



Mark Your Calendars

August 21-22, 2010

NORTHEAST REGION LEADER TRAINING & BOARD MEETING

Sturbridge, MA

More ... Page 7

NEW DATE July 27: CSI Re- gion and Chapter Presi- dent/President-elect Webi- nar

CSI will hold a FREE webinar for the presidents and presidents-elect of CSI's chapters and region on Wednesday, July 27, at 4pm ET. CSI's FY11 President Dennis Hall FCSI, CCS, CCCA, and President-elect Paul Bertram, FCSI, CDT, will be joined by CSI Executive Director Walt Marlowe, CSI, for the discussion. Hear CSI's plans for FY11 and ask CSI's leaders your questions! [Register now!](#)

Inside Stuff

NER Updates on ...

April Leader Workshops

Draft document p2- p6

NER Member Service p6

ExComm p7

Awards p8

Academic Affairs p9

Certification p10

Education p11

Electronic Comm. p12

Finance p13

Membership p14

Nominating p15

Planning p16

Product Show p17

Publication p18

Technical p19

Webmaster/Website p20

The Region has Value

By: Dick Eustis, PE, FCSI, CCCA
NE Region President

As a Chapter Leader or Chapter Committee Chair, have you ever felt overwhelmed by the tasks that you are expected to perform in your Chapter position? As a Chapter Member, have you ever been asked to run for an elected Chapter position or volunteer for an appointed position but refused because you had no idea what the position entailed. As a Chapter Leader, Committee Chair or as a Member, did you ever get the feeling that your Chapter was an island surrounded by sharks just waiting to take a bite? You are not alone. I'll bet real money that many Chapter volunteers serving in the Northeast Region have had those thoughts at one time or another.

Chapters may see themselves as an island but all of the Chapters in the Region are interconnected by a large number of metaphorical bridges built and maintained to connect chapters, regions and the Institute. This newsletter is an example of one such bridge provided by the NE Region, a bridge that intends to promote communication to elevate performance at all levels of the Institute. As leaders we need to make use of these bridges to resolve issues before diving into shark infested waters. Bridges traffic flows in both directions providing Chapters desired assistance while also allowing Chapters to assist the Region. When we allow these bridges exist to sit unused, we lose the chance to travel and see how others may deal with issues we also face ... metaphorically speaking of course.

If you are a Chapter Committee Chair, you are probably a member of a Region Committee comprised of other Chapter Chairs holding the same position as you. That Region Committee has a Chair that was selected because of knowledge, experience and interest. That Region Committee is just one of the bridges that connect the Chapters and the bridge can carry as much traffic as necessary so that we can all learn from each other. In FY 2011 each Region Committee Chair has been asked to send at least one vehicle across each bridge on a monthly basis. These vehicles can carry as many questions or answers as appropriate. To move all that traffic we'll load all those vehicles, aka content, on one humungous car carrier, this newsletter, thus making leaders' reading easier and giving all members a chance to see the bridge traffic.

In addition to all of the Chapter Leadership positions, every Chapter has a member serving on the Region's Board of Directors which meets twice a year. The Region Board not only manages the Regions activities, it is also a forum to consider any problem or issue brought forward by a Chapter's Region Director. This is just one more set of bridges to interconnect all of the islands.

If any Chapter Leader or Committee Chair would like some assistance or just a place to discuss an issue, they just need use the bridges that are available. If the existing bridges are not appropriate, contact with me could get one built on short notice. Assistance in whatever form desired is available or can be readily found. There are no tolls on any of the bridges, all are free. All Chapter leaders need to begin using this multitude of bridges so that all of their members receive maximum value from CSI and Chapters in the Region can grow and thrive.

The Bridge.

Northeast Region FY 2011 Officers

Executive Committee

President

Richard Eustis, PE, FCSI, Lifetime Member, CCCA, CCS

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus Member, CDT



NER CSI LEADERS' WORKSHOPS

This document is a draft intending to record significant proceedings of Leader Workshops conducted on April 10, 2010 at the Holiday Inn – Albany, NY for distribution to present and future chapter leaders as an aid to promotion of Best Practices. Please complete the list of each Workshop's attendees and review the workshop document you attended for accuracy and content adding corrections and additions as you see fit and to better accomplish the intent of the workshops. Your early review will allow acceptance of this document for compliance with its intent by the NER Board at the Fall FY2011 Board Meeting August 22, 2010.

Morning Workshop Summaries (10:45 -12 noon)

1 President President-elect Program

1.1 Identified Resources available to Chapter Presidents and Presidents-Elect

CSI Chapter President's Guide

CSI Leaders Flash Drive

Keys to success are: Motivation and Delegation

1.2 Determine Relevancy/Value of CSI

Networking

Uniquely comprised of cross-section of the industry

Interaction/Collaboration encouraged among other industry-related organizations

Fosters professional development of Emerging Professionals

1.3 Determine Relevancy/Value of the Region

Facilitate Inter-Chapter networking and communication

Forum for sharing ideas and best practices

Resource for Leadership Development

Workshop Attendees:

W. Calvin Bowne Syracuse Chapter (Facilitator)

Tracey Powell Rhode Island Chapter (Recorder)

Brian Neely Boston Chapter

David Newman Hartford Chapter

Ken Gehringer Long Island Chapter

William Charland Maine Chapter

Jeffrey Matles Metro New York Chapter

John Kamenick Vermont Chapter

Edward Healy Worcester Chapter

Martin Helly, Jr. Worcester Chapter

President's Travel

NC Region Conference

Green Bay, WI July 29-31

NE Region Training & Board Mtg

Sturbridge, MA— August 21-22

NW Region Conference

West Yellowstone, MT— Sept 23-26

Northeast Region FY 2011 Officers

Executive Committee President

Richard Eustis, PE , FCSI, CCA

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus, CDT

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

2. Academic Program (See Page 9)

3. Technical Program (see page 19)

4. Awards Program (see page 8)

Afternoon Workshop Summaries 1:00-2:15pm

5 Membership Program |

5.1 Identified Resources available to Chapter Presidents and Membership Committees

MEMCOMMunications Newsletter

CSI Chapter Membership Chairman Guide

Membership Roster Data from CSInet.org website

All the above resources and more are available in the Leaders section of www.Csinet.org

5.2 Importance of Value Proposition

Membership value and benefits need to be determined and marketed in the local construction industry. Recognize that they may vary by chapter.

Chapters need to market membership value to all local construction industry members.

Non-members attendees to events, local non- affiliated CSI members and non-member CSI certified individuals should be considered "low hanging fruit ready for picking".

5.3 Importance of Programs

One key is to organize regular topical technical programs drawing Professional members by providing AIA/CES credits and CSI CEN credits

Some chapters have had considerable success with project tours paired with Architect, Contractor and Owner presentation

.Joint events with industry-related organizations build your chapter image.

Fit the style of programs, breakfast, lunch or dinner, to your chapter area and membership.

5.4 Chapter Subsidization

Chapters should consider subsidizing Students' membership dues and/or fee to attend first event.

Chapters should consider partially subsidizing Emerging Professionals' Chapter membership dues.

Advantage should be taken of 50-50 Membership Discount Program whenever it becomes available. It is presently not available but application of the program guidelines in recruitment could be considered a Best Practice.

