

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### October 17, 2018

## Board of Directors Meeting Minutes

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

The Greater Lehigh Valley Chapter CSI Board of Directors met at the Holiday Inn Conference Center in Fogelsville, PA on Wednesday, October 17, 2018. President Clint Newton opened the meeting at 4:35 p.m.

**Board Minutes:**

- The minutes from the September 2018 Board meeting were approved as written.

**Treasurer's Report:**

- Report as of September 30 was distributed, discussed, and will be filed for audit.

**Committee Reports:**

**Academic Affairs: Kevin Grega**

- The 2019 BEPrep Workshop (Increasing Technician Preparedness in the Build Environment) will be held at Temple University next year. It is a Professional Development Opportunity for Community College Build Environment Faculty to embed critical STEM and industry standards for the CDT into two year education programs. Arrive in Philadelphia, Wednesday, May 15, 2019 and training is Thursday and Friday (May 16 & 17) from 8:30 – 4:00pm.

**Awards: Jon Lattin**

- No report.

**Certification: Mitch Miller**

- CDT classes will be held Thursday nights in February and March 2019.
- A discussion was held on whether to charge non-members for attending the classes.
- The following motion was made by Mitch Miller, second by Jeff Surovi, and unanimous approval: CSI members will be free; non-members will be charged \$50.00. If the classes are held at ABC, then members of ABC will also be free.
- CDT PREP was relevant for last year, but has now been changed. Mitch alerted the board that a new updated slide deck, used for the classes, will have to be purchased. No additional information is available at this time.
- Mitch also noted that the CDT is now a Certification, not just a Certificate.

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**Education: Tim Durso**

- No report.
- LeeAnn noted that a new Discovery System is now available with a new platform for registering for credits. Also, noted is that individual chapters will no longer be responsible to pay their own way with AIA. The Institute will cover the entire cost.

**Electronic Communications: Janet Grazul (CSI GLV Chapter Website), Mark Lewis**

Janet requested photos from Construct for inclusion on the website.

**Expo 2018/2019: Kevin Grega**

- Expo 2019 is scheduled for April 3, 2019 (April 2 set-up day) at the Holiday Inn.
- The next planning meeting is scheduled for Wednesday, October 24, 7:30am at the New City View Diner.
- Kevin also noted that the EXPO website has been updated.

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

- No report.

**Historian: David Hausman**

- No report.

**Hospitality: Carmen Beinhauer**

- The November meeting/event will be the first annual CSI Gingerbread Structure Competition, held at the Easton Wine Project located at the Simon Silk Mill in Easton. After the competition the structures will be donated to the Third Street Alliance Gingerbread Contest Fundraiser, also in Easton.

**Long Range Planning: Tina Montone**

- No report.

**MARC 2019 Committee: Roxanne Verrastro**

- The next planning meeting is scheduled for Monday, October 29<sup>th</sup> at the Homewood Suites.
- Copies of (current) Conference Schedule were distributed and are available for placement at the tables in the meeting.

**Membership: Mark Lewis**

- Mark distributed current membership renewal information.
  - 13 current renewals
  - 19 open renewals due to the end of October
- Mark reported that he is continuing to work on an email/letter for membership renewals and expiration notices, which he expects to have ready for review by the board by the end of October.

**Nominating Committee: Jon Lattin**

- No report.

**Program: David Wrigley, Sal Verrastro**

November 14 First annual CSI Gingerbread Structure Competition at the Easton Wine Project in Easton.  
December 05 Holiday Party; Double Nickel Casino Night @ Llantrisant Retreat and Wellness Center in Tatamy, PA (www.llantrisantretreat.com)  
January 16, 2019 Joint meeting with AIA at the Homewood Suites in Center Valley, PA  
Topic: "Updating the PA Building Code to IBC 2015"; Matt Walker-BIA (tentative presenter)  
Tabletops: ATAS International Inc., Modernfold, Inc., Smooth-On Products  
February 20 Topic: "Alex Dews-The Philadelphia 2030 District Initiative" (tentative)  
March 20 Topic: Possible Tour of "Revolutionary Recovery" Recycling Center (tentative)  
April 03 EXPO'19  
May 15 Possible "Tour" indicated as the March meeting, all tentative.

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**Publicity: Tina Montone**

- No report

**Punchlist: T.J.Chambers**

- The Board congratulates TJ on his Institute Award, which he received at CONSTRUCT in Long Beach.
- Next issue planned for late October.
- TJ requests that the reimbursement required articles by CONSTRUCT attendees should be made available for inclusion in the Punchlist ASAP. They will be included either in this month's issue or the End of Year Issue.

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

- No report
- President Clint requested that the committee embrace the task of re-defining the CDT scholarship and report back to the Board.

**Sponsorship: Jon Lattin**

- Sponsorship opportunities exist, including but not limited to the Holiday Party, EXPO. And MARC. Looking at ways to combine these "windows of opportunity" under one umbrella to maximize results.
- President Clint requested that the committee meet after the next MARC meeting on Oct. 29.

**Technical: Micah Hessinger**

- No report

**Unfinished 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. **Update 09/16/18:** Jon will gather a list of names. **Update 10/17/18:** Roxanne reported that the nametags are on order and should be available next month.

07/01 At the July meeting it was stated that significant time had been spent discussing the potential GLV CSI committee organization as presented by President Newton. The document "Chapter Structure and Committee Review" was distributed with the comment that everyone should review the contents and be prepared to begin a discussion next month. **Update: 10/17/18:** President Clint reported responses have not yet been received. He noted he will "re-send" the documents.

**New Business**

10/01 Mitch reported that next Thursday, 10/25, a new mentoring event will be held from 12:07pm -12:55pm. Presentation will be by Marvin Kemp. Contact Mitch for details.

10/02 LeeAnn reported she was informed that the Grand Rapids Chapter received a grant from the State of Michigan to cover costs of the CDT classes, deemed as valuable for employment training. Question whether the GLV chapter should pursue this type of grant from PA.

10/03 President Clint reported that he has signed up as a volunteer of the Dynamic Chapter Program from the Institute. Kevin also signed on as a volunteer. More volunteers are needed. Contact Clint for more info.

10/04 Clint introduced guest Maggie Lachendro who has indicated she has an interest in working on our YP programs.

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**Upcoming Events**

**EXPO'19: April 3, 2019 at the Holiday Inn Conference Center, Fogelsville, PA  
([www.thecsiexpo.com](http://www.thecsiexpo.com))**

**MARC'19: Ma y 2-4, 2019 at the Homewood Suites in Saucon Valley, PA, sponsored by GLV CSI.  
([www.marc2019.com](http://www.marc2019.com))**

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

There being no further business, the meeting was adjourned at 5:38 pm. on a motion by Kevin Grega, second by Tim Durso.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary