



NORTHEAST REGION BOARD OF DIRECTORS MEETING

Board Meeting Minutes, April 3, 2004
Hyatt Regency Buffalo, NY

Executive Committee Present:

Doug Caniglia, CSI
George Rosamond, CSI, CCS, AIA
Louis J. Matrulli, CSI, CCS, CCCA
Roland M. Barrett, CSI
Jonathan M. Miller, CSI, CCS, CCCA, SCIP, AIA, NCARB

Region President
Region Vice-President
Region Vice-President-Elect
Region Treasurer
Region Secretary

Board of Directors Present:

Rick Allison, CSI
Leif Holm Anderson, CSI, AIA
Steven Benjamin, CSI, CDT
Vincent R. Bernard, CSI, CDT, AIA
Richard Bodane, RA, CSI
Scott P. Celella, CSI, CCCA
Michael W. Debiak, CSI, CDT
Michael Lapomardo, CSI
Floyd Lawrence, CSI
Jim Moss, CSI
Roy Olsen, RA, CSI, CCS
Ron Reedy, CSI, CDT
Wayne A. Wheeler, PE, CSI, CDT

Metro NY
Long Island
Vermont
Buffalo / Western NY
Eastern New York
Hartford
New Jersey
Worcester County
Maine
Rochester
Housatonic
Rhode Island
New Hampshire

Others Present:

Joe Argenta, RA, CSI
T.J. Gottwalt, AHC, CSI, CDT

Jim Grucella, CSI
Chris Picone, CSI

FY 05 Conference Co-Chair
Bylaws & Admin. Ref. Chair and
Membership / Marketing Chair
FY 05 Conference Chair
Region Awards Chair

Board of Directors Absent:

Paul L. DiBona, CSI, CCS (**Resigned Position**)
Ed Goldberg, CSI

Boston
Syracuse

1.0 Call to Order:

1.1 President Caniglia welcomed everyone and called the meeting to order at 8:35 AM. The following documents were either e-mailed prior to the meeting or handed to each of the board members in a packet or separately:

- NER Board Meeting **Agenda** for April 2-3, 2004
- NER Board Meeting **Minutes** 11/15/03 (*for review & approval*)
- FY'04 NER most current **Leadership Roster**
- **Institute Report** by George Rosamond



- **NER Strategic Plan** – Adopted September 15, 1999
- **Proposed NER Bylaws** March 29, 2004 for Board Review
- **Treasurer's Report** (FY'04 current & FY'05 Proposed Budget)

- **Region Director Reports**
 - **Boston** (P. DiBona)
 - Buffalo (V. Bernard) (**Report not submitted**)
 - **Eastern NY** (R. Bodane)
 - **Hartford** (S. Celella)
 - **Housatonic** (R. Olsen)
 - **Long Island** (L. Holm-Andersen)
 - **Maine** (F. Lawrence)
 - **Metro NY** (R. Allison)
 - **New Hampshire** (W. Wheeler)
 - **New Jersey** (M. Debiak)
 - **Rhode Island** (R. Reedy)
 - **Rochester** (J. Moss)
 - **Syracuse** (E. Goldberg)
 - **Vermont** (S. Benjamin)
 - **Worcester County** (M. Lapomardo)

- **Region Committee Reports**
 - **Academic Liaison** Report (D. Eustis)
 - **Awards** Report (C. Picone)
 - **Certification** Report & Statistics (T. Bartorillo)
 - **Education** Report (B. Armstrong)
 - **Membership** Report & Statistics (T.J. Gottwalt)
 - Publications Report (R. Olsen) (**Report not submitted**)
 - Technical Report (M. Bean) (**Report not submitted**)
 - **Webmaster's** Report (D. Eustis)

- **Buffalo Conference** Report (J. Grucella)
 - Proposed **NER Saturday** Conference Schedule of Events (L. Matrulli)
- Maine Chapter **Operating Calendar** (D. Eustis)
- Academic Liaison **Annual Calendar** (D. Eustis)

1.2 An informal roll call was taken by Secretary J. Miller. 16 voting board members were present out of 19, until Director Moss arrived at 9:50am adding one more or 17 voting members.

2.0 Approval of Minutes:

- 2.1 *T.J. Gottwalt, CSI, CDT – Bylaws & Admin. Ref. Chair* was added to the attendee list, and under 11.1, line 4, Lou Matrulli, CSI, CCS, CCCA.
- 2.2 It was moved (V. Bernard) that the minutes of November 15, 2003 meeting be approved as modified. Motion was seconded. **Motion passed** unanimously 16-0.



3.0 Recommendations:

3.1 Bylaws & Administrative References Task Team Report (T.J. Gottwalt)

- NER Bylaws were last updated on October 16, 1993. The Task Team met in November & December of 2002 to review the document and propose changes. In May of 2003 the proposed changes were sent to incoming Institute Secretary, Terry Lunn for his review. Review comments came back in October of 2003.
- Task Team Chair, T.J. Gottwalt, presented the Bylaws changes to the board. Minor changes were made to: Article II; Article IX, Section 2; and Article XVI, Section 3.
- Region Secretary Miller brought up that the Bylaws should be reviewed by the region attorney for conformance with New Hampshire corporation law. A motion was made (R. Olsen) that *the proposed bylaws be reviewed by an attorney and mailed out to the membership for a vote*. Motion was seconded. **Motion passed** unanimously 16-0.

4.0 Financial Report: (R. Barrett)

4.1 FY 2004 Financial Review

- Region Treasurer Barrett reviewed the financial statements for the Region. Current total assets are \$103,501.29, including \$9,868.44 in the scholarship account. \$500 in the separate region Buffalo conference account was mistakenly included.
- The Hartford Chapter just remitted their annual assessment, with Eastern NY and Long Island being the only chapters who have not yet paid their invoice due on January 31, 2004.
- Discussion was made that holding the spring board meeting in Buffalo could cost the region up to \$4,000 more than budget. A motion was made (M. Debiak) to *allocate necessary funds to maintain the FY'04 budget for the Spring Board Meeting and the mailing distribution of our Bylaws changes*. Motion was seconded. **Motion passed** 15-1.
- After further questions and a brief discussion on board costs, a motion was made (M. Debiak) to *accept the 3rd quarter FY'04 financial report as submitted*. Motion was seconded. **Motion passed** unanimously 16-0.

4.2 The FY05 Proposed Budget was reviewed and discussed.

- A FY'05 assessment spreadsheet was handed out. A correction is to be made removing Students from FY'05 assessment calculations as voted by the board on 11/15/03. This is a region incentive for chapters to recruit student members with no region costs associated with that new or existing membership.
- President Caniglia stated that the financial reserves baseline for a healthy non-profit corporation is about two-and-one-half times the annual operating budget. Our current annual operating budget is \$33,230, so our reserves should be about \$80,000. Our current reserves, minus the scholarship and Buffalo conference accounts, are \$93,132.85.



- Budget line item 302.2 (Institute Conv) Food costs of \$1,000 was eliminated.
- Further discussion pointed out that in FY'05 we have a \$4,000 (4 month) financial obligation to Parallax for work on the website, plus a \$500+/- cost per month (for 8 months) for website hosting. Budget line item 430.3 Site Maint. Costs were upgraded to \$8,000 from \$4,000.
- Budget line item 803 Liability Ins was increased from \$1,500 to \$1,600. Region President Caniglia made it known that the region is switching board liability insurance carriers after a continued lack of competent service placed the region at exposure by lapsing the policy and the Treasurer's Fidelity Bond. Repeated attempts to make it known where invoices were to be mailed were ignored and said misdirected invoices went unpaid. President Caniglia is to follow through with obtaining insurance and bonding.
- A discussion on reducing the \$20 region assessment by \$0.00, \$2.50 and \$5.00 for FY'05 was made. The annual dollar amounts for the reduction was correspondingly \$0.00, \$4,000 and \$8,000. Consensus was leaning towards a \$2.50 reduction when the discussion was tabled until the afternoon. It was pointed out that the region board, during the Fall Board Meeting, eliminated the assessment of Student members beginning in FY'05 at the cost of about \$1,500+/- per year.
- Budget discussion resumed in the afternoon. No motion was made to further reduce the region assessment at this time due to uncertainty with the Buffalo Conference. A motion was made (M. Debiak) to *accept the modified budget in the amount of \$33,320*. Motion was seconded. **Motion passed** unanimously 17-0.

5.0 Institute Director's Report:

- 5.1 George Rosamond gave the Institute Director's report (with written report) from his attendance at the October Board meeting in Philadelphia.
- After canvassing the board, 30 to 35 region members look to attend **The CSI Show** in Chicago, April 21-23.
 - The **Institute Dues** increase took effect on **April 1st**, not July 1st as previously reported.
 - The FY'05 **CSI University** is being held July 8-10 in San Antonio, TX.
 - CSI Deputy Director, Tony Keene, resigned on January 1, 2004. His position was eliminated and will not be filled.
 - **Region Committee Chairs** need to be confirmed and changes sent to the Institute by April 30th. FY'05 Planning, FY'05 Publications and FY'06 Awards (*Chris is done after Buffalo*) committees need new chairs.

6.0 Region Director Reports

- 6.1 Boston, Metro NY, Rhode Island and Syracuse reports were handed out at the board meeting.



- 6.2 The fourteen (14) Director's Reports submitted to date will be posted on the NER Website for the membership to read. Refer to item 1.1 above.
- 6.3 Director Benjamin requested that region award winners be listed. (See 8.2 below.)
- 6.4 After many years of service to the region as the Boston Director, Paul DiBona has resigned from the board.

7.0 Region Committee Reports:

- 7.1 Committee Chair Reports submitted will be posted on the NER Website for the membership to read. Refer to item 1.1 above for a list.

8.0 Region Task Team Reports:

- 8.1 Bylaws are to be reviewed by the region attorney and sent out to the membership for approval. The Administrative References still need further review. Refer to 3.1 for more on the *Bylaws & Administrative References Task Team* Report (T.J. Gottwalt.)
- 8.2 *Website Task Team* Report (D. Caniglia) is that tools are still being developed and turned on in the website. Also www.neregiioncsi.org is currently receiving 8,000 hits per month.
 - A Programs database is soon to be turned on that will list information regarding recent educational and technical programs put on by the region chapters.
 - A region Awards database will be developed and instituted.
 - CSI chapter contacts at local Colleges and Universities will be posted.
 - A discussion occurred over why Rhode Island, Boston and Buffalo are using *SpecSource* for their hosting. R. Reedy and V. Bernard both stated they will go to their chapters and attempt to switch hosting to the region. L. Holm-Andersen asked D. Caniglia to contact George Schramm to inform the independently hosted Long Island chapter of the benefits. Vermont will be switching its independent hosting later this year.
 - The "Hot News" portion of the region website was disabled for a few months but is now operational.
- 8.3 The *College & University Task Team* report (J. Miller) deferred to the Region Academic Liaison's Report. Information was collected by Chair D. Eustis from most of the region chapters. As stated above this information will be put into a database and posted to the region website.

9.0 Strategic Plan – Review / Update:

- 9.1 A Strategic Planning meeting was conducted on April 2nd from 4:00-6:00pm by Strategic Planning Chair, George Rosamond. Twice a question was asked of each of the four tables of leaders present. The answers from the four tables were then presented and the consensus top three (3) answers noted. The following information is from that meeting.
 - 9.1.1 The first question was "What are the top three (3) issues facing your chapter(s) today?" Four were identified due to a tie for 3rd.



- New leadership
- New Members
- Retention
- Meeting Attendance

9.1.2 The second question was given the answers to the first question “What can the region do to help the chapters solve the top issues?”

- Provide a complete new member orientation.
- Have someone greet the new member the first time they attend a meeting. Develop personal relationships over time.
- Provide the first meeting-free, give them a pin, and introduce them around.
- Place a bio in the chapter newsletter with firm recognition.
- Seek new members from allied professions.
- Remember that we are drawing from the largest non-government industry in the US, construction.
- Industry member data base.
- List chapter programs on region website.
- Share ideas.
- Workshops with membership, leadership and programs as a focus to be offered at future events.
- Draw on region experience (expert swat teams.) Region expertise will be made available to consult with individual chapters on strategies.
- Program feedback.
- Advertising blitz.
- ‘Member only’ access for “some info” on website.
- Easy templates for reports, and other time-saving tools.
- Insist on accountability....if you don’t follow up on assigned tasks it may not be done.
- Set up rotating conference telephone calls with Region Chairman.

9.2 The Strategic Planning Task Team is taking the above feedback and formalizing it into a new streamlined 5 Year Plan (FY’05 to FY’10) with new Goals, Objectives and Strategies, which will be presented at the fall board meeting.

10.0 Region Conferences:

10.1 Director Bernard is fund raising for the Buffalo Conference Committee and reported that he was experiencing difficulty landing sponsorships after using all normal techniques and follow up. An informal cost vs. gross receipts puts them at needing



\$20,000+/- of additional sponsorships. Vince also expressed his doubts about the mission and continued financial viability of a region conference.

10.2 President Caniglia stated that all the other regions are examining the same issues, especially with annual conferences. He also made the point that the institute does not support regions other than leadership training for Committee Chairs at *CSI/University*. He believes that region conferences are not viable and that we need to take a different direction. He then proposed we should pull the leadership function out of the conference, and be replaced with educational Workshop events with separate bi-annual extended board meetings. The following are the proposed changes discussed:

- V.P. Rosamond clarified that the region should put on 2 to 3 chapter leadership Workshops in the May to June and/or September to October timeframes. The timing is specifically to catch incoming chapter officers and committee chairs. The Workshops would be held in different areas of the region, located to pull in around four chapters at a time (although not exclusive to those chapters.)
 - V.P. Rosamond offered his Westchester, NY offices as a workshop site, which is central to the Housatonic, Metro NY, Eastern NY and New Jersey chapters.
 - V.P. Elect Matrulli mentioned that Syracuse is putting on a training workshop this June and would open it up to other region chapters, especially Buffalo, Rochester and Eastern NY. President Caniglia indicated that he will attend.
- Both fall and spring board meetings would be held in the “Providence-Hartford-Albany Triangle,” which is central to the region and will help keep (travel) reimbursable expenses to a minimum.
 - An alternative was suggested that the board meet at different chapter locations and in conjunction with a chapter meeting. A meeting would then be held at the same chapter once in a seven (7) year cycle, with adjacent chapters encouraged to attend. Chapters would then be exposed to the region leadership and vice versa. Educational workshops, seminars and awards ceremonies could also be held in conjunction with the board meeting. This is more costly in board travel expenses but would really keep the board visible to the members, and the members in touch with the board.
- The Annual Meeting would be held with an extended fall board meeting, similar to the Lennox, MA, Apple Tree Inn meeting last November.
- Region awards would be presented at chapter functions by the region leadership and not at a separate region function.

10.3 Secretary Miller pointed out that the institute award winning Vermont/Boston hosted FY'02 region conference was successful in addressing current needs of the region and its chapters. When he took on the conference chairmanship, the then region board had the same concerns as now. Those concerns were addressed with 121 CSI members attending from 21 different chapters (many for the first time) and with 257 people on site for the conference. He argued that conferences did need to change focus and scale but could still be viable. Director Allison mentioned that we



should be selecting “destination resort” places as conference sites. (One key element to the Vermont success.)

10.4 The board was asked if a chapter wished to host a FY’06 conference.

- Director DiBona’s report clarified that the Boston Chapter would not host a FY’06 conference and that, despite wide interest by the Boston board, no one had stepped forward to chair a possible FY’07 conference. Boston could not commit at this time to hosting a conference in FY’07 to celebrate the 50th anniversary of their chapter’s chartering in February of 2006.
- Director Lawrence offered that with Boston not hosting the Maine Chapter would be willing to put on a mini-conference in Portland. Training workshops and local speakers would be planned. It would be something substantially more than the fall board meeting in Lennox, MA (\$7,800) but much less than a full \$70,000+ conference. President Caniglia stated that the region needed to go in a new direction, away from conferences.

10.5 A motion was made (S. Celella) that an **Events Task Team** be established, *refocusing region efforts to targeted educational events in lieu of the region conference.* Motion was seconded. **Motion passed** 16-1.

- It was suggested that 3 to 4 board members and committee chairs from four adjacent chapters head up region training events [RTE.]
- Neither a chair, nor any specific members were named to the Events Task Team at this time.

11.0 Old Business:

11.1 Roy Olsen, RA, CSI, CCS, CCCA, was nominated to be the FY’05-06 NER Treasurer. A motion was made (G. Rosamond) to elect Roy Olsen as FY’05-06 Region Treasurer. Motion was seconded. **Motion passed** unanimously 17-0.

11.2 The tabled Proposal by Academic Liaison Committee Chair, Dick Eustis, to apply \$4,000 towards subsidizing the membership dues of active CSI Faculty Liaisons, and 50% of the costs for current WCDCs (Written Construction Document Curriculum) for each liaison’s College or University was discussed. President Caniglia argued that we could not afford to consider a \$4,000 initiative at this time. Secretary Miller stated that Dick Eustis had e-mailed that the institute has not yet updated the WCDC’s to the new Manual of Practice. Purchasing outdated material as an outreach gift to institutions of higher learning is not something we should consider doing. Therefore, it was not worth doing. The general consensus was to not pursue this initiative at this time.

11.3 The Buffalo conference has \$5,000 in the bank, \$10,000 more in sponsor promises, an expected \$7,500 in chapter ads, \$14,000 in conference package fees....leading to somewhere around \$40,000+/- in projected gross receipts at this time. Everything (the hotel, the boat, Lyman Sheppard, etc.) is in place, with sponsor brochures already mailed out, and the registration package being finalized. Their latest costs vs. gross receipts puts them needing \$20,000+/- of additional sponsorships. (Note: No updated financial spreadsheet was submitted.)

- Planning Chair Matrulli presented a proposed region Saturday schedule with four seminars in the morning. Modifications were made and a revised



schedule will be sent to the Buffalo Conference Committee for them to incorporate into their printed schedule, soon to be mailed out and posted on the website.

- An informal board count of conference attendees by chapter (absent Boston) was 63 members and 40 spouses. This was presented as being insufficient to elicit sponsorships. The fact that both Buffalo and Rochester did not think that more than a handful of their own members would attend was explained as region apathy.
- Due to the scheduling error of again setting the conference date during a Jewish holy day, Ed and Sherry Goldberg will not be attending the conference nor handling the scholarship auction. The board consensus was to keep the auction going and present it as a 'Silent Auction' to be held before and during cocktails on Saturday night.
- Conference Chair Jim Grucella was asked to put together a PowerPoint presentation regarding conference activities and sites (*photos of the FLW actor, Lyman Sheppard; Darwin Martin House; dinner cruise boat; and the schedule, etc.*) for Roy Olsen as Region Publications Chair to send out to the chapters for showing at chapter meetings.
- Institute Treasurer and new Vice-President (Professional) Elect, Ed Soenke, is slated to be the institute liaison to the Buffalo conference.
- Director Reedy volunteered to organize a bus to Buffalo to help increase attendance. Several buses could be chartered and start from different areas in the region, picking up conference attendees along the way. One complication is the fall board meeting (if held at the conference) requires us to come a day earlier or stay a day later.

12.0 New Business:

12.1 FY'03 Region Awards were handed out at the end of the board meeting. It had been President Caniglia's plan for him and Vice-President Rosamond to present awards during chapter visits. Vice-President Rosamond did indeed visit the Vermont Chapter last January to verbally present Vermont's awards during a chapter meeting.

- The actual signed, framed and boxed awards finally arrived with Awards Chair Chris Picone around 3:30pm on April 3, 2004.
- Vince Bernard was presented a framed certificate awarding him the FY'03 *Distinguished Service Award*. The DSA medal will be presented to him at the Buffalo Conference Awards Banquet on September 25th.
- Mike Debiak was presented with a framed *Institute Director's Award*.
- Dick Eustis and T.J. Gottwalt also received *Institute Director's Awards* but were not in attendance. Their respective Region Directors were handed the awards for them to present at their next chapter function.
- Other awards were then handed out by President Caniglia.
- The FY'03 Region Awards and their recipients will be posted on the region website.



13.0 Next Meeting: September 23, 2004 at the Hyatt Regency Buffalo.

14.0 Adjournment:

14.1 At 4:20 pm a motion was made (S. Celella) to adjourn. Motion seconded. **Motion passed** unanimously.

Respectfully submitted,

Jonathan M. Miller
CSI, CCS, CCCA, SCIP, AIA, NCARB
Secretary, Northeast Region CSI