



NORTHEAST REGION BOARD OF DIRECTORS MEETING

Board Meeting Minutes: October 11, 2001 – **APPROVED**

Basin Harbor Club, On Lake Champlain, VT

Executive Committee Present:

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| Graig F. Davis, CSI | President |
| James Wentworth, CSI, CCCA | Vice-President |
| T.J. Gottwalt, CSI, CDT, AHC | Secretary |
| Roland M. Barrett, CSI | Treasurer |

Board of Directors Present

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| Paul L. DiBona, CSI, CCS | Boston |
| Vincent R. Bernard, CSI, CDT | Buffalo-Western NY |
| Anthony J. Bianchi, Jr., CSI, CCS, RA | Eastern NY |
| Scott P. Celella, CSI, CCCA | Hartford |
| Jerry Cicciari, CSI, AIA | Long Island |
| Bradford W. Armstrong, CSI, CCPR | Maine |
| Michael Bean, CSI, CCS, AIA | Metro New York |
| Douglas R. Sargent, CSI | New Hampshire |
| Michael W. Debiak, CSI, CDT | New Jersey |
| Patrick D. Quinlan, CSI, CDT, AIA | Rhode Island |
| Joseph Argenta, CSI, CCS | Rochester |
| Louis J. Matrulli, CSI, CCS, CCCA | Syracuse |
| Jonathan M. Miller, CSI, CCS, CCCA, AIA | Vermont |
| Michael Lapomardo, CSI | Worcester |

Others Present

| | |
|----------------------|--------------------------------|
| Thomas Rauscher, CSI | Archi-Technology, LLC |
| Mark Weiner, CSI | FY03 Conf. Co-Chair |
| Mike Warner | FY03 Conf. Co-Chair |
| Tony Keane, CSI | Deputy Executive Director, CSI |

1.0 Call to Order:

President Davis, called the meeting to order at 8:12AM. A written agenda was distributed ahead of time via mail, and handed out at the meeting.

2.0 Approval of Minutes:

President Davis called for a moment of silence to remember the lives lost in the September 11th attacks.

Moved to approve minutes: Bean Seconded by Jonathan Miller
Accepted

3.0 Alliance Partnership - Archi-Technology, LLC:

Tom Rauscher gave an update on the status of the alliance the NER has with Archi-Technology, LLC. Site development was reviewed. Product information and members area have been added to the site. Server upgrades have improved the speed of the site as well. Tom described the Master Library.com site and the added features and benefits of the members area and student link program. L. Matrulli suggested we install a link from the NER web site to MasterLibrary.com's site.

4.0 Region Value:

VP Wentworth gave a presentation reviewing the value, service, support, and recognition that the Region provides to the region chapters, membership, conferences, and committees.

5.0 FY 2002 Financial Review:

R. Barrett reviewed a list of discussion items (listed in full in the treasurer's report, and numbered below) A recommendation was made (J. Miller) to have a designated, bonded, conference treasurer. Establishing common software would facilitate the exchange of financial information between the region and the conference. This could also facilitate a replacement for the region treasurer. M. Lapomardo, J. Miller, P. Quinlan, M. Weiner will help form an ad hoc committee to look into a better method of handling the conference finances.

Regarding item #4, Buffalo has paid in full. There was a question of \$400 for an ad that was not run. This money was given to the Vermont conference as a gift. Housatonic Chapter paid half of the amount shown, because of financial difficulty. The issue of the region accountant was discussed. Any donation in excess of \$250 needs to be acknowledged by the Region. There is a designation between a donation and a sponsorship; the latter cannot be used as a tax write-off. Roland would like to have an accountant fully audit the region books, review our financial records, analyze our tax status, make recommendations, and file tax returns.

Motion was made to authorize Barrett and Wentworth to proceed with the negotiations with Gary M. Gaffin Accounting, Inc., and also to have a bi-annual review of our financial statements included in the proposal to the region (J. Ciccari). Seconded (M. Debiak). Motion carried unanimously.

Motion was made to approve the Treasurer's Report as read and published (Sargent). Seconded (Lapomardo). Motion carried unanimously.

6.0 Outstanding Chapter Assessments:

Wentworth introduced the issue regarding outstanding chapter assessments, and described the history of the issue. Hartford and New Jersey both reported that they have sent checks in the amount to cover the \$7.50 assessment from FY'00 & FY'01. This means they would still owe \$5 per member in arrears for FY'00 and \$12.50 per member for FY'01. M. Debiak gave a history of the New Jersey chapter's situation and how they got to this point.