5.5 Member Profiles Chapters should establish "Member Profiles" to help facilitate networking and recruitment of volunteers by matching skills and interests. Profiles should identify member interests and skills to facilitate matching both with Chapters needs for volunteers and thus benefiting both the organization and the member.

Workshop Attendees:

Edward Healy

Tracey Powell

Worcester Chapter (Facilitator)

Rhode Island Chapter (Recorder)

Northeast Region FY 2011 Officers

Executive Committee

President

Richard Eustis, PE , FCSI, CCCA

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus, CDT

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

Richard Bodane
Scott Bergsbaken
Roy Olsen
W.. North Sturtevant
Guy LoMonaco
Calvin Bowne
John Ostrum
Michael Lapomardo

Eastern N.Y Chapter
Hartford Chapter
Housatonic Chapter
New Hampshire Chapter
Rochester Chapter
Syracuse Chapter
Vermont Chapter
Worcester Chapter

6. Education & Program Programs

6.1 Summary: The workshop was a combination of a power point presentation as a guide to promote discussion and open discussion between the participants. The workshop covered the following:

- Who are the members of the committee
- Roles and responsibilities of the committee chair and members
- Communication between the Region and Chapter Education Committee Chairs
- Resources available for download from Institute and the Region
- The importance of the Education, Program, Academic, Certification, Technical and Membership Committees working closely together
- Discussion of AIA/CES and CSI/CEN
- Promoting programs to CSI members and non-members
- Topics and attendance
- LinkedIn, Facebook, Twitter & ICS
- Best practices
- Best chapter programs over the past year

6.2 Best chapter programs over the past year included:

- Construction Specification Jeopardy
- Panel discussions
- Building or Code Official
- Attorneys & legal issues
- Joint meeting with other chapters/organizations
- Leadership/management
- Networking/economic issues/hot topics
- Green & sustainable design

6.3 Success stories: Jeff Matles (NY Metro) volunteered to be Region Education Committee Co-Chair and Jennifer Casedy (Hartford) and Ruma Som (New Jersey) also volunteered to participate on the Region Education Committee.

6.4 CD's of the power point presentation and copies of the resources available for download from Institute and the Region were distributed to attendees. Four other chapters also picked up copies of the CD when it was announced at the Wrap-up and Evaluation of Activities meeting afterward.

Workshop Attendees:

Kenneth R. Gehringer, AIA, CSI, CCCA NER Education Chair (facilitator)
Casedy Hartford
Olender Worcester Chapters:
Vermont
Boston
New Hampshire
Maine
New Jersey
New York Metro

Northeast Region FY 2011 Officers

Executive Committee

President

Richard Eustis, PE , FCSI, CCA

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus, CDT

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

7. Certification Program (see page 10)

8. Delegation & Volunteer Recruitment Program

8.1 Introduction: The purpose of the Workshop was to discuss the issue of increasing the number of Chapter Members that actively participate in Chapter or Region Leadership activities. Many Chapters are having an increasingly difficult time in filling all of the identified Chapter Leadership positions and the same is occurring at the Region Level.

8.2 The issues: It was clear from the very beginning that there were no "magic bullets" that would solve the problem but all agreed there were both the need and opportunities that should be considered. Some Chapters reported a decreasing number of volunteers willing to serve in a leadership capacities resulting in more work being required of a small core of committed members.

8.3 Discussion: It appeared that all or nearly all of those participating in the Workshop saw the need to increase the number of active Chapter Leaders as a way or reducing the "recycling" of a few active members. Chapters were encouraged to attempt to get more members involved in Chapter Committees as a way of increasing the pool of future Chapter Leaders. Chapters may need to look at ways to break-down some committee activities into smaller pieces that do not require extensive time commitments. Some Chapter Members may also be interested in responding to Institute Committee requests for assistance in writing or reviewing Institute publications. Many Chapters reported they had put out calls for "Volunteers" with little or no success. After some discussion, there appeared to be general agreement that person-to-person requests for very specific activities were far more successful than group announcements requesting volunteers. It was suggest that inviting a fellow CSI member for a cup of coffee to discuss a specific Committee position was one of the best approaches. This was closely followed by personal telephone calls.

Chapters were encouraged to carefully review the relative merits of filling a Committee Position just for the purpose of Institute Reports or leaving a vacancy. If a position is vacant, everyone knows what is being accomplished, nothing.

Chapter should monitor member interests as there are many opportunities to volunteer beyond those in the individual Chapter. Members that are not interested in volunteering for a Chapter activity might have an interest in a Region or Institute activity. There appeared to be some agreement that knowing a member's interests might make it easier to find a Chapter activity in which they might become an active participant. Members need to be reminded periodically that each member has the ability to improve their industry with only minor contributions. Good things can come out of volunteer participation, especially if the volunteer activity is of something of interest to the individual member.

8.4 Summary: Although there were no magic bullets found in this Workshop, it was clear that personal contact (one-on-one) would normally provide the greatest level of success when recruiting members to serve in any type of Chapter Leadership position. Chapters should not depend on "email blasts" or other electronic nets to obtain volunteers as these are easy to be ignored by members. To the extent possible, the amount of work that is required of a volunteer should be estimated so that the volunteer can understand what is expected. It is

Northeast Region FY 2011 Officers

Executive Committee

President

Richard Eustis, PE , FCSI, CCCA

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus, CDT

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

absolutely necessary for any Chapter to have a sizeable number of active members serving in various Chapter Leadership positions as a way of spreading the load. Active members also help broadcast the value of Chapter Membership.

Workshop Attendees:

Richard A. Eustis, PE, FCSI, CCCA, CSC	Maine Chapter (Facilitator)
Neely	Boston
Powell	Rhode Island
Bowne	Syracuse
Phillips	Syracuse
Kavarnos	New Hampshire
Newman	Hartford
McCurdy	Hartford
Charland	Maine
Barrett	Worcester

The Bridge.

Northeast Region Members Serving on FY2011 Institute Committees & Task Teams

Member	Chapter Service
S. Steve Blumenthal, FCSI	Metro New York Membership Comm.
David Early, PE, CSI, CCCA	Maine Academic Programs Comm.
Edward Healy, RA, FCSI, CDT	Worcester Membership Comm. (Corresponding)
Mark Kalin, FCSI, CCS, FAIA	Boston Technical Comm. - Chair MasterFormat Maint. TT
Susan Kaplan, CSI, CCS	Metro NY GreenFormat Maint. TT
Matthew McMonagle, CSI-I, CDT	New Jersey Emerging Professionals TT
Jonathan Miller, FCSI, CCS, CCA	Vermont Certification Comm.
Michael Owen, Sr. FCSI, CDT	Rhode Island Leadership Development TT
Tracey Powell, CSI	Rhode Island Leadership Development TT
Ross Spiegel, FCSI, CCS, CCCA, FAIA	Housatonic Practice Guides TT - Chair
Scott Tobias, CSI, CDT	Metro New York Nominating Comm.
Robert Weygant, CSI	New Hampshire Technical Comm.

Northeast Region FY 2011 Officers

Executive Committee President

Richard Eustis, PE , FCSI, CCA

Vice-President

Kenneth Gehringer, CSI, CDT, AHC

Treasurer

Roland Barrett, CSI

Secretary

Edward Healy, RA, FCSI, Emeritus, CDT

NE Region Training & Board Mtg August 21– 22 Hotel Registration Information

The Sturbridge Host
Hotel & Conference Center
366 Main Street
Sturbridge, MA 01566
Tel: 508-347-7393 or 800-582-3232
Fax: 508-347-3824

www.SturbridgeHostHotel.com

From the Hotel homepage. Enter the arrival date in the calendar provided and click "go". From next page click "groups" in the middle of the page— Enter the block code: **1008northe** Select room type and arrival departure dates.....

**PLEASE RESERVE YOUR ROOM
ASAP BUT NO LATER THAN
THE ROOM BLOCK RELEASE
DATE OF AUGUST 6, 2010.**

The Region will provide coffee breaks & lunch on Saturday for all attending the Training Sessions. Region Board "voting members" and Region Committee Chairs, will be reimbursed for Saturday night lodging and mileage. If drive time exceeds 3 hours, the Region will also reimburse the cost of the Friday night lodging. Training session attendees can not be reimbursed by the region and hopefully their chapter will consider picking up that cost. Region negotiated special nightly rates are Single or double rooms \$89; triple rooms are \$99 and quads are \$109 per night. All of these rates are subject 11.7% occupancy tax that is subject to change by state law.

Questions: ehealy@townisp.com

Executive Committee Messages

On Saturday August 21 the NER will conduct a series of facilitated discussions on Best Practices associated with various CSI committees in Sturbridge MA for CSI Chapter leaders in the Northeastern Segment of the Region. Attendance details are given in the sidebar to the left. The location was chosen to allow Boston, New Hampshire, Vermont, Rhode Island, Worcester and Hartford chapter leaders to attend at minimum expense. Other chapters leaders are welcome to send their leaders at their expense as space permits. Ken Gehringer NER Vice President is here to give you more information on this second NE Region Leader Training program. You'll find workshop notes on the initial sessions held in Albany last spring starting on page 2 ...

NER Leader Training Schedule - August 21, 2010 - Sturbridge MA

Please refer to the sidebar for Hotel Registration and other information on the day's activities..

9:00 - 9:15 am -- Opening General Session

9:15 - 10:30 am -- First 2 Concurrent Sessions

Chapter Presidents/President-elects
Education Program

Facilitator: Dick Eustis

Facilitator: Ken Gehringer

10:30 - 10:45 am Morning Break

10:45 am - 12:00 pm -- Second 2 Concurrent Sessions

Technical Program
Publication Program

Facilitator: George Rosamond

Facilitator: Edward (Ted) Healy

12:00 - 2:30 pm -- **Lunch, Leadership & Leaders ... speaker** : Bonnie Gorbaty of Inner Resources will present . Bonnie is a certified mentor for the Arch of Leadership Program. She also teaches a leadership segment at Boston Architectural College (BAC) as part of the Distance Masters Degree program.

2:30 - 3:30 pm -- Third 2 concurrent sessions

Membership Programs
Certification Workshop

Facilitator: Edward (Ted) Healy

Facilitator: Mary Hosley

3:30 - 3:45 pm -- Afternoon Break

3:45 - 4:45 pm -- Summary and Wrap-up Session - Brief summary of each session by Facilitator followed by general discussion

4:45 – 5:15 pm -- Region Orientation and How Region can benefit Chapters

The Bridge.

Northeast Region FY 2011 Committee Chairs

Awards Chair James L. Grucella, CSI

Thermal Foams, Inc.

2101 Kenmore Ave.

Buffalo, NY 14207-1608

716-874-6474

j.gru@verizon.net

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

Fellowship Nomination Mentoring Program

The CSI College of Fellows has established a mentoring program to assist Chapters in improving the quality of nominations for Fellowship. The Jury of Fellows has reported that in many cases it was the quality and content of the nomination package that was the cause of the failure to be successful, not the lack of activities of the nominee. The College has identified volunteers in each Region that are willing to help Chapter better understand the requirements of the nomination process and required contents of nomination packages.

The two volunteers in the Northeast Region that are serving as "Mentors" are:
Dick Eustis, FCSI – eustis@infionline.net 207-827-2238
Jonathan Miller, FCSI – jmiller@earthlink.net - 802-349-9992

Awards Committee Chair's Message

DATE: May 4, 2010

TO: Northeast Region Board of Directors

FROM: Roy C. Olsen, RA, CSI, CCS, LEED-AP, Awards Committee Chair

SUBJECT: Report of Awards Committee Workshop April 10, 2010

Report Summary

This report is a summary of the Region Awards Committee Workshop held the day before the Spring Board Meeting as part of the Region Leadership Training.

The Report

The Awards Committee Workshop was attended by representatives of the Boston, Rochester, Hartford, Maine, Vermont, Eastern NY and Worcester Chapters.

The workshop was an active two way discussion on the importance of awards and how to excite the members into becoming involved. All of the attendees had an awards program. Ideas were shared on how to add some excitement into an awards celebration. Dinners and picnics were discussed, as well as a specification competition. The workshop covered the following:

Samples of Awards:

Plaques and frames

Certificates, medallions

Pins, hats with propellers, notepads, flash drives.

Prizes (chocolate, homemade wine & cheese baskets, etc.)

Viewed samples of Chapter created awards, in honor of current/past member.

Went on line to view the NERCSI website where the Awards Administrative Reference was located. This was very effective as many were not very familiar with the websites and how helpful they can be.

Visited the Institute's website to view the new Honors and Awards Guide.

Handed out samples of Form 201 – Nomination for Fellowship.

Overview of Form 802 - Nomination for Chapter Award

Handouts were given to attendees, including:

Chapter 4 of the NERCSI Administrative References.

Chapter 5 of the NERCSI Administrative References.

The focus of Awards Chair is to **HAVE FUN**. When members enjoy what they do, and are recognized for what they have done, others will be more likely to volunteer.

Suggestions for the benefit of the Region

Repeat the program for other chapters.

Respectfully submitted;

Roy C. Olsen, RA, CSI, CCS, LEED-AP

Northeast Region Awards Co-Chair

JCJ Architecture

38 Prospect Street

Hartford, CT 06103

860-240-9335

rolsen@jcyj.com

James Grucella, CSI

Northeast Region Awards Co-Chair

Thermal Foams, Inc.

2101 Kenmore Avenue

Buffalo, NY 14207-1608

716-874-6474 716-874-8180 (f)

j.gru@verizon.net

The Bridge.

Academic Programs Chair Ruma R.

Som, CSI, CDT, AHC

Assa Abloy Door Security Solutions

462 Sheffield Rd.

Ridgewood, NJ 07450-1835

201-612-7459

rsom@assaabloydss.com

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

2. Academic Program

2.1 Introduction: The purpose of the workshop to provide an overall understanding of the Academic Program- the role of the Institute, Region and Chapter and to have a discussion of how the Region can assist the Chapters to share best practices to utilize the Academic Program at the chapter level.

2.2 Summary:

- Roles and responsibilities of the committee chair and members
- Institute website and resources available
- Region website and resources available
- Communication between the Region and Chapter Academic Committee Chairs
- Best Practices- Discussion on programs implemented in Chapters across the Region. Some chapters like Hartford, Syracuse, New Hampshire, Long Island, Vermont, Maine, New Jersey, MetroNew York have implemented successful programs in their chapters but have not shared best practices across region.
- Promoting programs to CSI members and non-members
- LinkedIn, Facebook, Twitter & ICS
- Collaboration with Academic Institutions
- School Database Northeast Region xl
- Introducing CDT Certification Programs to Academic Institutions
- Promoting donation of the *Construction Specifier* and PRM to libraries of Academic Institutions
- Promoting CSI Membership as Guest Lectures in Academic Institutions
- Working closely with Emerging Professional Committee of CSI
- Collaborating with Academic Committees of other related organizations like AIA, ASIS
- Partnering with Academic Institutions to support new research
- Academic Affairs Programs Guide
- Financial support to students and faculty at the Chapter level
- Awards to Academic Liaisons
- Holding monthly meeting in Academic Institutions
- Arranging shadowing programs for students of Academic Institutions in Architectural firms.

2.3 Mission of the Program: To support the shared knowledge and resources between CSI and the Academic Institutions

2.4 Goals:

- Increase recognition of CSI's value at the Academic Institutions
- Provide curricular and extracurricular resources essential to the educational programs of the academic institutions
- Foster the relationship with Academic Institutions for the advancement of new knowledge in the Construction Industry.

2.5 Success stories:

- Kevin Phillips (Syracuse) shared information on successful February 2010 CSI Education Program event for Architecture, Engineering and Construction, arranged by their Chapter.
- Lisa Kavarnos (New Hampshire) provided insight on her collaboration with Institute on efforts to develop implementation plan of the Academic program in their Chapter.
- Ashley McCurdy (Hartford) shared success stories of their Academic program with Institution.

Workshop Attendees:

Ruma Som,	New Jersey Chapter	Facilitator
Bodane	Eastern NY	
McCurdy	Hartford	
Armstrong	Maine	
Olender	Worcester	
Matles	Metro New York Chapter	
Phillips	Syracuse	
Kavarnos	New Hampshire	

Certification Chair

Mary Hosley, [CSI, CCPR](#)
PPG Industries
216 Ridge Rd
Oak Ridge, NJ 07438-9581
973-697-3890
mhosley@ppg.com

Certification Info

Preparing for the CDT exam?

- [Download a FREE study guide \(PDF\)](#).
- Sign up for [CSI's web-based CDT prep program](#). CSI members get a discount! CSI will offer six live study sessions at noon ET on Wednesdays, August 11- September 15 to accompany the prep program.
- Order your copy of the [Project Resource Manual](#), the primary source for the CDT exam.
- Find out if your local chapter is offering a [study course or mentoring](#). CSI chapter leaders can add a study course to CSI's list by completing this [form](#).

Certification Chair's Message Report of Certification Committee Workshop

George Rosamond, FCSI, CSS, AIA

A successful leadership conference was held in Albany April 10th. Informative and well attended workshops generated a lot interest from all.

The Institute's website provides a lot of information for interested candidates and certification chairs. Of special note under the tab of "Resources for Instructors and Certification Chairs" is "Certification 2010 A Leadership Guide" which is a calendar of month to month activities for Chapter Chairs. It is designed for:

- a. Those who have never been a chapter chair before and don't know where to start
- b. You have led chapter certification for years but there's not much interest in your area.
- c. You have led a great chapter certification program before and it runs like clockwork.
- d. You have volunteered to be your chapter's certification chair and now find yourself buried in office work and need to prioritize your efforts for the most effective return.

Following these guidelines takes the guesswork out of what chairs are to do throughout the year. Also your knowledge of the information on the website will greatly assist in answering the common questions that you will be faced with during the year. Your response in many cases will be to direct the candidate to a specific link on the web site.

A suggestion for the inquiries of candidates wanting know what is on the exams, is to refer them to the on line Study Guides for the exam. Required source materials are also listed.

Reviewing the region's chapter websites, we note that Long Island, Metro New York, Buffalo, Hartford, Vermont and Rhode Island have links to certification on their opening home page. This is recommended method to easily provide your interested members with the first step in providing information on certification.

Certification interest in the Region is decreasing, probably as a result of the present economy, competition from the much publicized LEED AP, and perhaps the lack of perceived value of the certifications. There are companies who recognize the value and strongly support it as a risk management program and establishing qualifications for their employees. A few government agencies do require a CCS for the specifications of hired firms. If liability insurance companies will recognize the value and either require participation or offer discounts, certification would become more commonplace in our industry.

Certification recognition continues to be a challenge through out the region. Suggestions of providing certification articles in allied organizations within your chapter area i.e. AIA, ASHRAE, PE societies etc. was discussed. The new lapel pin (worn by Dick Eustis) boldly displays the certification initials and may generate interest.

Certification articles for your chapter newsletter are easily obtained by using the Institute's monthly "Certification Rapid Read! E-mail newsletter sent to Chapter Chairs. This is the source for up to date news and information, including registration and exams dates, regarding CSI's Certification Program.

Informing the Institute and Region of your chapter's president and certification chairs name and contact information is imperative if your chapter expects to be informed on the certification program. The attempt to contact all region chapters in preparation for the spring leadership workshop was limited to what was available on the region web site. Eleven of the chapters responded. The telephone and e-mail contact of those available proved a benefit to both sides. Hopefully this will improve in the future. The Institute's policy is to send committee information to chapter presidents if a committee chair is not submitted. To alert chapter presidents, the Region certification distribution will continue to follow this procedure.

Exam study classes are always a challenge, now expanded with the diminishing number of candidates. The availability of on line study courses (e.g. Specguy.com- for CDT and CCCA, CSInet.org) should help, however the cost may hinder use. Reminder that Specguy does offer a free "CDT One Day at a Time" daily e-mail study program. CSI has CDT flash cards available for iphones. They also have a CDT online prep course.

Good practices reported by chapters include:

- a. Vermont reimburses members who pass the exam.
- b. Hartford provides study classes in four 4 hour sessions to improve enrollment.
- c. Company sponsored CDT programs are provided as a risk management program.

The Bridge.

**Northeast Region
FY 2011 Committee Chairs**

Education Chair

Kenneth R. Gehringer, CSI, CCCA, AIA

H2M Group

575 Broad Hollow Rd.

Melville, NY 11747

631-756-8000

gehringer@h2m.com

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

**Education Chair's Message
Report of Education Committee Workshop**

Kenneth R. Gehringer, AIA, CSI, CCCA, Education Committee Chair

Report Summary:

This report is a summary of the Region Education Committee Workshop held April 10, 2010 the day before the Spring Board Meeting as part of the Region Leadership Training.

The Report:

The Education Committee Workshop was attended by representatives of the Vermont, Boston, New Hampshire, Maine, New Jersey, New York Metro, Hartford and Worcester Chapters:

The workshop was a combination of a power point presentation as a guide to promote discussion and open discussion between the participants. The workshop covered the following:

Who are the members of the committee

Roles and responsibilities of the committee chair and members

Communication between the Region and Chapter Education Committee Chairs

Resources available for download from Institute and the Region

The importance of the Education, Program, Academic, Certification,

Technical and Membership Committees working closely together

Discussion of AIA/CES and CSI/CEN

Promoting programs to CSI members and non-members

Topics and attendance

LinkedIn, Facebook, Twitter & ICS

Best practices

Best chapter programs over the past year

Best chapter programs over the past year included:

Construction Specification Jeopardy

Panel discussions

Building or Code Official

Attorneys & legal issues

Joint meeting with other chapters/organizations

Leadership/management

Networking/economic issues/hot topics

Green & sustainable design

Success stories: Jeff Matles (NY Metro) volunteered to be Region Education Committee Co-Chair and Jennifer Casedy (Hartford) and Ruma Som (New Jersey) also volunteered to participate on the Region Education Committee.

CD's of the power point presentation and copies of the resources available for download from Institute and the Region were distributed to attendees. Four other chapters also picked up copies of the CD when it was announced at the Wrap-up and Evaluation of Activities meeting afterward.

Suggestions for the benefit of the Region

At the next training session, provide two 1-1/4 hour workshops in the morning and two in the afternoon so participants can attend four different workshops.

The Bridge.

**Northeast Region
FY 2011 Committee Chairs**

**Electronic Communications
Chair**

**Richard A. Eustis, PE, FCSI, Lifetime
Member, CCCA, CSC**

35 Pride St.

Old Town, ME 04468-1925

207-827-2238

eustis@infionline.net

Electronic Communication ???

When the bridge returns sometime soon it appears p12 will no longer be the Electronic Communication Chair's. So guys and girls laboring in the digital trenches will have to look for truth, justice and the American way down the line at the last page **Webmaster/ Website Chair.**

That is unless the hue and cry raised generates so much stimulating copy that we have to add pages there. We could see a page or more on how to deal creatively with the issues common to digital communication. Tell us how you deal with Communication issues and we're on our way to another page ...Communication—The rest of the Story.

The Bridge.

Electronic Communications Chair's Message

NER Electronics Communication Committee???

If you noted the "question marks", they were intentional. Wearing my "Region President's Hat", I don't think the Region has such a committee but if "Ol' Argyle" makes space available, it needs to be filled. Yes, at one time the Region did have an "Electronic Communications Committee" but several years ago it became the Region Website Committee. Since I've got a page here there are "Electronic Communications issues that do deserve comment.

Because of the speed and convenience, we sometimes become overly dependent upon electronic communications. We do need to differentiate between "Communications" and posting information to a website or sending an email blast. Communications require not only that information be transmitted by some means but also that the information is received and understood. Posting an announcement on a website that no one sees is NOT COMMUNICATIONS and neither is undelivered mail or email.

Many Chapters do have a Chapter Electronic Communications Chair. In most cases this Chapter Chair is expected to manage a Chapter Website, post information to the Region website, be sure the Institute website contains accurate Chapter information as well as being sure that the electronic communications issues of your chapter are addressed. If you are serving as a Chapter Electronic Communications Chair, is this your understanding of your position, if not then there is a need for some communications with your Chapter Leadership.

For most of us, our professional life depends on communications in some form. This is equally true for our "CSI Life". Chapter Electronic Communications Chairs should help assure that their chapter uses electronic communications in a way that best serves their chapter. However, we do need to remember that electronic communications may be one of the easiest things for the recipient to ignore or have diverted from his normal communications path. Between the existence of many levels of "Spam Filters" and some people's propensity to "Delete without Reading" mail received from those they may not know, electronic communications only has value when it is actually read by the recipient. How you deal with this issue of our digital age determines how successful you are as a communicator and in leading communication is pretty close to everything.

The Bridge.

**Northeast Region
FY 2011 Committee Chairs**

Finance Chair

Jay F. Strother, CSI

Structure Technologies Company, LLC

6 Rebel Lane

Darien, CT 06820-5527

203-339-2252

j.strother@sbcglobal.net

Finance Chair's Message

The Northeast Region Finance Committee has been reconstituted for FY2011 with Ken Raikowski of Long Island; Richard Brousseau of Worcester County and Wayne Wheeler of New Hampshire as members all serving terms ending in FY2012. Roland Barrett, NER Treasurer, serves ex-officio and I, Jay Strother, Housatonic Chapter preside as chair with a term ending in FY2011. The committee seeks to identify a co-Chair with a term ending in FY2012 either from one of the present members or a member serving until 2012 to be added. That would take care of two issues providing continuity and the first order of business of any chair ... Find Your Replacement.

This and all NER Committees have been charged with improving focus on becoming a better conduit of information (AKA Bridge) between the Institute, the Region, and individual Chapters to build membership value. Given the time constraints we are all under, it is easy to be unaware of resources available that address some of the challenges at the Regional and Chapter levels and promote Best Practices. As an example; on March 24th, the Institute offered an excellent webinar titled "Budgeting and Preparing for the New Fiscal Year". Contained within this presentation are timeline guidelines to assist in the development of a concise and workable annual budget. The PowerPoint used in this webinar can be found at www.csinet.org/cfwebinar. It is worth a look both as a primer for people putting together a budget for the first time and a review of best practices for those who have been putting together their Chapter's budget for years. Once on this site, many other useful tools are available; specifically vital information regarding the new IRS Form 990 reporting requirements.

In addition to our regular duties, other agenda items the Finance Committee will be undertaking during FY2011 are ...

- **Region Conference Financing:** review the existing process and procedures to determine if there is a more advantageous way to provide funding for the Conference. The Conference offers a great deal of value to the NER membership, but the Conference Registration Fee must be kept at a level so that more members can participate. The Committee will also be reviewing the conference Budget Preparation and approval process.
- **Region Administration Reference (RAR):** due to changes in Region Governance that replaced Institute Directors as Region President/Vice President, review pertinent sections of the RAR for possible changes.
- **NER Budget Development:** Review present policy and procedures to determine if the existing process can be improved.

The Bridge.

Northeast Region FY 2011 Committee Chairs

Membership Chair

**Edward M. Healy, RA, FCSI, Member
Emeritus, CDT**

Edward M. Healy, Architect

625 Boston Tpke.

Shrewsbury, MA 01545-5420

508-842-8520

ehaly@townisp.com

On my Calendar

Institute Committee Weekend -Chicago
IL - July 17-18

NER Leader Training and Board Mtg -
Sturbridge MA - August 21-22

Membership Chair's Message

On July 17 week end CSI's Committees will meet to develop implementation strategies for accomplishment of their assigned charges. The MEMCOMM specific charges look like this ...

Purpose: Develop and manage strategies for membership retention focusing on member-to-member communication.

Specific Charges:

1. Identify and continually communicate best/successful practices in **member retention**.
 - a. Develop and provide tools to regions and chapters.
 - b. **Train leaders** on how to use these tools through quarterly webinars and other means.
 - c. Improve retention rate to 85%.
2. Review status of Watched Chapters prior to Fall 2010 Board meeting.
 - a. Submit recommendation as to which chapters should be disbanded.
 - b. Identify tools/resources needed to resurrect remaining watched chapters.

The weekend looks like this ...

Saturday—July 17, 2010

Review of Committee Charges

- Review/discussion of Committee Member Task Assignments
- Review latest membership retention reports (2010 to date)
- Outline goals for membership 'help' tools for Regions, Chapters
- Review latest 'Watched Chapter' listing, discuss follow up.

Joint meeting with Awards Committee

- Review and discussion of changes to the Chapter Commendation Award.

Detailed Discussion of Committee's Ongoing Charges

- Develop topics for articles for CSI publications
- Assign 'lead' person for each article
- establish time line for monthly articles

Sunday – July 18, 2010

MemComm Publication

- Review Publication content
- Develop Program for assisting the MemComm Editor with articles that share chapter success stories.
- Discuss MemComm time-lines.

Miscellaneous Items

- Set Committee Webinar timeline
- Open discussion and brainstorming on all topics, as outlined.

The Joint meeting with the Awards Committee to discuss revisions to the Outstanding Chapter Commendation Award could result in revisions to that award that would better accomplish it's purpose of identifying practices that are associated with outstanding chapters. The award might also be broadened to recognize chapters that have made exceptional progress toward becoming Outstanding. Both changes would increase the awards effectiveness as a planning tool for chapters seeking to improve performance and member value. With revisions accomplished, the Outstanding Chapter Commendation's value as an identifier of the multiple tasks requiring the attention of committed volunteers should be promoted extensively. That promotion should focus on the submission process being a year long collection of data on the multiple volunteer effort in all commendation categories. The submission then becomes a celebration where documentation of each leaders effort is compiled... and compared to the previous year to demonstrate progress.

The Bridge.

Northeast Region FY 2011 Committee Chairs

Nominating Committee Chair

**Edward M. Healy, RA, FCSI, Member
Emeritus, CDT**

Edward M. Healy, Architect

625 Boston Tpke.

Shrewsbury, MA 01545-5420

508-842-8520

ehaley@townisp.com

Deadlines:

August 1, 2010 for verification of Chapter member of NER Nominating Committee with the NER Secretary

Nov. 2, 2010 for submission of Institute Director Candidate, but none required in FY2012. The nominating committee will however be seeking qualified candidates for election as NER President and Secretary for terms running from FY2012 and FY2013.

Nominating Chair's Message

I just know that the FY2011 Nominating Committee members are in many cases unaware that they even have those responsibilities. At the end of FY2011 Richard Eustis, NER President, will have come to the end of his term. Edward Healy, NER Secretary, will have also finished his 2 year term. Howard Levine will have served his term as Institute Director but will not require replacement. Who are the Nominating committee members? I can tell you who I thought they were in FY2010 ...

Northeast Region Construction Specifications Institute FY2010 - Region Nominating Committee

Non-voting Committee Chair: Edward Healy Members

Chapter	Region Nominating Committee Member
Boston	Herb Ule
Buffalo - Western New York	Jim Grucella
Eastern New York	John Van Oort
Hartford	David Newman
Housatonic	Jay Strother
Long Island	Ken Gehringer
Maine	Jeff Larimer
Metropolitan New York	Arnie Kravitz
New Hampshire	Ned Keating
New Jersey	Susan Sheffmaker
Rhode Island	Tracey Powell
Rochester	Guy LoMonaco
Syracuse	Cal Bowne
Vermont	John Gant
Worcester County	Michael Lapomardo

BUT each chapter has different procedures for selecting these vital leaders. Each one of whom must be knowledgeable about the skills and interests of their recommended candidates; able to discuss the responsibilities and commitments required of the position and persuasive enough to sell refrigerators to Eskimos. I'm at ehaley@townisp.com and I await your advice on who will occupy this seat for your chapter and the term they will serve.

The Bridge.

Northeast Region FY 2011 Committee Chairs

Planning Chair

Brian H. Neely, CSI, CDT, AIA, NCARB

Project Architect

Gale Associates

163 Libbey Industrial Pkwy

P.O. Box 890189

Weymouth, MA 02189-3137

781-335-6465

bhn@gainc.com

Update

The Planning Committee is currently looking for each chapter to identify qualified candidates for this program. It is recommended that the candidates have a minimum of ten years of experience in the industry, have been active board members or officers in their chapter for a minimum of two years, and are on a leadership track within their chapters and current business or practices.

The first session will be limited to 10-15 people. The Northeast Region plans to partner with the enrollee and the enrollee's companies and will provide \$500 per person towards the \$1,795 fee for the program. By sharing the program fee between the enrollee and their companies there will be incentive among each party for a successful outcome. The Northeast Region Planning Committee will monitor the program's success by tracking the outcome to the intentions stated at the beginning of the program.

Additional information and registration forms will be provided in the near future. If you have any questions or have any feedback please feel free to contact the NER Planning Committee.

Brian Neely

NER CSI Leadership in Action

During the CSI Northeast Region Spring Board Meeting, the Region Board approved the Planning Committee's recommendation and take an active role in fostering future leaders for the construction industry. The NER Planning Committee is working with the Arch of Leadership on customizing the curriculum they have put in place for the Boston Architectural College's Distance Learning Master Degree Program. Current progress indicates that a program suiting the needs of CSI will be ready to hold the first program from October 2010 to April 2011.

The goals of this program are to strengthen the Northeast Region members' knowledge of their personal leadership resources. With that knowledge they can then develop their own effective leadership style as CSI leaders at chapter, region and institute levels. The knowledge and experience gained as a leader will become invaluable employee and employer assets in the rapidly evolving design and construction industry.

The program is both highly structured and flexible, with each session lasting six months. Members will complete practical, real-time leadership assignments that will fit with their actual leadership situations, both within CSI and within their career in general. Specific details will be targeted to CSI members and their needs within the general parameters of the "Arch" program. The programming is adjusted to facilitate individual learning styles and work schedules. The region will benefit from an increase in the pool of qualified leaders at all levels within CSI while, the individual and their companies will benefit from the individual's personal growth and enhanced identity within the entire design and construction industry.

LouAnn Fornataro, R.A., FCSI, LEED-AP, an active member of CSI for more than 25 years, is a graduate of this program. She cites the value of this program as an architect, as a business owner, and as a leader in the design and construction industry:

"So many leadership programs and trainers are about applying their specific formula for the promise of success. This program does not give you instructions, but rather helps you to find and understand what it is about yourself that will allow you to transform yourself into an effective leader. It helps you to discover your potential for leadership and to identify your own passions that so that you can leverage them into leadership scenarios.

Through this program, I learned how to solidify ideas that were important to me and how to take those ideas beyond mere thought into passionate and effective action. I learned how to motivate other people to willingly follow my causes with commitment and enthusiasm towards accomplishing a common vision. I learned how to identify followers who whole-heartedly engaged in my vision not because they had no choice, but because they recognized the value of the ideas, the methods, and the outcome of the cause, and most importantly, because they shared the vision and only lacked the leader to help them accomplish the goal.

This program has been one of the most fulfilling learning experiences of my life because it works within my own strengths and aspirations. The peer mentoring aspect has proved particularly fulfilling because it gives me a non-judgmental sounding-board at my level. This program applies across the board: so far, I've found what I've learned to be applicable in my personal life, in my role as a business owner, in my career as an architect, as a member of CSI, and as a community activist. I am very excited that the Northeast Region can bring this program to an elite group of its members, and am confident that it will put our members at the helm of leadership in the design and construction industry."

The Bridge.

Northeast Region FY 2011 Committee Chairs

Product Show Chair

Tracey D. Powell, CSI, Assoc. AIA

ASSA ABLOY

903 Providence Pl. Suite 179

Providence, RI 02903-7005

401-525-6684

tpowell@assaabloydss.com

Be proactive. Contact the CSI Northeast Region's Product Show Chairperson to reserve your exhibit space in the Product Show for the next NE Region Conference in the Spring of 2011: Tracey Powell, Assoc. AIA, CSI, T: 401.525.6684, E: tpowell@assaabloydss.com.

Product Show – Keys to Success

Choose the best venue and target demographics. Capitalize on your annual trade show budget by selecting only the best and most influential venues that align with your specialization and ideal audience. The CSI Northeast Region's Annual Conference and Product Show lures hundreds of prominent professionals from the construction industry, including Architects, Contractors, Engineers, Government Officials, and Specifiers..

Plan ahead and stay ahead of the competition. A trade show requires considerable advance preparation and, if you aren't prepared it can be a logistical nightmare. Accumulate the appropriate quantity and of promotional collateral that provide inclusive information for your target audience: kiosk, brochures, literature, product samples, branded giveaways, and plenty of business cards.

Do your due diligence and be vigilant. Obtain and review copies of the following documents and plan accordingly: final conference schedule, floor plans, exhibit specifications, potential speakers, and other important details. Show up in plenty of time and be prepared to adapt to last-minute unforeseen circumstances. Make sure your booth staff are trained to operate and trouble-shoot all the booth's multi-media technology.

Establish measurable and concrete goals. Identify specific benchmarks that you want to accomplish as a result of your participation in the show. For example, do you want to: increase visibility? announce a new product or technology? reach out to new prospects? procure a certain quantity of leads? check out the competition? Create tools to help you reach your goals and capture all of the data you want to accumulate.

Create a Product Show checklist and use it. The checklist should include: a comprehensive list of preparation activities, a realistic and flexible schedule, rotating booth staffing shifts, and an individual assigned to each task. Modify the list as required for each product show and periodically make sure all assignees are completing their assigned tasks. After the show, add additional items to further refine the list as needed.

Image is everything. Design a booth that is efficient, portable, and replicable. Choose the best size and location. Create a layout in advance that is accessible, alluring, open, organized, and free of obstructions. Make sure your company logo and name is prominent and visible from a good distance. Mount brochures and products to vertical surfaces whenever possible. Staff attire should be a consistent style or colors that reflect your corporate identity. Consider visual media to lure prospects. Draw the attention of attendees with PowerPoint presentations, audio, video, product demos.

Advertise your exhibit in advance. Include tag lines such as "See us at Booth 825 at the XYZ World Conference" in news releases and other communications leading up to the show, including business correspondence pertaining to something unrelated. Write a news release announcing show-related news. Invite editors to stop by the booth, or set up appointments between them and your spokespeople.

Make a favorable first impression. Choose the most knowledgeable and personable staff to represent your company. Staff manning the booth should always be cheerful, welcoming, attentive, and helpful. Prepare them to quickly summarize the company's fundamentals and emphasize the strategic initiatives. Establish brief "elevator pitches" that convey an inclusive summary about your company and prompt the prospect for a call to action.

Leave a lasting impression. After the show, be assertive and responsive by immediately sending any requested material or samples. Accumulate and organize a list of contacts, and assigned staff to cultivate long-term relationships. Follow-up in person as appropriate and hand-deliver collateral to the highest target prospects. Include all of your direct contact information on all memorabilia. Avoid mass mailings and instead customize packages that are specifically tailored to each prospect's needs.

Track your progress and modify your approach. Keep a record of success stories and lessons learned. Use these results to demonstrate the show's return on investment. Critique your staff's performance and capture feedback directly from attendees when possible. Improve any aspects of your exhibit as soon as possible and continue to monitor results from future product shows.

The Bridge.

Northeast Region FY 2011 Committee Chairs

Publication Chair

Edward Healy, RA, FCSI, CDT

Edward M. Healy, Architect

625 Boston Tpke.

Shrewsbury, MA 01545-5420

508-842-8520

ehealy@townisp.com

Opportunity Available

Publication Jr. Chair term FY2011–12

- No experience necessary
- Will train on the job.
- Metaphorical familiarity a plus
- Occasional use of ; allowed
- Audacity (in moderation) never hurt

Publication Chair's Message

I can't believe this happened the damn music stopped and here I am sitting in the NER Publication Chair seat. Yogi had it right Deja vu all over again. I looked the chair over before I got comfortable in it since it seemed I had won it and it was really dusty. Looks like no one has sat here for a while.

Here's my plan President Dick has already advised his NER committee chairs that he expects them to initiate communication with the Regions Chapters about committee activities. IMHO a great idea, especially if we can use the pages of *The Bridge* to get that communication going. So we've devoted 13 pages, one to each of the Region committee's to communicate on subjects hopefully related to their reason for being. I can't wait to see what happens.

So the direction this page takes is up to me *AND those chapter volunteers that are responsible for their chapter's published communications*. We have a partial list of Chapter Publication Chairs, Newsletter Editors and Webmasters which we would like to see verified, updated and extended to cover all 15 Region chapters. Then we'll know who we're dealing with. We're not too fussy about what you're called. As long as you have your chapters responsibility for communication with the membership as far as we're concerned you're it. Here's what we have so far...

Chapter Publication / Newsletter Editors

Tim P. Hurley, CSI

FY2011 Eastern New York Chapter

Matthew T. Lewis, CSI, CDT

FY2011 Housatonic Chapter

George B. Schramm III, CSI, CCS, CCCA, AIA

FY2011-2012 (2-year term) Long Island New York Chapter

Keith T. Lowell, CSI, CCS, SCIP

FY2011 Maine Chapter

Russell W. Carpenter, CSI, CDT

FY2011 Metropolitan New York Chapter

Richard H. Brousseau Architect Inc.

FY2011 Worcester County Chapter

Wayne Wheeler, PE, CSI, CDT

FY2011 New Hampshire

Kevin E. Phillips, Jr., CSI, CDT

FY 2011 Syracuse

Alvin J. Oberst, PE CSI, Member Emeritus

FY2011 Buffalo

Jason K. Ford, CSI, CCS

FY2011 Boston

Tracey D. Powell, CSI, AIA

FY2011 Rhode Island

Electronic Communications /Website

Ashley McCurdy, CSI

FY2011 Hartford

Christopher Eling, CSI, CDT

FY2011 Vermont

Stuart J. Axelrod, CSI, CCRP

FY2011 Rochester

Charles F. Vetter, CSI

FY2011 New Jersey

I'm at ehealy@townisp.com. As soon as you can let me know if you are who I think you are and what you're doing in the way of communicating.

The Bridge.

**Northeast Region
FY 2011 Committee Chairs**

Technical Chair

George Rosamond, FCSI, CCS, AIA,

LEED AP

Lothrop Associates Architects

200 Summit Lake Dr.

Valhalla, NY 10595-1353

914-741-1115

grosamond@lothropassociates.com

Attendees -

If you attended any of these workshops, please respond to the NER Secretary with any additions or corrections to this report you feel are significant. An 4Cs approach to this draft will improve the quality of subsequent programs

Technical Program April 10, 2010 Richard Eustis facilitator

Technical Activity categories - Although the attendance was not as many as hoped, those in attendance did discuss a wide variety of topics related to Chapter Technical Activity areas that each Chapter should consider. The Workshop discussions did not take each of the 3 topics as independent issues as in many cases there were overlaps and combinations so that there were no clear lines of separation. For the purpose of this report of the Workshop, these three topics will be separated.

- .1 keeping the Chapter membership informed of changes in Institute Technical documents;
- .2 keeping the area's design and construction industry informed of changes in Institute Technical Programs.
- .3 develop Chapter Technical Programs that make the Chapter have greater value to the Members.

Keeping Chapter Membership Informed –Each Chapter serves as the “face” of the Institute for its members. For this reason, every Chapter has a responsibility to help its members understand the changes that have been made to Institute Technical Documents and the implications of those changes on the local membership. Although the Institute makes an effort to provide an overall explanation, each Chapter Area and each Chapter's Members may have differing approaches to the application of CSI Technical Documents Chapter Members need a local source of information that understands the local applications. This makes it extremely important for each Chapter to have some method of keeping the Chapter Members informed. Further, the appropriate Institute Committee needs feed-back on proposed changes in Institute Programs and looks to Chapter and members to provide information on items that should be modified or revised in each update. The Institute Committees also needs help in the review of draft documents to be sure they will serve the membership and the industry. Each Chapter should have an organized method of responding to Institute Committee requests for assistance.

Keeping the Industry Informed – There is a very close parallel between keeping the Chapter Membership informed and keeping the industry informed. The issues are basically the same, just the intended audience has change and the larger audience may require a change in the methods of communication. The local CSI Chapter is still the “face” of CSI to the local audience as Chapter Members are a part of the local industry. Chapter should see themselves as the conduit by which local questions about the use of CSI documents are referred to the right place and that the questions receive answers.

Chapter Technical Programs – The diverse nature of every Chapter's Membership makes it an ideal forum to address local design or construction industry issues related to improving communications among the parties. Further, it is not necessary for a Chapter to work along, problem solving is a good way to involve other organizations and initiate joint activities. It is expect that every Chapter can easily identify one or more issues that are a concern to the local design and construction community. If the Chapter undertook a program that would lead to the solution of a single problem, it has increased the value of Chapter Membership. A booklet entitled “The Blue Book – Procedural Recommendations for the Maine Building Industry” was distributed to all that attended the workshop as an example of joint activity to address local issues. This booklet is a joint activity of the Maine Chapters of AGC, ABC, AIA, ACEC, CSI and American Society of Professional Estimators and is periodically updated for the benefit of the industry and the material is jointly recommended by all of the participating organizations. The material is not highly technical but rather it addresses a variety of issues that have been seen as problem area by one or more of the represented organizations. The intent of the booklet is to provide a better understanding by all parties as they relate to a specific area and to provide some guidance as to the appropriate solutions. This publication has been greatly used by public and governmental agencies as an indication of expected procedure. (May be accessed through the Library page on the Maine Chapter website - www.mecsi.org)

Summary – Each Chapter needs to provide an appropriate level of services to their own members and to the local industry as a way of increasing the value of the Chapter to the Members. Each Chapter may have different issues but all have some common responsibilities such as keeping their membership informed of Changes that are occurring or have occurred in CSI Technical Documents. Chapters have the expertise to be good in helping their local design/construction industry solve industry problems or issues. These are all areas that should be a part of a Chapter's “Technical Program” and if should become a major benefit to the Chapter Membership.

The Bridge.

Northeast Region FY 2011 Committee Chairs

Webmaster/Website Chair

**Richard A. Eustis, PE, FCSI, Lifetime
Member, CCCA, CSC**

35 Pride St.

Old Town, ME 04468-1925

207-827-2238

eustis@infionline.net

CSI History

Do you keep your own CSI history? Does your Chapter, your Region or the Institute? Does it reside in yellowing documents in a lost cardboard box in someone's cellar? In my case when it came time to consider my CSI history, I found bits and pieces of it in some very unlikely places. I also found significant pieces existed only in the fading memories of myself and old friends. More than a few early mornings close to deadlines I found myself wishing for a better way. Like maybe a Virtual Office somewhere in cyberspace where I could find, copy and paste 42 years of CSI history. Now read here about the NE Region's Virtual Offices' existence on www.neregioncsi.org. Help keep CSI History by volunteering to fill those Virtual Office filing cabinets. You are sure to be doing someone a big favor ... and it might even be you.

Ol' Argyle

Webmaster's Message

Virtual Offices on the NE Region Website

Did you realize that the NE Region Website includes a series of "Virtual Offices" that were intended to be a place for the Region, Chapters, Committees or others to archive documents and make them available to a defined group of members. If you have never "logged-in" to the Region website possibly you did not know these even existed. After a member logs-in, the member should find a new entry "Virtual Office" on the left navigation bar. If one hovers their mouse over this heading it will show the list of "Virtual Offices" to which the member has access. Every Region Member has access to at least one virtual office and many may find they have access to several depending upon their Chapter or Region leadership position.

For example, all members of the Region Board have access to two virtual offices that are important to their duties, "Region Board" and "Region Board and Annual Meeting Minutes". The first, "Region Board" contains all of the reports, recommendation, and other documents that could be found relating to the Region Board beginning with information from FY1999. In the event any Region Board Member wishes to find any information that is on file relative to the Region Board, it available in this Virtual Office and filtering the information by "Title" will organize the information generally by Fiscal Years. The other virtual office of specific interest to Region Board Members is the "Region Board and Annual Meeting Minutes" Virtual Office. This Virtual Office is really a sub-set of the Region Board Virtual Office and only contains the "Approved Minutes" of the various meetings.

Every Chapter has their own Virtual Office and access is normally limited to the members of that particular Chapter's Board but others can be given access at the request of the Chapter. Each of these Chapter Virtual Offices can contain whatever the Chapter wishes to archive in their Virtual Office. In addition each Chapter's Virtual Office holds a copy of the reports their Chapter's Region Director has submitted to the Region Board Meeting in the past. Any new Chapter "Region Director" can view the past reports from that Chapter. Some Chapters have used their Chapter Virtual Office as a place to archive past Chapter Board Meeting Minutes, listings of Chapter Award recipients or copies of Chapter Newsletters. Each Chapter can archive whatever they choose. Are your chapter leaders still transferring responsibilities with documents in a cardboard box, or even worse with a handshake and no records? Maybe it's time for you to consider a Virtual Office.

Every Region Committee also has a Virtual Office that is accessible by the members of that Committee. Again these virtual offices contain previous reports submitted by Region Committee Chairs or other information that may be relevant for that particular committee. For example, the "Conference Host Committee" Virtual Office contains a variety of information pertaining to past Region Conferences such as minutes of Host Committee Meetings, Conference Promotional Material or Reports of Conference Host Committees.

If there is a demonstrated need, a new "Virtual Office" can be created on short notice and access provided to the appropriate group of Region members. These Virtual Offices are only one of the services that are available on the Region website.

The Bridge.