



Northeast Region Construction Specifications Institute BOARD REPORT

DATE: 10/20/12
TO: Northeast Region Board of Directors
FROM: Ruma Som, Associate AIA, AHC, CSI, CDT
SUBJECT: Report of Region Director, New Jersey Chapter

A. Report Summary

1. Summary of activities:
 - a. Offering Programs in monthly meetings on topics that relate to the uniqueness of our CSI organization.
2. Status of Current Program:
 - a. Academic Programs seems to be most effective for the Chapter in attracting students and retaining them.
3. Problem area: Chapter is lacking volunteers who are willing to take leadership role
4. Success Stories: Membership, sharing Best Practice with neighboring Chapter, Academic Program & Collaboration with AIA.
5. Schedule of Activities prior to Next Board Meeting: Continue to increase activities relating to Academic Program & Collaborate with Related Organizations.
6. Changes in Chapter Membership since last report: Membership continues to grow.

B. The Report

1. Summary of activities since last report:
 - a. In FY2012, Chapter completed a series of monthly meetings with AIA presentation topics preparing for CDT exam presented by Industry experts representing different team members of the Project Delivery Process.
 - 1.) April 2012 meeting was Construction Document-Part 2 presented by Specification Leader & Technical Director of Gensler discussing impact of BIM & IPD on Design & Construction Documents.
 - 2.) May Meeting 2012 was Construction Document – Part 3 presented by Construction Specification Inc., one of the leading Independent Specification Consultants of New York & New Jersey.
 - b. In FY2013, Chapter decided to offer technical programs of major specification sections, addressing typical problems associated with master format section

- c. 50-50 Membership Program offered by Institute in conjunction with efforts of other Chapter Committees proved to be effective in increasing Membership.
2. Status of current programs:
- a. Academic Program: Chapter continues to develop relationship with New Jersey Institute of Technology (NJIT), College of Design & Construction Academic Program Committee Chair is Faculty of NJIT , Independent Specification Consultant & Practicing Architect who can help collaborate between Academic Institute & Architectural Firm involving students.
3. Problem areas:
- a. Chapter has not held monthly board meetings. Communication between executive board members and committee chairs has been consistent but not formally documented.
 - b. Attracting Volunteers have been difficult as a result of work overload
 - c. Monthly meetings in one location at the College of Architecture & Design resulted in low attendance of members from South Jersey.
4. Success stories:
- a. Membership: Membership continues to grow
 - b. Sharing Best Practice amongst Chapters: Invited leader of neighboring Chapter, Metro New York to present at our monthly meeting which was so well received in New Jersey that it was offered by Metro New York Chapter with huge success.
 - c. Collaboration with AIA: Joint Golf Outing with AIA Newark & Suburban resulted in donating \$3000 to Charity Institution. Individually both Chapters would have run the Golf Outing at a loss due to lack of Sponsorship.
 - d. Marketing CSI in architectural firms: Email was sent out to principals of Architectural firms in New Jersey that didn't have a representation in our organization stating that every contractual agreement they sign requires specification document and yet they have no representation in the organization that dedicates to the improvement of specification documentation and delivery process. This resulted in 12 new members.
 - e. Academic Program: Chapter continues to develop relationship with NJIT College of Architecture & Planning increasing student membership to 10 who have joined at their own accord and not through a mass enrollment program.
5. Schedule of activities prior to next Board Meeting:
- a. Academic Program: Plan to start a Student Affiliate at NJIT. Started initial communication with NJIT to work collaboratively on Habitat for Humanity project
 - b. Using Technical Program to collaborate with Related Organizations: Joint meeting scheduled for March 14, 2013 with AIA Newark Suburban on Access Control- to discuss the impact of new integrated solutions on specification, need for increased coordination between security consultants, contractors, electrical engineer, integrators and problems associated with lack of coordination with

any one of them. We are inviting associated organizations and will have a member of each of the organizations in a panel discussion.

- c. Take advantage of CSI BOGO Programs offered by the Institute to increase Membership
6. Changes in Chapter Membership since last report:
- a. Total Membership increased from 109 to 115.
 - b. Student Membership increased from 6 to 10.
 - c. Emerging Professionals increased from 12 to 13.

C. Best Practices to share with the Region

- 1. Joint Meetings with AIA on equal terms with topic related to our Technical Programs & holding joint events such as Golf outing to benefit both organizations.
- 2. Taking advantage of experts from neighboring CSI Chapters
- 3. Take advantage of Programs offered by the Institute to increase Membership example the 50-50 Membership Program working collaboratively with other Committees of the Chapter to achieve maximum return.
- 4. Use Academic Program in collaboration with Education and Technical Program as a tool to increase and retain Membership.

Respectfully submitted;

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END OF REPORT

CC: Region Secretary