

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

December 12, 2018

Board of Directors Meeting Minutes

Members	Attendees	Members	Attendees
Clint Newton, President	X	T.J. Chambers, Director, Punchlist	X
Kevin Grega, President-Elect, Expo Chair, Academic Affairs	X	Janet Grazul, Director, Communications Co.	X
David Wrigley Vice-President, Program Co.	X	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	X	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.	
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 held the December meeting via telecom on Wednesday, December 12, 2018. President Clint Newton opened the meeting at 12:04 p.m.

Board Minutes:

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

Treasurer’s Report:

- Report as of October 31 was distributed, discussed, and will be filed for audit.

Committee Reports:

Academic Affairs: Kevin Grega

- Nothing new to report. The 2019 BEPrep Workshop (Increasing Technician Preparedness in the Build Environment) will be held at Temple University May 16 & 17 (Thursday and Friday) from 8:30 – 4:00pm.

Awards: Jon Lattin

- Nominations for region awards are due by December 31, which is coming up quickly. Looking for updated bios, ideas, and suggestions.

Certification: Mitch Miller

- CDT classes will be held Thursday nights in February and March 2019 at ATAS.
- CSI members will be free; non-members will be charged \$50.00.
- Mitch is completing work on course syllabus.
- Congrats to Director Jeff Surovi who passed the CCPR yesterday.

Education: Tim Durso

- Tim reported he has started the process for the new AIA Certification now in place.
- January meeting approval, needs learning objectives. Clint is preparing the summary. Matt Walter from Barry Isett will be making the presentation.

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

Nothing new, website updates are continuing.

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
December 12, 2018
page two**

Expo 2019: Kevin Grega

- Expo 2019 is scheduled for April 3, 2019 (April 2 set-up day) at the Holiday Inn.
- Theme “Code Blue”
- Seminars planned:
 1. Surgically Diving Into the 2015 Codes
Taking a deep dive into the 2015 codes discussing changes and updates.
 2. “You wrote 1,200 RFI’s but NOT this one?!?” presentation by Marvin Kemp
 3. Saving A Project – Roles and Mindset AEC Panel Discussion
 4. Navigating Through the code book, such a where you start and the thought process
Discusses “How” to navigate the code book, such as where you start and the thought process.
- The next planning meeting is a “call in” meeting on Wednesday, December 19 at noon.

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

- No report.

Historian: David Hausman

- No report.

Hospitality: Carmen Beinhauer

- Our recent holiday party was a big deal this year! The Double Nickel Casino night and networking was a big success. Thanks to Modernfold, CTS-Key Resin, and M2 Architectural Resources for sponsoring the event.
- The November YP event was also very successful, with 25 YP’s in attendance. Many positive comments were received and all enjoyed the event. Looking to hold more similar events in the future.

Long Range Planning: Tina Montone

- No report.

MARC 2019 Committee: Roxanne Verrastrro

- The next planning meeting is scheduled for Monday, January 14th at the Homewood Suites.
- Meeting will focus on marketing, sponsorship, and details.

Membership: Mark Lewis

- Mark distributed the CSI institute reports for membership for the year end, including membership expirations in Nov. & Dec. 2018, Member Status report, list of recent renewals, and a list of emerging professionals.
- Mark questions if there are any changes needed on the list of Member Status.
- Also note that CSI, the Institute, is sending out renewal notices three months prior to actual renewal dates.

Nominating Committee: Jon Lattin

- Looking for candidates to fill open positions, especially Vice President to be in line for the presidency.

Program: David Wrigley, Sal Verrastrro

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 presenter Tabletops: ATAS International Inc., Modernfold, Inc., Smooth-On Products
February 20	Joint meeting with AIA at the Homewood Suites, Center Valley, PA Topic: “Alex Dews from CBU -The Philadelphia 2030 District Initiative” Tabletop: Pella Windows
March 20	To be determined
April 03	EXPO’19
May 15	Topic: Tour of ”Revolution Recovery” Recycling Center.
June 19	Membership Appreciation and Awards night

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
December 12, 2018
page three**

Publicity: Tina Montone

- No report

Punchlist: T.J.Chambers

- Next issue to be published in January 2019, which will be a special “year-in-review” edition.
- Advertisers needed for Punchlist following this special issue
- “Meet a member” feature to be brought back.

Scholarship: John Cannon, Dave Hausman, Sal Verrastro

- No report

Sponsorship: Jon Lattin

- No report

Technical: Micah Hessinger

- No report

Young Professionals

- A great gingerbread and wine event was held in November.
- Very positive feedback received from emails that went sent.

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. **Update 12/12/18:** Roxanne reported that nametags will be available at the January meeting.

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. **Update 12/12/18:** Clint reported he will resend the documents to committee chairs, edit info returned and will be prepared discuss at the next meeting.

New Business

12/01 Clint suggested the chapter obtain several “a-frame” lawn-type name and logo signs to be used at chapter meeting locations, events, etc. Roxanne to verify if People Signs can provide printing on PVC boards, approximately 24” x 36”, printed on two sides. Discussion will continue.

12/02 Dave Wrigley reported he is running low on speaker gifts and would like input on ordering more gifts. An inventory will be made of leftover gift material from previous EXPOs, MARC, etc.

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
December 12, 2018
page four**

Upcoming Events

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

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

**CONSTRUCT'19: October 9-11, 2019 at the Gaylord National Resort & Convention Center,
National Harbor, MD (www.constructshow.com)**

Institute Website: csiresources.org

There being no further business, the meeting was adjourned at 12:50 pm. on a motion by Dave Wrigley, second by Jeff Surovi

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary