



## NORTHEAST REGION BOARD OF DIRECTORS MEETING

Board Meeting Minutes, September 23, 2004 - APPROVED  
Hyatt Regency Buffalo, NY

### **Executive Committee Present:**

Doug Caniglia, CSI	Region President
Louis J. Matrulli, CSI, CCS, CCCA	Region Vice-President
Roy Olsen, RA, CSI, CCS	Region Treasurer
Jonathan M. Miller, CSI, CCS, CCCA, SCIP, AIA, NCARB	Region Secretary

### **Board of Directors Present:**

Rick Allison, CSI	Metro NY
Edward M Healy, CSI, CDT, RA	Worcester County
Steven Benjamin, CSI, CDT	Vermont
Richard Bodane, RA, CSI	Eastern New York
Jim Grucella, CSI (10:45am)	Buffalo / Western NY
Denis L. Lemieux II, CSI, CDT, AIA, NCARB	Maine
Jim Moss, CSI	Rochester
Ed Goldberg, CSI	Syracuse
George Rosamond, CSI, CCS, AIA	Housatonic
Ron Reedy, CSI, CDT	Rhode Island
Ned Keating, CSI	New Hampshire

### **Others Present:**

Don O. Bannon, CSI, CDT (10:35 am)	Boston – President
Chris Geiger, CSI (2:00 pm)	Long Island – President-Elect
Susan Sheffmaker, CSI, AIA	New Jersey – President

### **Board of Directors Absent:**

Leif Holm Anderson, CSI, AIA	Long Island
Michael Chadukiewicz, CSI	Hartford
Michael W. Debiak, CSI, CDT	New Jersey
Howard Levine, CSI, CDT	Boston

### **1.0 Call to Order:**

1.1 President Caniglia welcomed everyone and called the meeting to order at 10:16 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 September 23, 2004
- NER Board Meeting **Minutes** 4/3/01 (*for review & approval*)

- FY'04 NER most current **Leadership Roster**
- **Treasurer's Report** (FY'04 Year End & FY'05 Current Budget)
- **Resolution** – Scholarship Foundation
- **Resolution** – Reimbursable Expenses
- **Resolution** – Adoption of Updated Bylaws
- **Institute Report** by Lou Matrulli
  
- **Region Director Reports**
  - **Boston** (by Pres. Don Bannon)
  - **Buffalo** (J. Grucella)
  - **Eastern NY** (R. Bodane)
  - **Hartford** (M. Chadukiewicz)
  - **Housatonic** (G. Rosamond)
  - **Long Island** (L. Holm-Andersen)
  - **Maine** (D. Lemieux)
  - **Metro NY** (R. Allison)
  - **New Hampshire** (N. Keating)
  - **New Jersey** (M. Debiak)
  - **Rhode Island** (R. Reedy)
  - **Rochester** (J. Moss)
  - **Syracuse** (E. Goldberg)
  - **Vermont** (S. Benjamin)
  - **Worcester County** (E. Healy)
  
- **Region Committee Chair Reports**
  - **Academic Affairs** (Liaison) Report (D. Eustis)
  - **Awards** Report (C. Picone)
  - **Certification** Report & Statistics (G. Rosamond)
  - **Professional Development** (Education) Report (B. Armstrong)
  - **Membership** Report & Statistics (T.J. Gottwalt)
  - **Publications** Report (by FY'04 Chair R. Olsen)
  - **Technical** Report (No report)
  - **Webmaster's** Report (D. Eustis)
  
- **Region Task Team Reports**
  - **Bylaws & Administrative References** Task Team  
(Refer to Bylaws resolution; No report on Admin. Reference Update)
  - **Strategic Plan Update** Task Team (G. Rosamond)
  - **Website** Task Team (Discussion by D. Caniglia)
  - **Events** Task Team (No Chair No Report)
  
- **Robert's Rules of Order** an abridged version.

1.2 A roll call was taken by Secretary J. Miller. 13 voting board members were present out of 19, until Director Goldberg arrived a few minutes later adding one more or 14 voting members. Director Grucella was in and out twice and was not in the room to vote on any motion. It was noted that Boston and New Jersey sent their Presidents to attend. Long Island sent their President-Elect.

## 2.0 Approval of Minutes:

- 2.1 It was moved (T. Healy) that the minutes of April 3, 2004 meeting be approved as modified. Motion was seconded. **Motion passed** unanimously 14-0.

## 3.0 Recommendations:

- 3.1 Formal board resolution to adopt the updated Bylaws as passed by the membership with 97% of the vote received.
- Board voted at the April 3, 2004 meeting to adopt as modified and the positive formal vote by the membership was the last item needed to adopt. Item closed.
- 3.2 Change the name of the Education Committee to the **Professional Development** Committee and fold in the Program Committee. Also, change the name of the Academic Liaison Committee to the **Academic Affairs** Committee. Both of these changes are to align with the Institute which changed this at the last board meeting.
- Motion made (Lemieux) to make the above change verbatim. Motion seconded. **Motion passed** unanimously 14-0.

