



NORTHEAST REGION ANNUAL MEETING

The annual meeting of the Northeast Region of the Construction Specifications Institute, Inc. convened on October 21, 2006 at the Hudson Valley resort and Spa in Kerhonkson, NY. The following are the meeting minutes:

1.0 Call to Order: At 3:00 PM by Region President Mike Debiak

2.0 Roll Call of Chapters: 11 out of 15 chapters present. Chapters absent: Buffalo-Western New York, Rhode Island, Eastern New York, and New Hampshire. After calling the Role it was stated that a quorum was present. Hearing no objections from the floor the business of the Region commenced in accordance with the remainder of the agenda.

3.0 Acceptance of the Standing Rules: Unanimously accepted.

4.0 Treasurer's report on the financial status of Region: Roy Olsen, Northeast Region Treasurer gave a summary of the financial state of the Region. The state of the Northeast Region is very healthy. Approximately \$6,000 will be returned to the Chapters in the form of rebates. The region's year end assets totaled \$87,429.96.

5.0 Board Actions:

1. Board has adopted a formal document titled the "Code of Conduct", which establishes acceptable standards of conduct.
2. Board has adopted a policy of returning excess funds to the chapters in the form of rebates.
3. The interim Administrative References were adopted by the Board, which included the elimination of the 6% Rule for attendance and a revision to the distribution of profits from a chapter hosted conference.

6.0 Resolutions from floor: Dick Eustis, Chair of Bylaws and Administrative References Task Team, upon the recommendation of Region Legal Counsel, put forth a written resolution to extend the protection provided by New Hampshire law to protect non-profit corporation officers and committee chairs for FY '06. The motion was seconded.

Martin Helly, Worcester Chapter, made a motion to suspend the standing rules to take action on the resolution put forth. The motion was seconded and carried unanimously. Dick Eustis' original motion then carried unanimously.

7.0 Other business: The region nominating committee is actively seeking nominations for the positions of Secretary and Treasurer. Mike Debiak announced that we have two valid candidates (T.J. Gottwalt and Scott Tobias) for the Institute Director position being vacated by Ted Healy.

8.0 Adjournment: Motion to adjourn was made and seconded. Motion passed unanimously at 3:37 PM.

Respectfully submitted,

T.J. Gottwalt, AHC/CDC, CSI, CCPR
Secretary, ProTem, Northeast Region CSI

Approved November 2, 2006

A handwritten signature in blue ink, appearing to be 'Mike Debiak', written in a cursive style.

Mike Debiak, CSI, CDT, MAI
President, Northeast Region CSI