

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

January 17, 2018

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	X
David Wrigley, Sr. Advisor, Program Co.	X	John Cannon, Scholarship Co.	
Tina Montone, Advisor, Publicity, LRP		T.J.Chambers, Punchlist	X
Carmen Beinhauer, Hospitality Co.	X	Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		Tim Sisock, Communications Co.	
Mitch Miller, Fiscal Planning, Certification	X	Jason Betar	X
Jim Petro, Certification Co.			

The Greater Lehigh Valley Chapter CSI Board of Directors met at the Holiday Inn Conference Center in Fogelsville, PA on Wednesday, January 17, 2018.

President Jon Lattin opened the meeting at 4:39 p.m. and presented the following report from the Middle Atlantic Region Telecom:

- the CSI Academies will be held April 26-27, focused on RISK management.
- 26 award nominations were made to the Middle Atlantic Region, of which 14 came from GLV CSI.
- Leadership, Education, & Development (LOS) conference will be held August 3-4 in York, PA.
- MARC 2018 organizers have noted they are behind in securing sponsorships for the Conference. Anyone wanting to sponsor should contact the Central Virginia Chapter.

Board Minutes:

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

Treasurer's Report:

- The Treasurer's Report, covering the time frame 11/01/17 to 01/31/18 was reviewed.
- A discussion was held on the cost of electronic sites being used for communication, website, etc. Roxanne, Jon, Clint will review charges.
- After discussion the report(s) were filed for audit.

Committee Reports:

Academic Affairs: Kevin Grega

- As previously reported, CSI has received an NSF grant through the efforts of Sinclair Community College, Columbus State Community College, and CSI. The purpose is to create a formalized consistent programs for community colleges to teach industry standards/formats and allow these students the opportunity to leave school with a true industry certification. The CDT program was identified as the vehicle of choice. The program name is BEPREP.
- Temple University has expressed an interest in the CDT curriculum. They are interested in hosting a 2019 summer Institute BEPREP training on campus and are looking to find out what is involved.

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
January 17, 2018
page two**

Awards: LeeAnn Slattery

- 14 individuals or companies have been submitted to the Middle Atlantic region for possible awards.
- MARC 2018 will be held in Winchester, VA. On April 19-22, 2018.
- Awards will be presented at this event.

Certification: Mitch Miller, Jim Petro

- Last week 16 participated in week one of the CDT classes. In addition, one person registered today.
- Exam date window is March 27, 2018 – June 2, 2018.
- Two CDT scholarships (2 @ \$1,000. each) are available. Mitch reported two applications have been received.

Education: Tim Durso

- Tonight's meeting is approved for one CU and one HSW credit.
- Working with Mitch on submitting info for the CDT classes.

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

- Clint reported that the Institute is developing and working toward a new and improved website (microsite). It is his understanding this new microsite will include all of the components on which we are currently subscribed with our own website, as well as other electronic media components and will be available at a lower cost to the chapter. Another perk will be internal communities which will be available within the Institute for all members. Clint recommends we consider using this new microsite, once the bugs have been worked out.

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;
- Two education sessions have been secured and the other two are in the works. 15 booths have been sold to date.
- Next planning meeting is scheduled for Tuesday, January 30; 7:30am at the New 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.

Hospitality: Carmen Beinhauer (chair), Ron Jerdon

- As previously reported, the Holiday Inn will begin charging for all AV equipment.
- Future meeting location discussed. Current communication with Holiday Inn as meeting location for 2018 has been secured for February, March, and May. Discussion will be held for June and for next fiscal year.

Long Range Planning: Tina Montone

- Quarterly review meeting to take place in mid-February. Proposed dates 2/2, 2/9, 2/23; afternoon session planned, 2 – 5pm.

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
January 17, 2018
page three**

Long Range Planning (continued)

- Review of the opportunities and action plans set from the Strategic Planning Session which took place on Nov. 3.
 - Proposed review process to assure accountability and progress for each action item:
Completed date.
 - 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
 - Provide CDT classes at ABC: Projected completion...end of March 2018 (Tina, Mitch, & Janet to discuss further)
 - Compile one-page syllabus of opportunities/offerings: Projected completion...end of January 2018. (Tina, Mitch & Janet to discuss further). It was proposed Dave Hausman to help with this and employ a graphic designer to provide a professional piece.
 - Organize :”Edu-caffinate” breakfast (and different locations): Projected completion...end of March 2018. (Tim Durso & Dave Wrigley to coordinate.) Tina to send recap email to them as well as others on the committee.

MARC 2019 Committee: Roxanne Verraastro

- Meeting with Mark Vorhis of Smooth-On tomorrow Jan. 18 at 10am, to discuss presentation & tour.
- The next meeting is scheduled for Monday, February 19, 6:30p.m. at the Homewood Suites, 3350 Center Valley Parkway in Center Valley.
- Reminder: 2018 Central Virginia; and then...2019 GLV.

Membership: Steve Erickson

- No report;

Nominating Committee: LeeAnn Slattery

- The executive board will meet on Jan. 30 after the EXPO meeting to discuss nominations.
- The office of Vice President and three (3) Directors positions will be open for nominations.

Program: David Wrigley, Sal Verraastro

Feb. 16 Meeting at the Holiday Inn, Fogelsville, PA; Program: “2018 Construction Outlook” by Dan Palmer of Dodge Data & Analytics. Tabletop Display: Nevis (Living Leaf Walls) by Cathy Latshaw.

March 16 Meeting at the Holiday Inn, Fogelsville, PA; Program topic being finalized.

April 11 EXPO 2018, Holiday Inn, Fogelsville, PA

May 16 Meeting at the Holiday Inn, Fogelsville, PA; Tentative topic: “Deconstructing the Glass Ceiling”, a panel discussion on women in the workplace.

June 20 Awards Night & Member Appreciation meeting. Tentative presentation: Dinner Etiquette at Business Meetings w/ Lyn Breil.

July 18 Summer Picnic

August 15 Outing at the Iron Pigs game.

Publicity: Tina Montone & Lee Ann Slattery

- No report.

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
January 17, 2018
page four**

Punchlist: T.J.Chambers

- The special edition “Punchlist: Year-in-Review” was a huge success. Kudos to T.J. for an outstanding job.
- With that in mind T.J. indicated he would like to continue the momentum forward and focus on publishing a lighter version of the newsletter on a more regular basis, perhaps 3 or 4 times a year. The next target date is late March/early April prior and for use at EXPO.
- Photos and content are very much appreciated, so if anyone has a future event or recap of an event that has already happened, please email T.J. at tjchambers@usaarchitects.com.
- Advertisers are being sought to offset some of the publishing costs.

Scholarship: John Cannon, Dave Hausman, Sal Verrastro

- A discussion was held on the CDT scholarship. Committee will meet and review particulars to be incorporated moving forward.

Technical: Micah Hessinger

- No report

New 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 5:55 on a motion by Kevin Grega, with a second by Dave Wrigley.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary