

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

February 21, 2018

Board of Directors Meeting Minutes

| Members | Attendees | Members | Attendees |
|--|-----------|--|-----------|
| Jon Lattin, President | X | T.J. Chambers, Director, Punchlist | |
| Clint Newton, President-Elect, Expo Chair, Communications Co. | | Janet Grazul, Director, Communications Co. | X |
| Kevin Grega, Vice-President, Acad. Affairs | | Ron Jerdon, Director, Hospitality Co. | |
| David Fenstermacher, Secretary | X | Shawn Crouthamel, Director | |
| Roxanne Verrastro, Treasurer, marc19 | | Tim Durso, Director, Education | |
| LeeAnn Slattery, Immediate Past President, Advisor, Awards, Nominating | X | David Hausman, Historian, Scholarship Co., Fiscal Planning | |
| David Wrigley, Sr. Advisor, Program Co. | | John Cannon, Scholarship Co. | |
| Tina Montone, Advisor, Publicity, LRP | X | Mark Lewis, Membership | X |
| 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 | X |

The Greater Lehigh Valley Chapter CSI Board of Directors met at the Holiday Inn Conference Center in Fogelsville, PA on Wednesday, February 21, 2018.

President Jon Lattin opened the meeting at 4:46 p.m. and presented the following report from the Middle Atlantic Region Telecom:

- Registration for MARC' 18 is now open
- Institute is pushing participation in "communities"
- Still discussing the AIA provider fee
- Overall region membership is down (Currently 909, down from 1056; GLV chapter at 130)
- Looking into mentorship program
- 26 award nominations were made to the Middle Atlantic Region, of which 14 came from GLV CSI.

Board Minutes:

- The minutes from the January 2018 Board meeting were accepted as written.

Treasurer's Report:

- No report

Committee Reports:

Academic Affairs: Kevin Grega

No report

Awards: LeeAnn Slattery

- 14 individuals or companies have been submitted by our chapter to the Middle Atlantic region for possible awards, while a total of 26 were received from the whole region. Committee is reviewing nominations and notification will be sent to LeeAnn, who will then notify those chapter members.
- Awards will be presented at MARC 2018, to be held in Winchester, VA. On April 19-22, 2018.
- A discussion followed on encouraging the region awards chair to promote awards submittals so that greater representation is made for MARC 2019 being held next year in the Lehigh Valley.

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Certification: Mitch Miller

- Last week 16 – 20 people participating in the CDT classes.
- Exam date window is March 27, 2018 – June 2, 2018.
- Two CDT scholarships (2 @ \$1,000. each) are available. No decision have been made yet.

Education: Tim Durso

- No report.

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

- Janet reported she has been updating the website.

Expo 2017: Clint Newton

- EXPO date: April 11, 2018, representing the 40th anniversary of our chapter Expo.
- Theme: Barber Shop Quartet (National Barber Shop Quartet Day), colors red & white;
- Still working to secure a fourth seminar.

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

- Mitch suggested that with LVC MARC approaching, it may be advantageous to move the allocation of re-imburement back under the guise of the Fiscal Planning Committee. To be discussed at a later date.

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.

Hospitality: Carmen Beinhauer (chair), Ron Jerdon

- Future meeting location still being discussed. To date no commitments have been made with Holiday Inn.

Long Range Planning: Tina Montone

- First quarter teleconference was held on Friday, Feb. 9 at 3:30pm.
- Process:
 - Proposed review process to assure accountability and progress for each action item:
Completed dat:.
Follow-up report to include: (1)reporter, (2)number of participants involved (and names if necessary), (3)key points revealed in action item, (4)further steps needed to accomplish goal, (5)determine if plan is on task to meet goal, and (6)has the goal been met?
- Goals established:
 - Young Professionals Round Table: Completed & successful.
 - Define reasons to join CSI (educating partners): Projected completion...March 2018; people should send their “value proposition” to Jon so this can be put together. This is to be used to send to partners in firms, companies, etc. to show the value of our organization so that they can be encouraged to support their YPs either financially or time considerations.
 - We are currently “courting” at least five (5) YPs. “YP payment plan to be discussed and voted on at the March Board meeting.
 - Organize: ”Edu-caffinate” breakfast (and different locations): first one to take place after EXPO and possibly at Easton Farmers Market. Clint Newton, Tim Durso, & Dave Wrigley to coordinate?
 - Topic for this:
 - Professional Development
 - Navigate industry
 - How to market yourself
 - Clearing house information
 - What we propose for this as CSI
 - What does the YP want in the clearing house
 - Invite mentors to come and potentially work with YPs

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MARC 2019 Committee: Roxanne Verrastro

- Meeting held last Monday, February 19 at the Homewood Suites in Center Valley.
- Planning in progress.
- Next meeting scheduled for Monday, March 19, 6:30 at the Verrastro residence.

Membership:

- Mark Lewis has agreed to take on chairmanship of this committee.

Nominating Committee: LeeAnn Slattery

- President Jon has appointed T.J.Chambers to the Director position to complete the term of Steve Erickson, who is no longer a member of CSI.
- There are two Directors positions open for next year, as Ron Jerdon and Shawn Crouthamel will not be continuing as directors when their term is up in June. Also, the Vice President position is open.
- An email was sent to all chapter members inviting them to contact an Executive Board Member if they are interested in any of the open positions, to which there were no replies.
- President Jon has stated he will reach out a few people to discuss the open positions.

Program: David Wrigley, Sal Verrastro

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|--------------|---|
| March 16 | Meeting at the Holiday Inn, Fogelsville, PA; “Presentation Skills by Lyn Breil” Tabletop: Nevis (Living Leaf Walls) by Cathy Latshaw. |
| April 11 | EXPO 2018, Holiday Inn, Fogelsville, PA |
| May 16 | Meeting topic (tentative): “Deconstructing the Glass Ceiling”, a panel discussion on women in the workplace. |
| June 20 | Awards Night & Member Appreciation meeting. Presentation (tentative): Dinner Etiquette at Business Meetings w/ Lyn Breil. |
| July 18 | Summer Picnic |
| August 15 | Outing at the Iron Pigs game. |
| September 19 | Meeting topic (tentative): “Networking to optimize your potential” |

Publicity: Tina Montone & Lee Ann Slattery

- No report.

Punchlist: T.J.Chambers

- Next issue planned for late March.
- Advertisers are being sought to offset some of the publishing costs.

Scholarship: John Cannon, Dave Hausman, Sal Verrastro

- No report. Discussion on the CDT scholarship is pending.

Technical: Micah Hessinger

- No report

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Unfinished Business

01/01 Sponsorship Committee: as previously discussed the formation of a new committee is proposed to solicit and coordinate sponsorships for our various chapter event, functions, & meetings. Looking for the right person to head this important committee and develop a master plan for sponsorships.

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

LOS: August 3-4, 2018 in York, PA.

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 5:48pm.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary