

Greater Lehigh Valley Chapter C.S.I.

November 15, 2017

Board of Directors Meeting Minutes

Members	Attendees	Members	Attendees
Jon Lattin, President	X	Steve Erickson, Director, Membership	
Clint Newton, President-Elect, Expo Chair, Communications Co.	X	Janet Grazul, Director, Communications Co.	X
Kevin Grega, Vice-President, Acad. Affairs	X	Ron Jerdon, Director, Hospitality Co.	
David Fenstermacher, Secretary	X	Shawn Crouthamel, Director	
Roxanne Verrastro, Treasurer, marc19	X	Tim Durso, Director, Education	X
LeeAnn Slattery, Immediate Past President, Advisor, Awards, Nominating	X	David Hausman, Historian, Scholarship Co., Fiscal Planning	
David Wrigley, Sr. Advisor, Program Co.	X	John Cannon, Scholarship Co.	
Tina Montone, Advisor, Publicity, LRP	X	T.J.Chambers, Punchlist	
Carmen Beinhauer, Hospitality Co.		Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		Tim Sisock, Communications Co.	
Mitch Miller, Fiscal Planning, Certification	X	Jason Betar	
Jim Petro, Certification Co.			

The Greater Lehigh Valley Chapter CSI Board of Directors met at the ATAS in Fogelsville, PA on Wednesday, November 15, 2017.

President Jon Lattin opened the meeting at 4:11 p.m. and presented the following report:

- At the Region level a discussion is in progress concerning the amount charged by the AIA for being an education provider. It was reported that this rate will be increasing substantially in the near future. Solutions to counter this rate increase are being investigated.
- Also at the Region level, a survey has been distributed to gain information on how to improve LOS. Jon encourages all to express their opinions by completing the survey.
- Mark Dorsey at the Institute is looking into ways to improve electronic data sharing quality.
- Jon reminded the Board that next year is the 55th anniversary of our GLV chapter.
- Jon distributed charts indicating several different ways to look a meeting attendance data, including member and non-member attendance at meetings.

Board Minutes:

- The minutes from the October 2017 Board meeting were accepted as written.

Treasurer's Report:

- The Treasurer's Report, covering the time frame 7/31/17 to 10/31/17 was reviewed. After discussion the report(s) were filed for audit.
- The proposed budget for FY18 was re-introduced by Treasurer Roxanne. On a motion by Secretary Fenstermacher, second by Vice President Grega, the proposed budget was presented for approval. Discussions ensued and various aspects of the proposed budget were discussed prior to the vote. After it was determined that the presentation accurately represented the chapter finances the Board voted and unanimously approved the Budget for FY18 (7/1/17-6/30/18).

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Committee Reports:

Academic Affairs: Kevin Grega

- Kevin reported that he has reached out to Barry Cohen at Northampton Community College to discuss embedding the CDT into their community college degree program. There has been no response to date.
- Also, for the Middle Atlantic Region he has also reached out to the Northern Virginia Community College and the Pennsylvania College of Technology in Williamsport, PA.

Awards: LeeAnn Slattery

- LeeAnn has indicated that her goal is to submit the nominations for Middle Atlantic Region Awards by Friday, 12/22. She is looking for recommendations for nominees and anyone that has any ideas should contact her as soon as possible.

Certification: Mitch Miller, Jim Petro

- Mitch reported that classes will be held at the headquarters of ABC located at 894 Marcon Boulevard, Suite 110, Allentown (LVIP III), starting in January. Registrations are due no later than January 9. Once again six (6) classes will be held.
- Exam date window is March 27, 2018 – June 2, 2018.
- A syllabus for the 2018 Study Sessions is attached to the minutes.
- Two CDT scholarships (2 @ \$1,000. each) will be available. Application forms are on the website.

Education: Tim Durso

- Tonight's meeting is approved for CE credits.

Electronic Communications: Clint Newton, Janet Grazul (CSI GLV Chapter Website);

- The website will be updated to include: CDT class information, upcoming holiday party, and Jon Lattin's article in the Construction Specifier.

Expo 2017: Clint Newton

- The latest meeting was held on November 14. Minutes were distributed with the following synopsis:
- EXPO date: April 11, 2018, representing the 40th anniversary of the chapter Expo.
- Theme: Barber Shop Quartet (National Barber Shop Quartet Day), colors red & white; Tagline: EXPO 40.
- Discussion topics:

Jon is having new chapter banners printed (pop-up type) from Dan's Camera City. Two (2) pop-ups with the chapter logo, project delivery tagline, and silver level chapter award. Silhouette graphics may also be included (TBD).

A discussion was held on the need to form a "sponsorship" committee to organize and coordinate various sponsorship opportunities to support the chapter. On a motion by Clint, second by Roxanne, the Board unanimously approved the formation of this committee.

Good and Welfare item: The committee is looking for any ephemera from the past 40 years of EXPO.

Expo save-the-date postcard and registration for vendors is to be in place by December 20.

- Next planning meeting is scheduled for Tuesday, December 5; 7:30am at the City View Diner.

Fiscal Planning Committee: Mitch Miller, Dave Hausman, Sal Verraastro

- No report. Upcoming tasks are: a review and updating of the Chapter Policy Manual; reviewing and updating a calendar for organizing chapter tasks as they occur throughout the year. A meeting will be scheduled to discuss these topics.

Historian: David Hausman

- Status Quo...Continuing to be Historical;
- Discussion on the best way to store data and digital pictures into the future is still awaiting discussion.

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Hospitality: Carmen Beinhauer (chair), Ron Jerdon

- Holiday Party is scheduled for December 6 from 6 – 9pm at Rodizio Grille in Allentown. Beverage exchange planned, \$15-\$30 dollars if want to participate. Bring favorite beverage to swap with another. Also, looking for a bar sponsor. Bar package is \$12.00pp but partial sponsorships are welcome. Contact Carmen or Ron.
- Future meeting location discussed. Current communication with Holiday Inn as meeting location for 2018: Left message to hold January date and to forward pricing for menus. No response to date. Need decision on securing venue for entire year, dates needed, etc.

Long Range Planning: Tina Montone

- The long range planning event was held on Friday, November 3. Tina reviewed the Follow-up Notes and Plans. Copy attached to these minutes. Everyone is encouraged to review the findings and be prepared to discuss at a future meeting.
- Tina made the following comment based on the experience of the Long Range Planning event: “Our chapter never ceases to amaze me with our goals and expectations. I know we will reach them and fulfill what we set out to do. It is a great time to be part of Greater Lehigh Valley CSI”.

MARC 2019 Committee: Roxanne Verraastro

- Roxanne has been in contact with the Homewood Suites, has toured the facility, and has met with their representatives. She reported the venue will fit our requirements nicely and she will continue to coordinate with them. The new hotel is located at 3350 Center Valley Parkway in Center Valley.
- The next meeting is scheduled for Monday, January 8, 6:30p.m. at the Hotel.
- Reminder: 2018 Central Virginia; and then...2019 GLV.

Membership: Steve Erickson

- No report; current membership is 125 (August 130, June 121, April 130)

Nominating Committee: LeeAnn Slattery

- The office of Vice President and three (3) Directors positions will be open for nominations.

Program: David Wrigley, Sal Verraastro

Dec. 6 Holiday Party at Rodizio Grille
Jan. 17, 2018 Annual joint meeting with AIA at the Holiday Inn, Fogelsville, PA;
 Program: “Review of the new AIA Docs” presented by Sal Verraastro
 Tabletops: Modernfold of Reading, Mark Nattress; Altro Floors, Jennifer Williamson
Feb. 16 Meeting, location & program topic to be determined.
March 16 Meeting, location & program topic to be determined.
April 11 EXPO 2018, Holiday Inn, Fogelsville. PA

Publicity: Tina Montone & Lee Ann Slattery

- Tina initiated a discussion on Christmas Cards. After discussion it was decided to pursue preparation of a seasonal booklet to highlight the yearlong highlights and accomplishments of GLV CSI, to be sent to members in lieu of the card.

Punchlist: T.J.Chambers

- No report.

Scholarship: John Cannon, Dave Hausman, Sal Verraastro

- No report

Technical: Micah Hessinger

- No report

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Unfinished Business

08/01 A discussion was held on the potential for using teleconferencing as a tool for committee/small group type chapter meetings. It is speculated that the chapter will be providing the program access for these meetings. Jon and Clint will be looking into the available platforms and report to the Board. **Update: 09/20:** A teleconference was held with the executive committee and worked well.

New Business

No new business was reported.

Upcoming Events

GLV CSI EXPO'18: April 11 at the Holiday Inn & Conference Center

MARC '18: April 19-21 in Winchester, Virginia, hosted by the Central Virginia Chapter;
www.marc2018.com.

CONSTRUCT'18: Oct. 3-5 in Long Beach, California.
www.constructshow.com

Institute Website: csiresources.org

There being no further business, the meeting was adjourned by President Jon at 5:50.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary