



## Northeast Region CSI, Inc. | FY2015 Fall Virtual Board Meeting

Thursday, November 20, 2014 | Via Teleconference

# MEETING MINUTES

### Board Members in Attendance:

Tracey Powell - President (FY15) \*  
Howard Levine - Vice President (FY16) \*  
Rebecca Campbell - Treasurer (FY16) \*  
Cliff Marvin - Secretary (FY15) \*  
Cynie Linton - Boston Director (FY15) \*  
Scott Bergsbaken - Hartford Director (FY15) \*  
Guy Yvon Page - Long Island Director (FY15) \*  
Doug Rice - Maine Director (FY16) \*  
Richard Saklad - New Hampshire Director (FY16) \*  
Emanuele Incorvaia - New Jersey Director (FY15) \*  
Maria Smith - Rhode Island Director (FY16)  
Geoff Reed - Rochester Director (FY16) \*  
John Dwyer - Syracuse Director (FY15) \*  
Cam Featherstonhaugh - Vermont (FY15) \*  
Marty Helly - Worcester Director (FY16) \*

\* indicates those present at Call to Order to establish a quorum

### Board Members Absent:

Anthony Gorski - Buffalo Director (FY16)  
Stephen Van Hoose - Eastern NY Director (FY16)  
Roy Olsen - Housatonic Director (FY16)  
Anthony Drummond - Metropolitan NY Director (FY15)

### 1. Welcome Remarks

**1.1 Call to Order –12:05 PM, Roll Call and Introduction of Officers and Board, Quorum present.**

#### 1.2 Orientation:

- 1.2.1 Tracey presented a set of slides about the Region structure, and the roles and responsibilities of Region Directors and Committee Chairs, including functioning as a liaison to Region Committees (see powerpoint posted on NER website).
- 1.2.2 Region Directors were further advised to refer to the Region as “We” rather than “They” when they bring news back to the chapters.

### 2. Approval of Minutes of FY14 Summer Virtual Board Meeting (August 14, 2014)

**2.1 MOTION:** Levine, second Helly.

**2.2 VOTE:** No objections.

### 3. Financial Status Report by Treasurer

#### 3.1 Treasurer’s Report

**3.1.1 MOTION:** Helly, second Linton.

**3.1.2 VOTE:** No objections.

**3.2** Audit Committee to finalize report.

**3.3** Rebecca distributed rebate checks at ABX, and will distribute the remaining checks via USPS.

### 4. Old Business

4.1 Powell announced committee chair appointments, and requested volunteers to chair the remaining committees.

4.1.1 Chairs Appointed:  
Awards Committee – Steven Van Dyke  
Certification – Tom Scarlatta  
Finance – Kevin Phillips  
Nominating – Rebecca Campbell  
Planning – Brian Neeley  
Program – Marty Helly

4.1.2 Chairs Needed:  
Education (Academic, Technical)  
Membership  
Website/Publications

#### 4.2 Committee Liaison Assignment

4.2.1 Liaisons Assigned:  
Awards – Marty Helly  
Education – Doug Rice  
Membership – Cynie Linton

4.2.2 Liaisons Needed:  
Certification  
Finance  
Nominating  
Planning  
Conference/Event  
Website

4.2.3 Contact VP Levine to volunteer as a liaison.

4.2.3.1 Rich Saklad volunteered to be liaison to the Website Committee.

4.2.3.2 Cam Featherstonhaugh volunteered to be liaison to the Planning Committee.

4.2.3.3 Powell will determine remaining assignments in the event no one steps forward to volunteer.

### 5. New Business

#### 5.1 Recommendations: Formal recommendations posted on NER website.

##### 5.1.1 DSA Jury Qualifications:

5.1.1.1 Change Region policy to stipulate seven members on the jury to include two (2) past Institute Directors, past Region Officers, or past DSA Recipients, two (2) current or former Region Directors, two (2) members at large, and the Chair of the Region Awards Committee, with staggered two year appointments. Those serving on the jury are not eligible for consideration of the award.

5.1.1.2 **MOTION:** Helly, second Linton.

5.1.1.3 **VOTE:** No objections.

##### 5.1.2 Awards Deadline Recommendation

5.1.2.1 Move the deadline from December 15<sup>th</sup> to February 15<sup>th</sup>.

5.1.2.2 **MOTION:** Helly, second Linton.

5.1.2.3 **VOTE:** No objections.

##### 5.1.3 Conference Rotation (see powerpoint for history)

5.1.3.1 Create a fifteen year rotating schedule for chapter conference assignments.

5.1.3.2 **MOTION:** Helly, second Levine.

5.1.3.3 Discussion: Bergsbaken (Hartford) is very concerned his chapter is not able to host a conference due to their shrinking roster and a lack of volunteers. Due to the time constraint for this meeting, a new motion was made to table the discussion until our next face-to-face meeting.

5.1.3.4 **MOTION:** Levine, second Linton.

5.1.3.5 **VOTE:** No objections.

### 6. Region Events

**FY15 Winter Virtual Board Meeting – February 2015.**

**FY15 Virtual Board Meeting – Election**

**FY15 NE Region Conference "The Art of Sustainability" May 14<sup>th</sup> to 16<sup>th</sup>, 2015**

**FY16 Summer Virtual Board Meeting – July 2015.**

**CONSTRUCT – Sept. 2015 in St. Louis, MO.**

**Region Caucus at CONSTRUCT**

**FY16 Fall Board Meeting** – location and date to be determined.

**FY16 Winter Virtual Board Meeting**

**6.1 FY15 Region Conference – Williamstown, MA**

6.1.1 Refer to powerpoint for details of scheduled Technical Programs and Leadership Sessions.

6.1.2 Sponsor package in online now at NER website.

6.1.3 Attendee package will be posted later this month.

6.1.4 Helly will be distributing a chapter meeting powerpoint to all NER chapters to promote the event.

**6.2 FY16 Region Conference – TRI-HOSTED EVENT.** The Metro NY, New Jersey and Long Island chapters are preparing a proposal to jointly host the 2016 NER conference.

**6.3 Construction Forecast Meetings**

6.3.1 McGraw Hill has agreed to provide interested chapters with a program forecasting construction startups in 2015.

6.3.2 Worcester, Rhode Island and Vermont have already expressed their preferred dates. Four more joint chapter presentations are being planned, locations to be determined.

6.3.3 Boston and Eastern NY have requested a different topic.

6.3.4 Long Island and Syracuse have declined.

**7. Nominating Committee**

**7.1 Status of Appointees**

7.1.1 New Hampshire, New Jersey and Rochester have not made appointments to the Committee. Every other chapter in the Region is represented on the Committee.

7.1.2 Marvin to send reminder to chapters still not represented on the Committee.

**7.2 Officers to be Nominated (Jul '15 to Jun '17)**

7.2.1 Region President

7.2.2 Region Secretary

**8. Consent Agenda**

**8.1 MOTION:** Helly motioned to table approval of consent agenda due to the lack of time for discussion, and accept reports at an undetermined virtual meeting in the coming weeks, second Marvin.

**8.2 VOTE:** No objections.

**9. Closing Remarks**

**9.1** Next Board Meeting - Winter Virtual – TBA.

**10. Adjournment**

**10.1 MOTION TO ADJOURN:** Powell, Second Bergsbaken. Meeting adjourned at 1:15 pm.

**<<End of Minutes>>**

Submitted by:

Clifford Marvin, NER Secretary