A motion was made (A. Bianchi) (J. Miller seconded) to have the exec board meet with the Hartford and New Jersey chapters to formulate a repayment plan for resolution to the dues in arrears, with a presentation to be given at the spring meeting. Motion carried (Yes-18, No-1)

7.0 Recommendations:

Members Dividend Program: Wentworth presented the recommendation as proposed by M.Owen (tabled time certain from the March '01 meeting) with modifications. Motion made to accept the recommendation as proposed (Matrulli/Miller). Motion carried.(2- opposed)

Change to Assessment Due Date: Wentworth presented the recommendation as proposed by M.Owen (tabled time certain from the March '01 meeting) with modifications. Motion was made to accept the recommendation (Debiak/Cicciari) as proposed. Motion carried, 2-opposed.

Region Partnership with Chapters Wentworth presented the recommendation as proposed by M.Owen (tabled time certain from the March '01 meeting) with modifications. Motion (Matrulli/Cicciari) was made to accept the recommendation as proposed. Discussion revolved around whether this documentation was really necessary. Motion did not carry (unanimous).

8.0 Standing Committee Reports: Awards Committee (L. Fornataro) – no report
Academic Liaison (E. "Ted" Healy) – waived due to schedule (presented at reconvened 10/13 meeting)
Certification Committee (A. Bianchi) - Certification exam was given 4-CDT, 1-CCS 1- CCCA, 4-CCPR (total of ten) at the Region meeting, first time ever.
Education Committee (J. Argenta) – no report
Membership Committee (P. Cantwell) – no report
Publications Committee (T. Lyons) – no report
Technical Committee (J. Miller) - Technical programs are in place for the region conference.

9.0 Ad Hoc Committee / Task Team Reports:

Governance / Region Organization (D. Pelletier) Wentworth read the resignation letter from Dennis Pelletier to the Region. Dennis resigned as a result of lack of participation and cooperation from the members of the Task Team. Celella proposed that we have a forum to discuss these issues. Miller suggested that Saturday afternoon would be a good forum for this.

Region Training & Leadership (J. Miller & P. DiBona) – waived due to schedule (presented at reconvened 10/13 meeting)

Information Exchange (J. Wentworth) – waived due to schedule (presented at reconvened 10/13 meeting)

Strategic Alliance Development Task Team (J. Wentworth) – waived due to schedule (presented at reconvened 10/13 meeting)

10.0 Institute Directors' Reports

Director Davis's Report – waived due to schedule (presented at reconvened 10/13 meeting)

Director Wentworth's Report – waived due to schedule (presented at reconvened 10/13 meeting)

11.0 Old Business

FY '02 Conference - Vermont / Boston - Status Report (J. Miller)

Conference Status Report

Miller gave a status report of the conference - 106 members coming. Approx. 210 people on site, 250 total attendance at the conference.

Conference Budget Review

Financially we are in the black by \$1,000 or so.

FY '03 Conference - Rhode Island - Status Report (M. Warner & M. Weiner)

Conference Description: Mike Warner gave a quick overview of next year's conference, and extended an invitation on behalf of Mark Weiner and himself (co-chairs). An invitation to visit Rhode Island's hospitality suite (Blue Bonnet) was extended to all. The theme will be "Providence, A Community Renaissance."

Conference Budget Review: Mark Weiner spoke about what they are doing to promote sponsorships, both for next year's conference, and future ones. The "Renaissance Faire" will attract industry wide participation with many affiliate organizations and attempt to give sponsors a return on their investment.

Conference Sponsorship Program Kick-off

12.0 New Business

FY '04 Conference – postponed due to schedule (presented at reconvened 10/13 meeting)

Ratification of Nominees for Institute Director, Industry – postponed due to schedule (presented at reconvened 10/13 meeting)

13.0 Next Meeting

March 29, 2002
Location TBD
Albany, NY

14.0 Adjournment

Wentworth was forced to re-schedule the final portion of the meeting for 2:30 on Saturday afternoon at Town Hall, Basin Harbor Club.
Motion made for recess (Bernard/Matrulli). Motion approved unanimously.

15.0 General Board Meeting Re-Convene (Saturday, October 13, 2001)

Additionally present at Saturday's meeting: Josephine Babiarz, NER Attorney

G. Davis re-convened the meeting at 2:30PM.

Paul DiBona reviewed the Cultures of Learning Program.

Information Exchange is not advancing as rapidly or as well as we would like. We had hoped to further the web site development through input of data and information onto the web site.

Strategic Alliance Development was discussed in the presentation from ArchiTechnology. We are expected to see revenue from this in the fourth quarter.

Davis reported on Institute activities, including meetings during the Dallas

convention. Wentworth reported that the board meeting in June in Dallas was very much a learning experience. In the beginning of August, James attended the director in training program for CSI in Alexandria. Wentworth stressed the importance of communication and follow-thru. In June, the board opened the discussion of the trade show and that the board voted to combine the trade show and the convention. The member classification vote and the use of the CSI initials for student members was mentioned. James is doing his best to meet with as many chapters as possible.

16.0 NEW BUSINESS

FY'04 conference - We need a candidate to host the '04 Region Conference. There have been no chapters that have stepped forward to date. Cicciari offered to look into the possibility that Long Island could host in '04. Any chapter with any interest at all is urged to contact the Region Executive Board P. DiBona recommended that we put a notice on the web site looking for a host chapter or chapters for the '04 Region Conference

T.J. read a Thank You letter from Anne DiBona for the scholarship she received.

Davis recommended that a reserve be established for the conference fund, before one of these conferences goes bad. Cicciari mentioned the possibility of "event insurance". Roland said he would check into it, including the possibility of CSI Institute having insurance available. DiBona raised the possibility that if we have insurance, there will not be as much incentive to the host chapter to raise funds for the conference.

Ratification of Nominees (Brad Armstrong/M.Lapomardo) for Institute Director, Industry – Douglas Caniglia, CSI was presented as the Nominating Committee's nominee. Approved unanimously (Josephine no vote)

Roland Barrett discussed the use of the Region's tax ID number by the NER Conference host chapter committee treasurer, and the liability problem that this creates. The Region treasurer has no control over the money utilized by the host chapter committee, yet he is responsible for the accounting of these funds. Roland's accountant confirmed that this is not a good situation, compounded by the fact that each chapter uses their own accounting software. Options: 1) Beginning FY04 Conference, the host chapter uses their own tax ID number. 2) Beginning FY04 Conference, the Region treasurer receives all monies, and disburses all checks for conference expenses. (Potential logistics problem.) P. DiBona suggested that the Region develops some structure to the issue in terms of software and procedures. Roland recommended the establishment of an assistant treasurer in order to expedite our tax ID and tax return for the region conference. (Sargent/Bianchi) made a motion to accept Roland's recommendation to create three region checkbooks. Miller friendly amendment that the motion be implemented beginning with the FY 04 conference, and the '03 conference send a copy of the statements to be sent ASAP. Motion carried (12-for, with two abstentions)

Davis asked for new business.

- 17.0** Quinlan asked for future conferences to have more seed money to market the conference. There is currently an account for seed money (\$3000) in the budget. Miller confirmed that it would have been nice to have more money available up front. M. Bean suggested that the minutes reflect that a recommendation was made to increase the seed money amount. DiBona/Wentworth made a motion to establish the amount of \$10,000 as seed money for the regional conference each year. Lapomardo made a friendly amendment that the host chapter make a formal request for the amount they require. This money will be designated in the '03 budget. Sargent spoke against this proposal based on the Region's current financial position. Sargent moved to shelf the discussion time certain until next meeting. Motion carried (12-for, 6-against, no abstentions). Motion is tabled until the spring meeting.

Sargent made a motion that we make a donation to the NYC Police and Fire Education Fund, amount of \$500. Seconded by Cicciari. Friendly amendment was made by Debiak to increase the amount to \$1000, funds to come from monies in the Scholarship Fund. After discussion, motion was withdrawn by Sargent.

- 18.0** Ted Healey made a report from the academic affairs committee. He recommended to the board that we accept and adapt the Atlanta model for scholarship foundation, and make bylaw changes to establish this. We will need to adapt for the State of Incorporation, and for the Region. Motion made by (Debiak/Miller) to accept this recommendation. Friendly amendment (Bernard) made that the treasurer and president may keep these funds in a non-insured money market fund. Josephine recommended that the board look into the specifics of this further, and takes appropriate action. Motion carried unanimously.

Cicciari motioned to adjourn. Seconded by Bernard. Meeting was adjourned at 4:34PM.

Respectfully Submitted,

T.J. Gottwalt, AHC, CSI, CDTCSI Northeast Region Secretary