

Allentown Chapter C.S.I.

14 September 2004 Board Meeting Minutes

Members	Attendees	Members	Attendees
Roxanne Verrastro, President	X	_____, Academic Affairs	
Matthew Baker, Vice-President, <i>Advisor</i>		Lee Ann Slatery, <i>Director</i>	X
Steven Moyer, CDT, Secretary		(Tina Montone), Membership, <i>Director</i>	
Mark Nattress, CDT, Treasurer	X	E. Gordon Gradwell, Historian	
John Sweigart, CCA, President-Elect	X	(Brad Teeters), Punchlist Editor	
Tina Eichlin, Hospitality, Director		Brad Teeters, Electronics Communications	
John Cannon, Education		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		Sal Verrastro, Institute Director, Certification	X

The Allentown Chapter CSI Board members met on Tuesday, September 14, 2004 at Starlite Diner, Fogelsville, PA. President Roxanne Verrastro called the meeting to order at 7:20 AM.

Board Minutes:

The Board Meeting Minutes for 18 August 2004 were approved as submitted on a motion by Dave Hausman, seconded by Dave Fenstermacher. Motion carried.

Treasurer's Report: Mark Nattress

The Account Balance Report dated 31 August 2004 was approved on a motion by Dave Hausman, and seconded by John Sweigart. Motion carried.

Committee Reports:

Program: David Wrigley

Sal relayed an update on the future chapter regular meeting topics. October's Meeting will be presented by two Attorneys from New Jersey on "Interpreting Standard Contract Provisions". November's Program will be the dynamic dual (Sal and Mitch) on *Implementing MasterFormat 04*. Sal and Mitch will get a flyer together to send out to other organization members (I.E. AIA, ASCE, ABC). December will be the Holiday Gala which is scheduled at the Holiday Inn in Fogelsville (Roxanne and Tina are working on this). January's meeting will be on *Architectural Exposed Steel* and the February Program will be the Lehigh Valley Hospital tour. Details to follow.

Hospitality: Tina Eichlin

Roxanne reported that Tina and her are meeting with the Holiday Inn in Fogelsville to rectify issues on the billing and the upcoming schedule. The MAR Conference in 2008 will also be negotiated to be held at the Holiday Inn.

Technical:

No report

Education: John Canon.

No report

Certification: Sal Verrastro

Sal is waiting for the new Project Resource Manual or PRM, which replaced the MOP, to set up a schedule for the Certification Classes. The PRM is due out any day.

Planning: Mitch Miller

Mitch reported that the tiered reimbursement for the MAR Conference in Camp Hill, PA will be set to all attendees (presently at 5). Mitch also reported that the MAR Conference in 2008, hosted by the Allentown Chapter will be on September 26 through 28, 2008 at the Holiday Inn.

Awards: David Hausman

Dave's written report was presented. He has only received one outstanding Chapter Commendation form. He will need them all by the October meeting. He has the Award certificate for the September meeting. Dave is investigating various types of gifts to present to the monthly speakers.

Sal suggest that the Playhouse Award submittal be submitted for an Institute Award.

Membership: Tina Montone.

No report

Punchlist: Brad Teeters.

No report

Academic Affairs:

No report

Publicity: Tina Montone

No report

Long Range Planning: John Sweigart

No report

Expo 2004: John Sweigart

The Expo has been reschedule to April 13, 2005 at The Day's Inn Allentown because of the conflict with the CSI National Convention on April 20-25. 21 September will be Expo Kick-off meeting at the Starlight Dinner Allentown at 7:00 AM.

Electronic Communications: Brad Teeters.

No report

Old Business

5.02 Long Range Planning will look into continuing to charge everyone the same amount for the monthly dinner or setting different amounts for members and non-members in the future. *Update 18 August 2004* Discussion about member and non-member dinner price. Will be reviewed as negotiation with the Holiday Inn tasks place for next year. *Update 14 September* Mitch strongly supported having a difference in the cost for meals between the members and non-members. He believes there should be a benefit to being a member of CSI.

6.06 Roxanne Verrastro made a motion to order limited quantity of CSI polo shirts. Mitch Miller seconded the motion. The motion carried. *Update 14 September* Sal reported that he has sent the Polo Shirt redesigns to Kathi Trepper at the Institute. Sal needs to check back with her on a color change.

7.06 New name badges have been ordered for the board members. *Update 18 August 2004* Roxanne to order. *Update 14 September* Roxanne has place the order.

7.09 Sal shared the Pittsburgh Chapter presented a donation to the Ron R. Nattress Memorial Scholarship Fund in memory of Ron Nattress. *Update 14 September* Sal reported that he got a call as to whom to make the check out to and where to send the check.

8.01 Mitch Miller reported the CSI Fund is an avenue for making financial donations to the Allentown Chapter's Scholarship Fund and be eligible for a tax deduction. *Update 14 September* Mitch has been talking to Institute VP Carole E. Schafmeister, FCSI and will see her at the MAR Conference in Camp Hill at the end of this month.

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

8.04 This years AIA-LU Attendance Sheets – Mark Nattress will send attendance sheets for January, February, March, and May to the University of Oklahoma. John Cannon has sent in the June attendance sheet. *Update 14 September* Mark has sent in the forms to Oklahoma.

New Business

9.01 Roxanne passed around thank you cards from Mark Nattress, Mimi Nattress and the American Cancer Society.

9.02 Roxanne reported that she is trying to get the Chapter Membership Directory together and is looking at a January 2005 publication date. It was suggested that we gets bids to publish the document.

9.03 Sal suggest that the funds (\$800 +/-) which are left over in an account from the Institute Student Design Competition should be donated to the CSI Foundation which is conceptually formed to fund activities similar to what the funds were collect for in the first place. It was Sal's understanding that the left over funds were due to the fact that a design competition winner never cashed the check and the Institute never cashed their check twice! Both checks are over a year old. Mitch made a motion to donate all of the funds to the CSI Foundation . John Sweigart seconded the motion. Motion passed. Sal will present the check to Carole E. Schafmeister, FCSI at the FY 2005 MAR Conference in Camp Hill.

9.04 The board was graced by the appearance of the Great One, James Wilcoxson, CSI.

Motion to adjourn the meeting was made by Dave Fenstermacher.
Meeting adjourned at 8:00 AM

Respectfully submitted

Sal Verrastro, Acting like the Secretary

The next meeting will be held on Wednesday, 19 October 2004 at 5:00 PM at the Holiday Inn Conference Center, Fogelsville