



NORTHEAST REGION BOARD OF DIRECTORS MEETING

Board Meeting Minutes, March 29, 2003 - **APPROVED**
Radisson Hotel, Providence, RI

Executive Committee Present:

Doug Caniglia, CSI	Region President
George Rosamond, CSI, CCS, AIA	Region Vice-President
Roland M. Barrett, CSI	Region Treasurer
T.J. Gottwalt, AHC, CSI, CDT	Region Secretary

Board of Directors Present:

Paul L. DiBona, CSI, CCS	Boston
Scott P. Celella, CSI, CCCA	Hartford
Vincent R. Bernard, CSI, CDT, AIA	Buffalo / Western NY
Michael Warner, CSI, AIA	Rhode Island
Michael Bean, CSI, CCS, AIA	Metro NY
Richard Bodane, RA, CSI	Eastern New York
Roy Olsen, RA, CSI, CCS	Housatonic
Leif Holm Anderson, CSI, AIA	Long Island
Mr. Wayne A. Wheeler, PE, CSI, CDT	New Hampshire
Joseph Argenta, CSI, CCS, AIA	Rochester
Louis J. Matrulli, CSI, CCS, CCCA	Syracuse
Jonathan M. Miller, CSI, CCS, CCCA, AIA	Vermont
Floyd Lawrence, CSI,	Maine

Others Present:

Jim Grucella, CSI	FY 04 Conference Chair
Steve Phillips	FY 03 Conference Treasurer
Ron Reedy	FY 03 Conference Committee Member
Ned Keating, CSI	New Hampshire Chapter President

Absent:

Michael W. Debiak, CSI, CDT	New Jersey
Michael Lapomardo, CSI	Worcester County

1.0 Call to Order:

- 1.1 President Caniglia welcomed everyone and called the meeting to order at 8:33AM. The following documents were given to each of the attendees in a packet:
 - ❖ Written agenda of the meeting

- ❖ Current Region leadership roster
 - ❖ Draft of the meeting minutes from the September 18 Board of Directors meeting
 - ❖ Copy of the Strategic Alliance Agreement Amendment (dated March 27, 2003)
 - ❖ Copy of an email from Tom Rauscher to Doug Caniglia
 - ❖ Report of Region Academic Liaison activities from Dick Eustis
 - ❖ NER Meeting Budget summary from Doug Caniglia
 - ❖ Institute Director's report dated March, 2003, from George Rosamond
 - ❖ Copy of letter from Jonathan Miller regarding the FY 02 conference closeout
 - ❖ Year-to-date NER Treasurer's Report from Roland Barrett for FY 03
 - ❖ Summary handout from the Website Task Team
 - ❖ Copy of letter to Mike Warner from George Rosamond regarding the financial closeout of the FY 03 conference.
- 1.2 Roll call was taken by the Secretary. All were present except as noted above.

2.0 Approval of Minutes:

- 2.1 Mike Warner asked whether the letter thanking Donna Reedy (referenced in the minutes, 3.2) was sent. It was noted that it had not been sent, but would be sent immediately following the board meeting.
- 2.2 L. Matrulli moved that the minutes of the September 2002 meeting be approved as submitted. Motion passed unanimously.

3.0 Recommendations:

- 3.1 Strategic Alliance Partnership:
The Strategic Alliance Agreement Amendment was reviewed by President Caniglia. This agreement has been reviewed by the Region legal counsel and approved. T.J. Gottwalt noted that both the President's and Secretary's signatures are required per the Bylaws. M. Warner reiterated his objection to the agreement with Archi-Technology. S. Celella motioned that the amendment to the agreement be accepted as submitted. Motion passed unanimously.
- 3.2 Mike Warner made a motion to set a specific time for his conference committee report. It was agreed to set a target time at 4:00PM.
- 3.3 Lou Matrulli suggested that for future meetings, the conference receive a more prominent place on the agenda, in lieu of "Old Business" at the end of the meeting.
- 3.4 T.J. Gottwalt suggested that in the future, reports are sent out well in advance of the meeting (per Administrative References) so that everyone can be prepared for the meeting, and to facilitate a more efficient meeting.

4.0 Financial Report:

- 4.1 FY 2003 Financial Review (R. Barrett)
R. Barrett reviewed the financial statements for the Region. Current total assets are \$83,780.81. After questions and a brief discussion, a motion was made (S. Celella) to accept the financial report as submitted. Motion was seconded. Motion passed unanimously.

- 4.2 The FY04 Proposed Budget was reviewed. Since there are changes to the budget based on the Conference being postponed, it was moved (M. Bean) that Roland Barrett will make adjustments and email the proposal to the Board for their formal acceptance. Motion was seconded. Motion passed unanimously.
- 4.3 Chapter Assessment Arrearages (R. Barrett)
President Caniglia clarified the New Jersey situation with outstanding balances yet from FY02 and FY03. J. Miller made a motion to relieve New Jersey of their voting privileges until they are paid in full. Discussion followed. It was noted that the New Jersey chapter had agreed to a plan for payment, yet has not complied. The Administrative References clearly note that a Chapter not in good standing loses voting privileges. Noting this, Miller withdrew his motion. P. DiBona made a motion that the Board write a letter to the New Jersey Chapter notifying them that the Board is unhappy with the outstanding assessment issue (attention to the entire Chapter Board) to try to resolve this dues issue within 30 days of the next New Jersey board meeting, with the suggestion that Vice-President George Rosamond be put on the New Jersey meeting agenda to visit the chapter and speak with them. George Rosamond and Scott Celella will author the letter on behalf of the Board. Motion was seconded. Motion passed, with one (1) opposed.

5.0 Web Site Task Team report and recommendations:

- 5.1 Phase I – Report: Stephen Cross from Parallax gave a detailed presentation of the Northeast Region website development efforts. The core purpose of the site is to make it easier for members to accomplish their CSI tasks at both a chapter level and a region level, providing greater service to the members and chapters. The site can be administered by the members of the Region, and has valuable links to Institute information (such as membership information update).
- 5.2 Phase II – Proposal: Steve described the primary objectives of Phase II which are backend integration, development of web based tools for leadership, enhanced web site features, and revenue generation. Doug recommended that the Board adopt the proposal to continue with Parallax and spread the payments out over two years. Steve estimated Phase II to be completed within four to six months, depending on specific functionality. L. Matrulli moved that the Board accept the proposal for Phase II, totaling \$24,000 over 24 months, and that the Task Team be empowered to work out a plan to implement it among the chapters and continue to work with Parallax. Motion was seconded. Motion carried unanimously.

6.0 Bylaws and Administrative References Task Team:

- 6.1 T.J. Gottwalt thanked the Task Team for their considerable efforts in reviewing these important Region documents. He distributed copies of the proposed revisions to the Region Bylaws for review and comment. It was moved (D. Caniglia) that the Board take time to review the Bylaws, and would send back their comments and recommendations to the Task Team within two weeks. Motion was seconded. Motion passed unanimously. It was also agreed that the ballot could be sent out electronically with the Board's recommendation to save the mailing cost. The

Administrative References need additional review by the Task Team and will be emailed to the Board once completed. Since the Administrative References do not require the entire membership's approval, a simple quorum of the Board can adopt the changes.

7.0 Institute Director's Report:

- 7.1 – George Rosamond gave the Institute Director's report (with written report) from his attendance at the Institute Winter Board meeting in St. Louis, and his various travels throughout the Region, including attending chapter meetings for Metro NY, Worcester, Long Island, and Hartford. He plans on visiting New Jersey and Eastern NY chapters in the coming months.

8.0 Region Committee Reports:

- 8.1 All Committees to Report
Dick Eustis submitted a written report of Academic Liaison Activities. No other written committee reports were submitted as required. In Dick's absence, his report was reviewed.
- 8.2 There was discussion regarding the lack of committee reports and the need to encourage participation from the committee chairs. It was agreed that follow up is critical to ensure that reports are submitted in a timely manner.

9.0 CSI University:

- 9.1 The topic of how to encourage participation in CSI University was discussed. A show of hands indicated that eight (8) Board members are considering attending the 2003 CSI University this June in Philadelphia.

10.0 Committee Structure and Effectiveness:

- 10.1 There is a concern that the current committee structure is not conducive to increased participation and service to the members.

11.0 Old Business:

- 11.1 FY02 Conference – Vermont / Boston – Wrap-up Report:
Jonathan Miller gave a summary report of the FY02 Conference in Vermont, including number of attendees and financial summary. The success of the conference was based on the approach to family experience, site, theme, and service to the attendees. Jonathan publicly thanked his wife for her outstanding efforts in helping to make the conference a success.
- 11.2 FY03 Conference – Rhode Island – Status Report:

Mike Warner began his report of the conference by distributing a November 8, 2002, email from T.J. Gottwalt which questioned the distribution of monies from the region conference to fund a Rhode Island Chapter holiday party. Mike objected to the tone of the email, and the letter from George Rosamond requesting the final conference financial report. M. Warner distributed his written report to the Board. A long, heated discussion followed regarding the conference committee's alleged mis-handling of funds and the apparent animosity between the Region and the Rhode Island Chapter Conference Committee. P. DiBona made a motion that the Rhode Island FY03 Conference committee submit a revised summary with the requisite 75/25 split between the Region and the Rhode Island Chapter Conference Committee. The revised summary shall also include accurate dollar amounts, not approximates. Motion was seconded. The motion passed, with one opposed.

President Caniglia thanked the Conference Committee and expressed his appreciation for their efforts.

- 11.3 FY04 Conference – Buffalo / Rochester – Status Report:
Jim Grucella gave a status report of the upcoming Region Conference in Buffalo. He passed out an informational packet with brochures and sponsorship material regarding the Buffalo area and the Conference. Jim described the program and gave an overview of the schedule. The initial budget for the Conference is \$78,000. Vince Bernard recommended that the Conference be delayed in order to have more time to bolster confidence from the sponsors and encourage participation. Discussion followed regarding possible alternate dates. School start, CSI University, and seasonal considerations were all discussed. V. Bernard made a motion that the Region Conference be postponed until September 23-25 of 2004. Motion was seconded. Motion passed, with one opposed.
- 11.4 J. Miller brought up the issue regarding Region awards and the Annual meeting, which is required per the Bylaws. It was recommended that the awards be handed out at chapter meetings, with photos of the presentations posted on the website and mention made at the Annual Meeting and the next Region awards presentation. It was also recommended that we find some way to hold a meeting in the Fall to satisfy the Bylaw requirement, and to present awards in a manner respectful of the recipients. It was agreed that the next Board meeting (Fall) be held in Albany on September 27-28, 2003 to keep meeting costs under control. Further discussion on this topic is planned for the Region caucus at the CSI Show in Chicago next month.

12.0 New Business:

12.1 NER Conference Committee:

Additional discussion centered around whether the Region Conference was garnering enough support to justify its existence. There was discussion regarding the possibility of holding the conference every other year. There is a concern that there is not enough overall support of the conference. The Board discussed, at length, ways that the Region Conference can be supported, including: corporate sponsorships, a "member outreach" program involving a telephone networking exercise, chapter financial assistance and region financial assistance.

12.2 Election of NER Secretary:

Jonathan Miller was nominated for the position of Region Secretary. The nomination was seconded. President Caniglia asked for any additional nominations from the floor. Receiving no additional nominations, the Board voted unanimously to elect Jonathan Miller as Northeast Region Secretary for a two year term beginning July 1, 2003, and ending June 30, 2005.

13.0 Next Meeting: September 27-28, 2003 in Albany.

13.1 V. Bernard will help D. Caniglia coordinate the next Board meeting.

14.0 Adjournment:

14.1 At 6:32, a motion was made to adjourn. (Argenta) Motion carried unanimously.

Respectfully submitted,

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