

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### March 28, 2018

## Board of Directors Meeting Minutes

Members	Attendees	Members	Attendees
Jon Lattin, President	X	T.J. Chambers, Director, Punchlist	X
Clint Newton, President-Elect, Expo Chair, Communications Co.	X	Janet Grazul, Director, Communications Co.	
Kevin Grega, Vice-President, Acad. Affairs	X	Ron Jerdon, Director, Hospitality Co.	
David Fenstermacher, Secretary	X	Shawn Crouthamel, Director	
Roxanne Verrastro, Treasurer, marc19		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		Mark Lewis, Membership	X
Carmen Beinhauer, Hospitality Co.		Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning	X	Tim Sisock, Communications Co.	
Mitch Miller, Fiscal Planning, Certification	X	Jason Betar	

The Greater Lehigh Valley Chapter CSI Board of Directors met at the LVIP Offices on Spillman Drive in Bethlehem, PA on Wednesday, March 28, 2018.

President Jon Lattin opened the meeting at 7:42 a.m. and presented the following report from the Middle Atlantic Region Telecom:

- Overall region membership is down (Currently 700, down from 900; GLV chapter at 127 and fairly steady, making this chapter the 11<sup>th</sup> largest in the country.)

#### **Board Minutes:**

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

#### **Treasurer's Report:**

- Reports ending 31 January and 28 February 2018 were distributed, discussed, and will be filed for audit.

#### **Committee Reports:**

##### **Academic Affairs: Kevin Grega**

No report

##### **Awards: LeeAnn Slattery**

- LeeAnn reported she has not received any notifications, as of yet if any of our chapter members will be receiving a region award at MARC in Virginia.
- The Institute awards period for nominations is now open and will need to be submitted by early May. Those awards will be given out at CONSTRUCT in California in early October.

##### **Certification: Mitch Miller**

- One class left, to be held April 3 at the offices of ABC.
- Attendance started out at 19 and is now down to +/- 8.
- Exam date window is now, March 27, 2018 – June 2, 2018.
- Two CDT scholarships (2 @ \$1,000. each) are available. No decision has been made yet.

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**Education: Tim Durso**

- All EXPO seminars have been submitted and are awaiting approval.

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

- No report.

**Expo 2017: Clint Newton**

- EXPO date: April 11, 2018, representing the 40<sup>th</sup> anniversary of our chapter Expo.
- The EXPO meeting was held on Monday, March 26 to discuss the last several items.

**Fiscal Planning Committee: Mitch Miller, Dave Hausman, Sal Verrastro**

- Mitch suggested that the budget discussions for FY19 be started now, with goal of starting the year with an approved budget.

**Historian: David Hausman**

- No report...Status Quo...Continuing to be Historical;

**Hospitality: Carmen Beinhauer (chair), Ron Jerdon**

- Carmen has reached out to several area venues (primarily hotels) to discuss options for holding out monthly meetings. Results of the discussions were distributed to the board. At this point in the “search” it appears that the Holiday Inn is competitive and will remain out venue in the near future. It was discussed and tentatively agreed that we would consider holding individual meetings at various other venues over the year, but will keep the Holiday Inn as the prime venue for the immediate future.

**Long Range Planning: Tina Montone**

- No report.

**MARC 2019 Committee: Roxanne Verrastro**

- Meeting held Monday, March 19 at the Verrastro residence. Discussions focused on MARC’18 hospitality suite. [Beer, wine, pretzels, peeps, jelly beans] Goody bags to be handed out at registration table at MARC’18.
- Next meeting scheduled for Friday April 13, 6:30 at the Verrastro residence to stuff goody bags for MARC’18 attendees.
- MARC’19 planning is in progress and will continue at the next meeting in May, June, TBD.

**Membership:**

- Mark Lewis is being coached on his responsibilities as chair of this committee.

**Nominating Committee: LeeAnn Slattery**

- After discussion, the following is the slate of nominees for offices in FY19.
- For Director: Jeff Surovi, Jason Betar, Tim Durso.
- Continuing as Treasurer, Roxanne Verrastro and as Secretary, David Fenstermacher.
- Dave Wrigley will fill the role of acting Vice President until a candidate to get into the line of succession to president is found.

**Program: David Wrigley, Sal Verrastro**

April 11	EXPO 2018, Holiday Inn, Fogelsville, PA
May 16	Meeting at the Holiday Inn, Fogelsville, PA; “Networking to optimize your Potential”, presented by Lyn Breil.
June 20	Meeting at the Holiday Inn, Fogelsville, PA; Awards Night & Member Appreciation meeting.
July 18	Summer Picnic (date tentative)
August 14	Outing at the Iron Pigs game (Tuesday evening)

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**Program (continued):**

- September 19 Meeting topic (tentative): “Deconstructing the Glass Ceiling”, a panel discussion on women in the workplace.  
October 17 Plant tour; to be determined.

**Publicity: Tina Montone & Lee Ann Slattery**

- No report.

**Punchlist: T.J.Chambers**

- TJ distributes proof copies of the Punchlist for review and comment. Distribution planned for late March.
- Currently there are three (3) ½ page advertisers and one (1) ¼ page advertiser on board.

**Scholarship: John Cannon, Dave Hausman, Sal Verrastro**

- No report. Sal noted he will contact John to see if any applications had been received.

**Technical: Micah Hessinger**

- No report

**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](http://www.marc2018.com)

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

**CONSTRUCT'18:** Oct. 3-5 in Long Beach, California. [www.constructshow.com](http://www.constructshow.com)

**Institute Website: [csiresources.org](http://csiresources.org)**

There being no further business, the meeting was adjourned by President Jon at 8:53am on a motion by David Wrigley, with second by Kevin Grega.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary