

# Allentown Chapter C.S.I.

## February 18, 2004 Board Meeting

The Allentown Chapter CSI Board members met on Wednesday February 18, 2004 at the Holiday Inn in Fogelsville.

President Dave Hausman called the meeting to order at 5:12 PM. There were 9 board members present.

### **Board Minutes:**

A motion was made by Mitch Miller to approve the minutes from the January 19, 2004. Roxanne Verrastro seconded the motion. Motion carried.

### **Treasurer's Report:** Mark Nattress

A motion was made by Mitch Miller to approve the Treasurer's report for the period ending January 31, 2004. Micah Hessinger seconded the motion. Motion carried. The treasurer is still checking into the reason for the higher cost for the audit, and will get a breakdown for the charges. Mark advised that the treasury balance is low, and we need to be very cautious on spending in the coming months. We decided that one of the entries needed to be revised in the journal entry.

### **Committee Reports:**

#### **Program: Jeff Surovi** submitted the following report:

I offer the following report for programs for the February meeting.

February 2004: *Proper Finishing Methods for Architectural Millwork*. Steve Schulties of S&S Resources and Chris Merrigan, President of National Woodwork Manufacturing will give this presentation.

March 2004: *Pressure Treated Lumber Update*. Sal Verrastro and others will be offering an update on the changes related to pressure treated lumber.

April 2004: *CSI EXPO 2004*.

May 2004: "One hour before bid" Bill Brightbill of the Central PA Chapter will be in town to present this program. Steve Daniels will join him.

June 2004: "Detailing Concrete Masonry to Resist Moisture Penetration". Robert Klee of Clayton Block will give this presentation.

In the past we have held the annual picnic in July. August had been discussed as having no meeting due to poor attendance. Therefore for planning purposes the next meeting needing to be scheduled will be in September.

#### **Hospitality: Tina Eichlin** submitted the following report:

January's meeting was held at the Holiday Inn-Fogelsville and it seems to have gotten reviews. The decision was made to change the meeting location from the Ambassador to the Holiday until the end of 2004.

I sent a letter to Carlos thanking him for what he had done and cancelled the remaining dates for 2004.

Roxanne and I met with George at the Holiday Inn and worked out the detail for the upcoming meetings and he agreed to waiving some of the extra fees as long as we were committing to meeting dates with him.

There were some additional charges from January's meeting that will be credited to February's meeting. Mark is aware of this.

The price for the meeting will remain at the new rate of \$20.00 pp.

I will begin looking at some places for this years picnic and welcome any suggestions.

#### **Technical: Chuck Bleakley:** submitted the following report:

MasterFormat™ Expansion timeline:

An abbreviated timeline for the MasterFormat™ expansion process is below. This listing omits many presentations and other scheduled outreach activities being pursued by the task team. This schedule is current as of September 2, 2003, and is subject to change.

September	Publish Detailed Draft 4
November	Commentary closes on Draft 4
December	Final manuscript completed

2004:

September-December Expanded MasterFormat™ for sale

2004 revision timeline: Commentary is still open.

Visit [www.csinet.org](http://www.csinet.org) technical section to submit commentary.

#### **HEY Product reps!**

Have you noticed that there are numerous competitions to award design professionals for outstanding architectural designs? But when it comes to recognizing excellence in construction specifications and product

literature, you'll find the only such competition – the prestigious CSI Specifications Competition. Check the web site for entry information and applications, as well as past winners of the competition.

**Education: Bruno Bianchini.** No report.

**Certification:** No report.

**Planning: Mitch Miller** interim Chairman

Mitch advised that he has forms for members seeking partial reimbursement for attending the 48<sup>th</sup> Annual CSI Show & Convention in Chicago, April 21–24, 2004. Mitch presented the proposed reimbursement allocations for 4 different tiers of reimbursement. Mitch Miller made a motion to accept the proposal, and motion seconded Mark Nattress. Motion carried.

LOS will be held April 16, 17, 2004 at Frederick, MD. Contact Mitch if you plan on attending.

CSI “U” is scheduled for July 9–10, 2004. Contact Mitch if you are planning to attend.

**Awards: Mitch Miller**

Will be making Ron Nattress an Honorary Member of the Allentown Chapter.

**Membership: Steve Moyer.** No report.

**Punchlist: Micah Hessinger.** No report.

**Academic Affairs:** No report.

**Publicity: Tina Montone** submitted the following report:

**Items for Review:**

Press Releases:

Press release on EXPO 2004 to be released February 18, 2004.

Press release on Play House to be released Monday, March 1<sup>st</sup>, 2004. to be released January 21<sup>st</sup>.

Signs to be posted at Lehigh U., Northampton C.C., Lehigh, CC, Lafayette C. students on EXPO and design competition to be sent out end of week(2/20). I will contact department heads at each school to confirm they hang the signs up.

**Long Range Planning: Roxanne Verrastro** submitted the following report:

Next meeting will be held in May or June.

Look forward for additional information and location.

Any ideas or suggestions please feel free to contact me.

**Expo 2004: Roxanne Verrastro** submitted the following report:

The Show will be located at the Days Inn Conference Center at the intersection of Routes 309 and 22 on

**Wednesday, April 14, 2004.** This year's Show time is 9 AM to 5 PM.

Seminars, Design competition, Designer Showcase will fill the day.

Next meeting is set for Wednesday, March 10, 2004 at the Days Inn Conference Center at 6:00 PM. **This year's focus is hands-on.**

We still have room for more exhibitors so please contact Sal Verrastro at 610-865-2621 if you are interested.

Tickets are ready for distribution. Please support your chapter by handing out tickets to make the show a success. To get involved in the show or if you have any questions, please email Roxanne at

[Haberle.Roxanne@verizon.net](mailto:Haberle.Roxanne@verizon.net) or call her at 610-434-7236.

**Electronic Communications:** Brad Teeters

No report

**Old Business**

**1.05** Institute Director Sal Verrastro advised LOS will be held on April 16, and 17, 2004 in Frederick, Maryland. The programs will be geared to leadership and education.

**1.06** Sal advised that a new Strategic Plan for CSI will be issued from the Institute. Responses shall be returned by March 1, 2004. All members are urged to review and comment.

**1.08** Dave Fenstermacher advised that since he has become more active in CSI he sees the need to attract more attendees to the monthly meetings, and getting more members involved. Dave felt that there should be a theme for each month for the 7 meetings. The meeting theme or subject should alternate between a professional topic and an industry topic. There will be further discussion next month on developing the calendar and appropriate programs/topics. *Update February 18, 2004* Some topics suggested by board members in attendance were: geotechnical issues, plant tour of Knoll, continue joint meetings with IFMA.

**New Business**

**2.01** Mitch Miller presented the report from the nominating committee:

President- Elect	John Sweigart	2 year term.
Vice President	Matt Baker	1 year term.
Treasurer	Mark Nattress	1 year term.
Secretary	Micah Hessinger	1 year term.
Directors:	Brad Teeters	2 year term.
	LeeAnn Slatery	2 year term.
	Tina Eichlin	2 year term.

Our current President- Elect automatically advances to the office of President.

President Roxanne Verrastro 2 year term.

Mitch advised that the nominations will be presented to the membership at the following members meeting.

**2.02** We reviewed the CSI Strategic Plan. All present at the meeting were in agreement with the draft.

**2.03** We are planning to make Ron Nattress an Honorary Member of the Chapter at the March meeting.

A motion to adjourn the meeting was made by Mitch Miller. Motion seconded by Micah Hessinger. Motion carried.

Meeting adjourned at 5:57 PM.

Respectfully submitted,

John D. Sweigart, Secretary