter C.S.I.

## 15 June 2005

### Board Meeting Minutes

Members	Attendees	Members	Attendees
Roxanne Verrastro, President	X	_____, Academic Affairs	
Matthew Baker, Vice-President, <i>Advisor</i>	X	Lee Ann Slatery, Hospitality, <i>Director</i>	X
Steven Moyer, CDT, Secretary	X	(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		Mitch Miller; <i>Advisor</i>	X
David Wrigley, CDT, Programs, <i>Director</i>	X	Dave Fenstermacher, <i>Director</i>	X
_____, Technical		Dave Hausman, Past President	X
Tina Montone, Publicity	X	Sal Verrastro, Certification	X

The Allentown Chapter CSI Board members met on Wednesday 15 June 2005 at the Holiday Inn, Fogelsville, PA. President Roxanne Verrastro called the meeting to order at 5:05 pm.

**Board Minutes:**

The Board Meeting Minutes for 11 May 2005 were approved on a motion by David Hausman, seconded by Dave Fenstermacher and unanimous approval.

**Treasurer’s Report:**

No report

**Committee Reports:**

**Hospitality: Lee Ann Slattery**

Lee Ann presented a written report. Lee Ann report all is set for the July picnic. Still looking for entertainment. Lee Ann will check on massage being provided. A flyer will be e-mailed. Lee Ann is checking on supplies left from last year. A question was raised about the August meeting, if to be held at Holiday Inn or Hospital. Lee Ann and Dave W. to work out.

**Program: David Wrigley**

Dave presented a written report. Question was raised from the report regarding the December meeting, if to be held at Holiday Inn or Bear Creek Mountain Resort. Holiday Inn will be cancelled for the December Meeting.

Highlights of the written report:

June - Awards night and updates to EIFS system technology;

July – Picnic;

August: *tentatively* a tour of the new Lehigh Valley Hospital Muhlenberg facility.

September – topic: “Installation Pitfalls in the Field. A primer on how to help eliminate potential in-field problems when specifying hardware” by General Supply Corp.

October – topic: Tour of ATAS Aluminum’s facility

November – topic: Open

December – Christmas Party

Roxanne shared she spoke with Mike of ABC concerning a half-day joint seminar on MasterFormat perhaps this winter. It is being considered.

A letter drafted sharing speaker requirements to be mailed to all members seeking presenters from within the Chapter.

Suggestion from the Long Range Planning Meeting: To incorporate a Long Range Planning Night into the monthly meeting, perhaps piggy back with Awards Night next June.

**Technical:**

No report

**Education: John Canon.**

The following Scholarship Awards will be presented this evening:

Frank Geho Memorial Scholarship to Amanda Clader

Ronald Nattress Memorial Scholarship to Frank R. Gianelli III.

**Certification: Mitch Miller**

The results of the April Certification Testing were mailed out by National on Friday. To date no one has received the results. Mitch attempted to get the results from the National and Regional Offices, but they were no help. Everyone continues to wait.

**Planning: Mitch Miller**

All receipts have been received from the Regional Event.

**Awards: David Hausman**

Dave presented a written report. He handout copies with explanation and criteria for the National and Regional Awards. All are to review and make recommendations. Handed out committee work sheets for the Chapter Commendation Award. This need to be filled out and returned by the August Board meeting. To we will celebrate Awards Night. Copies of the program were shared.

**Membership: Tina Montone.**

Mark Tachino is eligible for a free dinner and receive his pin as a new member.

**Punchlist: Brad Teeters.**

Sal Verrastro to assume duties of Punchlist editor. Brad will e-mail Sal list edition.

Roxanne asked Sal and Brad to review Punchlist ads and payments. Pricing needs to be check since going to quarterly newsletter.

**Academic Affairs:**

No report

**Publicity:**

No report

**Long Range Planning: John Sweigart**

Ten members attended the 8 June meeting. John handed out a summary of the meeting for review. Roxanne handed out a calendar for each Board member to select a Tuesday or Thursday to meet with Roxanne and look ahead to 2005-2006 and set goals for committee.

**Expo 2005: John Sweigart**

The final wrap-up meeting scheduled for May was cancelled and will be rescheduled. The 2006 Expo is scheduled for 12 April 2006.

**Electronic Communications: Brad Teeters.**

Written report received. Brad reported the Polo Shirt order form is on line. The next step is paypal for meetings. A Blog Site is up and running. The survey has been started. The link for meeting reviews needs to be reinstated.

**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. Update 15 June-Brad T. continues work on this
- 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". Update 15 June Tina M. will follow-up. Looking for volunteers.

**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 with the Great Lakes Region. Update 15 June – reviewed.

**2.01** Drop, added to Policy Booklet and New Member Packet.

**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. Update 15 June- event will be Friday. If able to help contact Roxanne. Looking for donations of gifts/prizes so more can be donated to the charities. Chapter agreed to donate two polo shirts.

**5.01** Drop

**5.02** Drop

**5.03** Drop.

**5.04** Drop

**5.05** Drop

**5.06** Drop

**5.07** Drop.

**5.08** Drop

**5.09** Mitch Miller presented an 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. Update 15 June-hold

**5.10** Drop

#### **New Business**

6.01 David Hausman motioned to nominate Roxanne Verrastro for the Institute's Education Commendation for the playhouse project and the Regional Brasto Award. This was seconded by David Fenstermacher and approved by voice vote.

6.02 Brad Teeters motioned that responsible alcoholic beverage consumption be allowed at Board Meetings. Seconded by Matt Baker and approved on voice vote.

6.03 Tina Montone and David Fenstermacher will select a gift for presentation to honor membership anniversaries.

6.04 Roxanne reported ABC is forming a Construction Ethics Task Force to meet on 28 July in the morning. Anyone interested to get involved contact Roxanne

6.05 Mitch Miller will handle the 50-50 raffle this evening. Each attendee to receive a ticket for a door prize to TGIF

6.06 Mark Nattress presented the 2005-2006 Budget. Mitch Miller motioned to approve and David Hausman seconded. Mark shared the budget does reflect the cost of a meal for a brain storming session discussed, if that happens. He also noted that the actuals still have 13 days left in the year and could change. Budget was approved on voice vote.

Motion to adjourn the meeting was made by Mitch Miller  
Meeting adjourned at 6:10 am

Respectfully submitted  
Steven Moyer, Secretary