

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### May 16, 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.	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.		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	X	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, May 16, 2018.

President Jon Lattin opened the meeting at 4:35 p.m. and presented the following discussion topics:

- MARC'18 held in Winchester, Virginia was overall a very good conference. Those in attendance were treated to everything from the seminars, tours, social events, and tours were outstanding.
- Elections will be held at the chapter meeting tonight. Refer to committee report for details.
- Congratulations to LeeAnn being named Institute Director for the Middle Atlantic Region.
- The issue of dues was presented and discussed. On a motion by Kevin Grega, second by Clint Newton, the Board unanimously agreed to keep the chapter dues at \$35.00.

**Board Minutes:**

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

**Treasurer's Report:**

- Reports ending 31 March and 30 April 2018 were distributed, discussed, and will be filed for audit.

**Committee Reports:**

**Academic Affairs: Kevin Grega**

- A meeting is scheduled for Tuesday, May 22, 2018 with Temple University, Tyler School of Art, Division of Architecture and Environmental Design to discuss CSI, CSI Certification, CDT and National Science Foundation Grant, and 2019 BE Prep Course. Meeting with Steve Lawrey AIA (set meeting) plus Kate Wingert and Rahsida Ng.

**Awards: LeeAnn Slattery**

- Five (5) award nomination packages were submitted to CSI from the GLV Chapter. The submission package for the outstanding Chapter Commendation will be submitted by Jon Lattin before Monday, July 16<sup>th</sup>.

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**Certification: Mitch Miller**

- Mitch reported that the classes have now concluded. Some, but not all of the attendees of the classes have taken the exam. It is not known at this time how many passed.
- Exam date window is now open until June 2, 2018.
- A discussion was held on the transition from the CDT from a 'certificate' program to a "certification". The goals of this transition centered around enhancing industry recognition with a gold standard. Information will follow as it becomes available.

**Education: Tim Durso**

- Nothing new to report. Certificates for three of the four EXPO seminars have been sent out. The certification from the fourth seminar is in the works.

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

- With Clint moving to chapter president, a new chair for this committee is needed. Mark Lewis stated he is interested in the position.

**Expo 2018/2019: Kevin Grega**

- An EXPO wrap-up meeting was held on May 7. Discussion centered around financials, what went well, and what needs to change for 2019.
- Also discussed is the proximity of dates with MARC 2019 scheduled for May 2-5, 2019. It was decided to investigate moving the date EXPO away from the already established MARC. After discussion it was decided to investigate moving EXPO to April 3, 2019 (4 weeks from MARC), as long as there are no other conflicts and the venue is available.

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

- Mitch suggested that the budget discussions for FY19 be started now, with goal of starting the year with an approved budget.
- A tentative telecom meeting has been scheduled to May 30, noon, to begin discussions.

**Historian: David Hausman**

- No report...Status Quo...Returning to being Historical;

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

- President Jon reported that picnic venues are being investigated.
- Holiday party theme being considered is a casino night, also celebrating the 55<sup>th</sup> anniversary of the chapter.

**Long Range Planning: Tina Montone**

- No report.

**MARC 2019 Committee: Roxanne Verrastrro**

- Next meeting is scheduled for Monday June 4, 6:30 at the Homewood Suites hotel .

**Membership: Mark Lewis**

- Mark reported he is pulling together information on renewals and new members. A list of the 20 members now up for renewal was distributed and board members were encouraged to contact anyone on the list and encourage them to renew.
- President Jon also passed around a list of attendees for this evening, highlighting those who have not been seen at meetings for a while and requesting board members to make a special effort to welcome them.

**Nominating Committee: LeeAnn Slattery**

- The slate of nominees for the general election to be held at the meeting tonight. After discussion, the following is the slate of nominees for offices in FY19.
- For Director: Jeff Surovi, Jason Betar, Tim Durso. (two-year terms)
- Continuing as Treasurer, Roxanne Verrastrro and as Secretary, David Fenstermacher (one-year terms)
- Dave Wrigley will fill the role of acting Vice President until a candidate to get into the line of succession to president is found.

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**Program: David Wrigley, Sal Verrastro**

June 13 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)  
September 19 Meeting topic (tentative): “Deconstructing the Glass Ceiling”, a panel discussion on women in the workplace.  
October 17 Meeting topic or Plant tour; to be determined.

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

- LeeAnn reported an article on EXPO was published in the Lehigh Valley Business Journal.

**Punchlist: T.J.Chambers**

- Next issue planned for late June.
- Sponsorships are starting to increase.

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

- The scholarship committee reviewed four (4) applications received and recommends the following applicants for the two \$1,500. Scholarships:
  - Kevin Plamenco, currently a Parkland HS student who will be studying architecture at Penn State.
  - Habeeb Salau, currently a Parkland HS student who will be studying Chemical Engineering at MIT, Princeton, or Columbia.
- The committee also reviewed the application of Maggie Lachendro of Whiting-Turner for a CDT scholarship and recommends it be awarded.
- All awards were approved on a motion by Roxanne Verrastro, second by Kevin Grega and unanimous approval.

**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. **Update 05/16/18:** Jon Lattin stated that as he leaves the presidency, he will head up the Sponsorship Committee.

**New Business**

05/01 Clint brought up the issue of nametags for board members. Board members had nametags in the past but with the chapter name change the name need to be redone. Jon Lattin will provide the list and Roxanne will follow-up. Name tags will include all CSI (and professional) credentials, but will not include chapter office held.

05/02 Clint reported CANSTRUCTION will be held October 12 – 26, 2018. Theme: “A-can-demy Awards”.

**Upcoming Events**

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

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

**MARC’19:** May 2-4, 2019 IN Saucon Valley, PA, sponsored by GLV CSI.

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

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There being no further business, the meeting was adjourned by President Jon at 5:52pm.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary

**ELECTION OF CHAPTER OFFICERS**

The election for chapter officers was held at the GLV chapter meeting on Wednesday, May 17, 2018. President Jon presented the following nominations:

Director (two year term): Jeff Surovi, Jason Betar, Tim Durso.

Vice President (one year term): David Wrigley

Treasurer (one year term): Roxanne Verrastro

Secretary (one year term): David Fenstermacher

The floor was then opened for additional nominations. Hearing none a motion to close the nominations was made Mitch Miller, second by Clint Newton, and with unanimous approval. President Jon then requested the Secretary to "cast the ballot".