



# NORTHEAST REGION CSI FY2010 ANNUAL MEETING

Meeting Minutes August 29, 2009

Ft William Henry Conference Center -Lake George, NY

1. **Call to Order** – President Eustis welcomed everyone and called the meeting to order at 8:00AM
2. **Roll Call to determine Quorum** –A roll call was taken by Secretary Healy. All chapters were present with at least one representative. In addition to the members that responded to the “Chapter Roll Call” there were 28 voting members present for the Annual Meeting.
3. **Adoption of Standing Rules** – C. Bowne made motion to accept standing rules for this meeting, seconded and passed
4. **Adjustments in the Agenda** – President Eustis called for adjustments and except for deferring agenda item 12 there were none.
5. **President’s Report on the State of the Region** – President Eustis noted the Region had been relatively inactive over the past several years and the intent under the new governance model was to increase Region activity, especially the activity of Region Committees. He reminded those in attendance that in many cases, Chapters had membership in a Region Committee as the result of serving as a Chapter Committee Chair. Eustis noted that the Region still lacked a Region Technical Committee Chair and urged all Chapters to search their membership for someone to fill this capacity. He indicated that NE Region Chapters should become more involved with the Institute Awards Program as there were many members of the Region that deserved being nominated. He also reminded those in attendance that the Region was still searching for a host for the next Region Conference.
6. **Minutes of Previous Meetings** - As there was no quorum at the FY2009 Annual Meeting, no business was transacted.
7. **Treasurer’s Report on financial state of the Region** – Treasurer Barrett reported that the Northeast Region’s Equity/Net Worth as of 6/30/09 was \$61,829.81.
8. **Resolutions received prior to Meeting** – Two resolutions the intent of which is to extend the liability protection provided by the Region’s incorporation under the State of New Hampshire non-profit law to all Region Officers, Directors. Region Committee Chairs and Chapter Presidents performing official services for the NERegion were received from the Bylaws and Administrative References Task Team - **FY2009 Annual Meeting Resolution on Liability** moved by Healy seconded and approved unanimously after a brief explanation by President Eustis. Attachment A

**FY2010 Annual Meeting Resolution on Liability** moved by Healy seconded and approved unanimously Attachment B

**Other Resolutions** - No other resolutions were received

**9. Resolutions from the Floor** – No resolutions were presented from the floor

**10. Other Business** - None

**11. Chapter Highlights presented by each Chapter President or designee** – One positive accomplishment in FY2009 and two planned for FY2010

CHAPTER	SUCCESS STORIES & BEST PRACTICES
Metro NY	<ul style="list-style-type: none"> <li>• The FY2009 NER Conference</li> <li>• Next years Chapter Trade Show</li> <li>• An increase in Chapter Scholarships</li> </ul>
Boston	<ul style="list-style-type: none"> <li>• Relocation of primary meeting venue to more accessible location</li> <li>• New technical programs</li> <li>• Committee involvement</li> </ul>
Buffalo	<ul style="list-style-type: none"> <li>• Luncheons (rather than dinner meetings)</li> <li>• recruiting new members</li> </ul>
Hartford	<ul style="list-style-type: none"> <li>• Technical programs</li> <li>• Maintain good programs for dinner meetings</li> <li>• Track attendance and reach out to non-members</li> </ul>
Syracuse	<ul style="list-style-type: none"> <li>• Higher quality technical programs</li> <li>• Increased attendance</li> <li>• Add value to dues by increasing emerging professional attendance/memberships</li> <li>• Plan to create chapter “Facebook” and “linked in” accounts</li> </ul>
Rochester	<ul style="list-style-type: none"> <li>• Tour of Frank Lloyd Wright house a success</li> <li>• Architect firms golf league, collaboration with CSI and gain new young members</li> <li>• Joint meetings with Syracuse &amp; Buffalo chapters</li> <li>• More panel discussions are popular</li> </ul>
Rhode Island	<ul style="list-style-type: none"> <li>• Increased attendance to 80-100 people</li> <li>• Numerous joint events with affiliate organizations (e.g., AIA, AGC, NAWIC, ASHRAE, SEA, etc.)</li> <li>• Academic Affairs Committee in collaboration with Publicity Committee to increase exposure to educational institutions</li> <li>• Convert more emerging professionals to members and ultimately board members or active volunteers</li> </ul>
New Jersey	<ul style="list-style-type: none"> <li>• Brainstorming sessions</li> <li>• Communication via website, launch new website</li> <li>• Directory of manufacturer’s rep’s categorized by MasterFormat Divisions</li> <li>• Membership efforts from college professors</li> <li>• Formed new AIA Committee for Emerging Professionals</li> </ul>
Maine	<ul style="list-style-type: none"> <li>• Outstanding Chapter commendations for last 3 consecutive years</li> <li>• 4 meetings on different college campuses</li> </ul>

	<ul style="list-style-type: none"> <li>Annual symposium for local construction industry with students</li> </ul>
Eastern NY	<ul style="list-style-type: none"> <li>Increase student involvement</li> <li>Recharge membership after planning for conference</li> <li>Programs - continued presentations with CEU's</li> </ul>
Vermont	<ul style="list-style-type: none"> <li>Offering reimbursement for professional certification program to increase value of membership and increase certification awareness and interest</li> <li>Paying full or partial cost of A/E apprenticeships, hope to convert emerging professionals into members</li> <li>Paying for student memberships based on certification exam grades</li> </ul>
Worcester	<ul style="list-style-type: none"> <li>Membership drive -7 new member</li> <li>Repeat all elements of membership drive</li> <li>Board members each mentor new members in an effort to recruit board members</li> </ul>
Housatonic	<ul style="list-style-type: none"> <li>Robust and award-winning newsletter and website</li> <li>Attendance is up but membership has dropped</li> <li>Golf outing and picnic is a successful venue</li> <li>Student competition to incite active involvement of students and emerging professionals</li> </ul>
Long Island	<ul style="list-style-type: none"> <li>Presentations for universities, forming a student affiliate chapter, increase student membership</li> <li>40<sup>th</sup> anniversary dinner, reached 4% increased membership</li> <li>Successful chapter meetings, joint chapter events, tours of LEED project</li> </ul>
New Hampshire	<ul style="list-style-type: none"> <li>Vary meeting locations, diverse venues accessible to college campuses</li> <li>Reach out to emerging professionals via college curriculum and professors</li> <li>Educational seminar interesting topics to students and emerging professionals (e.g., BIM, IDP)</li> </ul>

**12. Summary of Region Board Meeting activity** – deferred to Region Forum

**13. Other comments or questions** – None

**14. Adjournment** – C. Bowne moved to adjourn at 9:05AM approved by acclamation

Submitted by Edward M. Healy, RA, FCSI, CDT - Secretary, Northeast Region CSI

Accepted on January 29, 2010 in accordance with the NER Administrative References Policy Part 4 Standing Rules of the Annual Meeting by the FY2009 NER Executive Committee

*Richard Eustis* \_\_\_\_\_ President - Richard Eustis, P.E. FCSI,

*W. Calvin Bowne* \_\_\_\_\_ Vice President - W. Calvin Bowne, FCSI,

*Roland M. Barrett, CSI* \_\_\_\_\_ Treasurer - Roland Barrett, CSI

 \_\_\_\_\_ Secretary - Edward M. Healy, RA, FCSI, CDT

# Northeast Region Construction Specifications Institute

FY2009 Annual Meeting –August 16, 2008

(Recommended by Region Legal Counsel and submitted by Richard A Eustis, PE, FCSI, CCCA, Chair of the Region Bylaws & Admin References Task Team – The intent of this Resolution is to extend the liability protection provided by the Region’s incorporation under the State of New Hampshire non-profit law to all Region Officers, Directors, Region Committee Chairs and Chapter Presidents performing official services for the NE Region)

## Resolution

Be it resolved:

1. That the attached list of names of officers, directors and committee chairs of each and all of the region committees of the Northeast Region Construction Specifications Institute and the Chapter Presidents of the NE Region be and it hereby is, recognized as the official list of the officers and directors, and the officers be and each hereby is, authorized and directed to file said list with the annual filings of the Northeast Region Construction Specifications Institute with the State of New Hampshire.
2. That all the actions and decisions taken by each and every officer, director and committee chair of each region committee of the Northeast Region Construction Specifications Institute during the last year and every Chapter President, which are consistent with the Articles of Agreement, By-Laws, Administrative References and Board resolutions, be and each is, hereby ratified, affirmed and approved.

## Annual Meeting –August 16, 2008

### List of Officers, Directors, Committee Chairs and Chapter Presidents for FY2008

#### **Officers**

##### President

Michael Debiak, CSI, CDT  
104 Harvey Jones Drive  
Jackson, NJ 08527

##### Hartford

David Gorden, CSI, CCS  
38 Tanglewood Road  
Farmington, CT 03032

##### Vice President

Scott Tobias, CSI, CDT, AHC  
ASSA ABLOY  
12 Phyllis LN  
Rock Tavern, NY 12575

##### Syracuse

Charles Laun, CSI, CDT  
Beardsley Design Associates  
64 South Street  
Auburn, NY 13021

##### Secretary

Ruma Som, CSI, CDT  
ASSA ABLOY DSS  
462 Sheffield Road  
Ridgewood, NJ 07450

##### Rochester

Charles Battle, CSI  
Battle Construction Company  
760 Canning Parkway  
Victor, NY 15464

##### Treasurer

Roy C. Olsen, RA, CSI, CDT  
JCJ Architecture  
38 Prospect St  
Hartford, CT 06103

##### Rhode Island

William Tracey, CSI, CDT  
Trac Builders, Inc  
1761 Plainfield Pike  
Johnston, RI 02919

#### **Directors**

Metropolitan New York , CSI-I  
Luis Rosario-Lluveras  
42 E Burgess Dr.  
Piscataway, NJ 08854

##### New Jersey

Susan Sheffmaker  
Sheffmaker, LLC  
262 Redmond St  
New Brunswick, NJ 08901

##### Boston

Don Bannon, CSI, CDT  
MBTA  
11 Pleasant St  
Wenham, MA 01984

##### Maine - From 7/1/2007 to 12/12/2007

Bradford Armstrong , CSI, CCPR  
PO Box 255  
Raymond, ME 04071

##### Buffalo-Western New York

James Grucella, CSI  
Thermal Foams, Inc  
2101 Kenmore Ave  
Buffalo, NY 14207

##### Maine - From 12/13/2007 to 6/30/2008

Richard A. Eustis, PE, FCSI, CCCA  
35 Pride St  
Old Town, ME 04468

Eastern New York  
John Van Oort, RA, CSI, AIA  
Studio Seven Architects  
258 Ushers Road  
Clifton Park, NY 12065

Vermont  
Victoria Rickert, CSI, CDT  
Best Tile of Vermont P. O. Box 1641  
Williston VT 05495

Worcester County  
Roland Barrett, CSI  
SimplexGrinnell LP  
22 Nancy Road Milford., MA 01757

Housatonic  
Arthur Sanders, CSI, AIA  
Hoffman Architects, Inc  
2321 Whitney Ave; 2<sup>nd</sup> Floor  
Hamden, CT 06518

Long Island New York  
Chris Geiger, CSI, CDT  
12 Arrow St  
Selden, NY 11784

New Hampshire  
Tom Minnon, CSI, CCPR, LEED  
YKK Architectural Products  
9 Datillo Road  
Derry, NH 03038

#### **Committee Chairs**

Academic Affairs/Liaison Committee  
Richard A. Eustis, PE, FCSI, CCA  
(See address above)

Awards Committee  
James Grucella  
(See address above)

Certification Committee  
George Rosamond, FCSI, CCS, AIA  
Lothrop Associates Architects  
200 Summit Lake Drive  
Valhalla, NY 10595  
FY2009 NE Region Annual Meeting  
Officer, Director, Chapter President Liability

Electronic Communications & Website  
Richard A. Eustis, PE, FCSI, CCA  
(See address above)

Finance Committee  
Roland Barrett  
(See address above)

Membership Committee  
Edward Healy, RA, CSI, CDT  
Edward M. Healy, Architect  
625 Boston Turnpike  
Shrewsbury, MA 01545

Planning Committee  
Scott Tobias, CSI, CDT, AHC  
(See address above)

Professional Development/Education  
Committee  
W. Calvin Bowne, Jr., FCSI  
Bowne Associates  
315 Shaver St  
N. Syracuse, NY 13212

Publications Committee  
Michael Debiak, CSI, CDT  
Address: see above

Technical - Committee From 7/1/2007 to  
9/30/07  
Martin Helly, CSI, CDT  
M H Specs  
184 Greenwood Drive  
Florence, MA 01062

Technical Committee - From 10/1/07 to 6/3-  
/08  
Clifford Marvin, CSI, CCS, LEED  
460 40<sup>th</sup> Street Apt 1R  
Brooklyn, NY 11232

Task Team - Bylaws & Administrative  
References  
Richard A. Eustis, PE, FCSI, CCA  
(See address above)

Task Team - Governance  
Timothy J Gottwalt, CSI, CCPR, AHC  
FSB USA  
1 Bishop Lane  
Madison, CT 06443

FY2008 Region Conference Host Chapter  
Committee  
Bradford Armstrong , CSI, CCPR  
PO Box 255  
Raymond, ME 04071

FY2009 Region Conference Host Chapter  
Committee  
Scott Tobias, CSI, CDT, AHC  
(See address above)

Kenneth Gehringer, CSI, CCCA  
H2M Group  
575 Broad Hollow Rd  
Melville, NY 11747

FY2010 Region Conference Host Chapter  
Committee  
John Van Oort, RA, CSI, AIA  
(See address above)

**Chapter Presidents**  
Metropolitan New York  
Scott Tobias, CSI, CDT, AHC  
(See address above)

Boston  
William Waterston, RA, CSI, CDT  
Wiss, Janney, Eistner Associates, Inc  
245 First Stree  
Cambridge, MA 02124

Buffalo-Western NY  
Christopher Picone  
Picone Construction Corporation  
8680 Main St  
Williamsville, NY 14221

New Jersey  
Gerard P. Heininger, Sr., CSI  
Englert, Inc  
15 Linda Dr.  
Jackson, NJ 08527

Hartford  
David Newman, RA, CSI, CDT  
JCJ Architecture  
38 Prospect St  
Hartford, CT 06103

Syracuse  
Charles C. Laun, CSI, CDT  
Beardsley Design Associates  
64 South Street  
Auburn, NY 13021

Rochester  
Guy LaMonaco, CSI, CCS  
129 Canterbury Road  
Rochester, NY 14607

Rhode Island  
William Tracey, CSI, CDT  
(See address above)

Maine  
Jeffery Larimer, CSI  
Harriman Associates  
One Auburn Business Park  
Auburn, ME 04210

Eastern New York  
Jeffery N. Hedlund, CSI  
Trowel Trades Supply, Inc.  
3585 State Hwy 206  
Bainbridge, NY 13733

Vermont  
John P. Ostrum, CSI, CDT  
State of Vermont, Dept. of State Buildings  
2 Governor Aiken Ave.  
Montpelier, VT 05633

Worcester County  
Neil Dixon  
Dixon Salo Architects, Inc  
501 Park Ave Suite 210  
Worcester, MA 01610

Housatonic  
Roy C. Olsen, RA, CSI, CDT  
(See address above)

Long Island  
Kenneth Gehringer, CSI, CCCA  
H2M Group  
575 Broad Hollow Rd  
Melville, NY 11747

New Hampshire  
William . North Sturtevant, CSI  
JSA, Inc  
56 Green St  
Portsmouth, NH 03801

**\* END OF LIST \***



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Scott Tobias, CSI, CDT, AHC  
ASSA ABLOY  
12 Phyllis LN  
Rock Tavern, NY 12575

##### Vice President

Howard Levine  
45 Sloan Drive  
Farmington, MA 01701

##### Secretary

Ruma Som, CSI, CDT  
ASSA ABLOY DSS  
462 Sheffield Road  
Ridgewood, NJ 07450

##### Treasurer

Roland Barrett, CSI  
22 Nancy St  
Milford, MA 01757

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Metropolitan New York  
Luis Rosario-Lluveras, CSI, CDT  
42 E Burgess Dr.  
Piscataway, NJ 08854

##### Boston

Don Bannon, CSI, CDT  
MBTA  
11 Pleasant St  
Wenham, MA 01984

##### Buffalo-Western New York

James Grucella, CSI  
Thermal Foams, Inc  
2101 Kenmore Ave  
Buffalo, NY 14207

##### Hartford

David Newman, RA, CSI, CCS, NCARB  
JCJ Architecture, Inc.  
38 Prospect St  
Hartford, CT 06103

##### Syracuse

W. Calvin Bowne Jr., FCSI  
Bowne Associates – Architects  
315 Shaver Ave.  
N. Syracuse, NY 13212

##### Rochester

Charles Battle, CSI  
Battle Construction Company  
760 Canning Parkway  
Victor, NY 14564

##### Rhode Island

Tracey Powell, CSI  
7 Independence Way  
Franklin, MA 02038

##### New Jersey

Susan Sheffmaker  
Sheffmaker, LLC  
262 Redmond St  
New Brunswick, NJ 08901

##### Maine

Richard A. Eustis, PE, FCSI. CCCA  
35 Pride St  
Old Town, ME 04468

##### Eastern New York

John Van Oort, RA, CSI, AIA  
Studio Seven Architects  
1 Pine West Plz Suite 109  
Albany, NY 12205

Vermont  
John Gant, CSI, CCPR, AHC  
Ingersoll-Rand Security and Safety  
1731 Richmond Road  
Hinesburg, VT 05461

Worcester County  
Edward Healy, RA, FCSI, CDT  
625 Boston Tpke  
Shrewsbury, MA 01545

Housatonic  
Jay Strother, CSI  
Structure Technologies Company, LLC  
6 Rebel Ln  
Darien, CT 06820

Long Island New York  
Chris Geiger, CSI, CDT  
12 Arrow St  
Selden, NY 11784

New Hampshire  
William North Sturtevant, CSI  
JSA, Inc.  
55 Green St  
Portsmouth, NH 03801

### **Committee Chairs**

Academic Affairs/Liaison Committee  
Richard A. Eustis, PE, FCSI, CCCA  
(See address above)

Awards Committee  
Roy Olsen, RA, CSI, CCS  
JCJ Architects  
38 Prospect St  
Hartford, CT 06103

Certification Committee  
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Lothrop Associates Architects  
200 Summit Lake Drive  
Valhalla, NY 10595

Education Committee  
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H2M Group  
575 Broad Hollow Rd.

Melville, NY 11747

Electronic Communications & Website  
Richard A. Eustis, PE, FCSI, CCCA  
(See address above)

Finance Committee  
Roy Olsen, RA, CSI, CCS  
(See address above)

Membership Committee  
Tim Hurley, CSI  
PO Box 4034  
Albany, NY 12204

Planning Committee  
Scott Tobias, CSI, CDT, AHC  
(See address above)

Publications Committee  
Michael Debiak, CSI, CDT  
Address: see above

Technical - Committee From 7/1/2008 to 1/15/08  
Clifford Marvin, CSI, CCS, LEED  
460 40<sup>th</sup> Street Apt 1R  
Brooklyn, NY 11232

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H2M Group  
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(See address above)

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Scott Tobias, CSI, CDT, AHC  
(See address above)

Boston  
Brian Neely, RA, CSI, CDT  
Gale Associates  
163 Libbey Parkway; PO Box 890189  
Weymouth, MA 02189

Buffalo-Western NY  
Timothy Downey, CSI  
B.R Johnson, Inc  
90 Liberty Terrace  
Buffalo, NY 14215

New Jersey  
Ruma Som, CSI, CDT  
(See address above)

Hartford  
David Newman, RA, CSI, CDT  
JCJ Architecture  
38 Prospect St  
Hartford, CT 06103

Syracuse  
Charles C. Laun, CSI, CDT  
Beardsley Design Associates  
64 South Street  
Auburn, NY 13021

Rochester  
Guy LaMonaco, CSI, CCS  
129 Canterbury Road  
Rochester, NY 14607

Rhode Island  
Scott Danzer, CSI

Project Controls, Inc.  
72 Clark Ave.  
Cranston, RI 02920

Maine  
David Early, CSI, CCCA  
University of Southern Maine  
96 Falmouth St – PO Box 9300  
Portland, ME 04104

Eastern New York  
Jeffery N. Hedlund, CSI  
Trowel Trades Supply, Inc.  
3585 State Hwy 206  
Bainbridge, NY 13733

Vermont  
John P. Ostrum, CSI, CDT  
State of Vermont, Dept. of State Buildings  
2 Governor Aiken Ave.  
Montpelier, VT 05633

Worcester County  
Neil Dixon  
Dixon Salo Architects, Inc  
501 Park Ave Suite 210  
Worcester, MA 01610

Housatonic  
Roy C. Olsen, RA, CSI, CDT  
(See address above)

Long Island  
Kenneth Gehringer, CSI, CCCA  
H2M Group  
575 Broad Hollow Rd  
Melville, NY 11747

New Hampshire  
Lisa Kavarmos, CSI, CDT  
JSA Architects, Inc.  
6 Wendell Drive  
Brentwood, NH 03833

**\* END OF LIST \***