

Allentown Chapter C.S.I.

13 July 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>	
Steven Moyer, CDT, Secretary		Dave Fenstermacher, Membership, <i>Director</i>	X
Mark Nattress, CDT, Treasurer	X	E. Gordon Gradwell, Historian	
John Sweigart, CCCA, President-Elect		Sal Verrastro, 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 Hausman, Past President	X
_____, Technical		Sal Verrastro, Certification	X
Tina Montone, Publicity			

The Allentown Chapter CSI Board members met on Wednesday 13 July 2005 at the Starlight Diner, Fogelsville, PA.

President Roxanne Verrastro called the meeting to order at 7:05 am.

Board Minutes:

The Board Meeting Minutes for June 2005 were approved on a motion by Mitch Miller, seconded by Dave Hausman and unanimous approval.

Treasurer's Reports:

The Account Balance Report dated 5/31/2005 was reviewed and approved on a motion by Mitch Miller, seconded by Dave Hausman. Motion carried.

The Account Balance Report dated 6/30/2005 was reviewed and approved on a motion by Mitch Miller, seconded by Dave Fenstermacher. Motion carried.

Committee Reports:

Hospitality: Lee Ann Slattery

Picnic site is booked and paid for at Emmaus Community Park for Wed., July 20, Rotary Club Pavilion No. 6. As of meeting only 28 have RSVP'd to attend the picnic. Forty minimum needed for the caterer.

Program: David Wrigley

July 20: – Picnic at Emmaus Community Park.

August 17: A tour of the new Lehigh Valley Hospital Muhlenberg facility. Dinner location tentatively will be the Lehigh Valley Hospital. A.I.A. members will be invited to attend.

September 21: 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 19: topic: Tour of ATAS Aluminum's facility; Dinner location is ATAT international;

November 16: topic: Open

December 7: Christmas Party @ Bear Creek Ski Lodge, Macungie;

Technical:

No report

Education: John Canon.

Certification: Mitch Miller

Mitch presented a written report focusing on the parameters of the CSI certification programs. The Allentown Chapter would like to recognize the following individuals who have recently passed certification exams:

The following have passed the CDT exam:

Mr. John E. Cannon, CSI, CDT, Koroseal
Mr. James M. Carr, CDT, Spotts Stevens & McCoy Inc.
Ms. Tracy L. Dunay, CDT, USA Architects
Mr. Joshua A. Grice, CSI, CDT, D'Huy Engineering Inc.
Ms. LeeAnn M. Slattery, CSI, CDT, United Panel Inc.
Mr. Mark J. Toth, CSI, CDT, Super Enterprises
Mr. David S. Wrigley, CSI, CDT, Spillman Farmer Architects

The following have passed the CCCA exam:

Mr. James Hanna, CSI, CCCA, D'Huy Engineering Inc.

Future study groups will be organized later in the year for the national exam exam date in the spring of '06.

Planning: Mitch Miller

Looking for input on the by-laws which will be updated and revised.

Working on the policy manual

Adiscussion was held on changing the calendar to make committee work more effective.

Awards: David Hausman

Dave presented a written report. The committee is in the process of putting together nominations for the Institute Awards for the playhouse and the chapter commendation award. Forms and documentation due back to Dave PRIO to or AT the August 17, 2005 Board meeting.

Submissions for Middle Atlantic Region Awards:

Roxanne Verrastro for the Expo Playhouse
Tina Montone for press releases
Brad Teeters for Email notices to membership
Roxanne Verrastro for the Directory
Roxanne Verrastro for monthly meeting postcards

I there are any other worthy nominations, please contact Dave immediately.

Membership: David Fenstermacher

David presented a written report. Will continue membership related tasks as started previously by Tina Montone, including: distribution of the "new member packet", free meal and pin presentations to new members, anniversary letters, encourage non-renewals to renew.

Punchlist: Sal Verrastro

Will update mailing list for quarterly distribution.

Academic Affairs:

No report

Publicity:

No report

Long Range Planning: John Sweigart

No report

Expo 2005: John Sweigart

No report

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.
- 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.
- 5.09** 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
- 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

New Business

- 7.01 Mitch Miller noted that it is time to start planning for MARC2008. Several ideas have been extended, but many committees need to be formed.
- 7.02 On a motion by Mitch Miller, second by Matt Baker and unanimous approval, \$100.00 will be donated to the Keith Huyette memorial fund. Pres. Verrastro posted a message of sympathy onto the BLOG.
- 7.03 After discussion Brad Teeters volunteered to serve as photographer at Allentown Chapter meetings and events.
- 7.04 Board members were asked to identify potential members to run the monthly 50/50 ticket sales and drawing.
- 7.05 All Board members are encouraged to update their CSI Bios. So it is available when needed for regional and national recognition.
- 7.06 Roxanne thanked Mitch Miller on behalf of the Allentown Chapter for writing an article which has been published in the "CSI Leader" publication.
- 7.07 A discussion was held on the purchase of a CD to hold money in reserve for the upcoming MARC. Treasurer Nattress was authorized to use his best judgement in the purchase of a CD in the amount of \$6,000.

Motion to adjourn the meeting was made by Brad Teeters
Meeting adjourned at 8:15 am

Respectfully submitted

David R. Fenstermacher for
Steven Moyer, Secretary