## 4.0 Financial Report: (R. Olsen)

### 4.1 FY 2004 Year End Review

- On Balance Sheet page 1 all numbers are correct except the *Other Assets, Accounts Recv. 1,500.00* and *Total Other Assets of 1,500.00*. Please correct to reflect receipt of assessment from LI Chapter
- On the Budget Report page 1, questions were made regarding the Buffalo conference number on line 205. A more complete accounting of the Buffalo expenses will occur after the end of the conference. Comment was made that policy was Region Conference obligations were for seed money and award expenses only.
- A \$0.00 expenditure on Budget Report, page 2, line item 803 was noted and the question of the status of current Insurance Liability and Treasurer's Bonding was asked. **D. Caniglia to follow up.**
- After further discussion on Buffalo a motion was made (E. Goldberg) to *accept the Year End FY'04 financial report as modified*. Motion was seconded. **Motion passed** unanimously 14-0.
- A request was made (by Healy) that expenses be reported as incurred and that budget line items not be adjusted during the year being budgeted.

### 4.2 The FY05 Current Budget was reviewed and discussed.

- Days before the meeting the Long Island Chapter became current with their assessment. All chapters in the region are current on their FY2004 assessment.
- 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, including the \$9,893.28 in our scholarship account, are \$87,093.39.
- A motion was made (D. Lemieux) to *accept the Treasurer's Report as amended*. Motion was seconded. **Motion passed** unanimously 14-0.

- 4.3 Discussion of Lowering NER Dues Structure and time line. (D. Caniglia)
- Discussion revolved around the idea that we set the reserve policy at 2.5 times the operating budget and then rebate excess funds to the region chapters in some manner, whether directly or indirectly.
  - Additional discourse centered on the need to restructure the budget for FY 2006 and present it to the board next spring.
  - A motion was made to table rebate discussion until the spring board meeting. Motion Seconded. **Motion passed** 14-0.
- 4.4 Discussion on modifying NER Executive Committee and Director reimbursement policy to attend future NER events. (J. Miller)
- After some discussion a motion was made (T. Healy) agreeing that the existing reimbursement policy is OK for this (FY'05) fiscal year. Motion was seconded. **Motion passed** 8 to 6.
  - D. Caniglia proposed and the board affirmed that future reimbursement policy should be consistent for both fall and spring board meetings. A motion (R. Reedy) was made to make the board expenditures and expenses equal between the fall and spring meetings. Motion was seconded. **Motion passes** 14-0.
  - Agreement was general to accept that travel mileage to and from both board meetings was fair. In addition, total of reimbursed overnight stays are to be determined by distance and need. Zero, one, two or three nights reimbursement are possible, with two nights stay typical. A meals per diem reimbursement could not be resolved. Institute reimbursement guidelines are to be referenced. The consensus to change FY2006 policy will be brought up for vote in Spring 2005
  - Reimbursement policy is to be part of the Administrative References update.
- 4.5 NER scholarship money and the 501c3 Institute Foundation. (L. Matrulli)
- Placing the region scholarship monies into the Institute Foundation has a drawback of the region then losing the accumulated interest. The auction monies are not tax exempt because of the manner that scholarships are awarded. Because there was a need for further research, a motion (L. Matrulli) was made to table this item time certain to the spring board meeting. Motion was seconded. **Motion passed** 14-0.
  - A motion was made (J. Moss) that the amount raised at the Buffalo auction be raised to the nearest \$1,000 for Buffalo Scholarships given. Motion was seconded. **Motion passed** 13-1.
  - A motion to amend (E. Goldberg) was made to limit the supplement to a maximum of \$500. Motion was seconded. **Motion passed** 13-1. *(Over \$2,600 was raised and the region added just under \$400 to give out three scholarships.)*

## 5.0 Institute Director's Report:

- 5.1 Lou Matrulli gave the Institute Director's report (with written report) from his attendance at the May Board meeting.
- Institute Executive Director, Karl Borgstrom, will be attending the conference along with the scheduled Institute Vice President – Professional, Edd Soenke.

- *CSI University* is collocating with *The CSI Show* with the events now running from April 19<sup>th</sup> through the 24<sup>th</sup> next spring in Chicago. *CSI University* will be held during the last two days.
- The Institute is currently under negotiations to move the FY'06 *CSI University* and *The CSI Show* in Las Vegas from April back to the late June date.
- A comment was made that after the straw poll was made at the April 3<sup>rd</sup> spring board meeting indicating that 33 NER people were believed to be attending the imminent *CSI Show*. However, only 5 people showed up at the NER caucus in Chicago.
- The Institute changed the names of two committees (see item 3.2 above) and the method of staffing and running the committees. Both the *Academic Affairs Committee* and the *Membership Committee* each have 10 members, one from each region (the sitting Region Chair), and a chair assigned from the Institute Executive Committee. Edd Soenke is the *Membership Committee Chair*. Dick Eustis (Maine) is our NER *Academic Affairs Chair* who also sits on the corresponding *Institute Academic Affairs Committee*, while T.J. Gottwalt (Hartford) is our NER *Membership Chair* who sits on the *Institute Membership Committee*.
- The Institute has formed a Governance Task Team to review modifying the current structure from the Institute to Regions and including Chapters. The team is to report back at the October teleconference meeting and to prepare a recommendation to implement the change process no later than FY'07.

## 6.0 Region Director Reports

- 6.1 The Syracuse report was handed out at the board meeting. All 15 director reports were submitted.
- 6.2 Recommendations from those chapters that had them were read by the Secretary and discussed. They centered around: holding future region conferences bi-annually; NER fiscal responsibility; lack of chapter interest in attending region conferences, *The CSI Show* and *CSI University*; showing value back to chapters by the NER; survey request; request to publish a NER newsletter; request the NER to subsidize NERC attendance; consider reducing the assessment; having NER conferences focus on taking good care of families, member professional development and networking needs; develop web tools to support Certification efforts; and create NER conference guidelines that clearly call out host and NER responsibilities that also address planning, execution and financial aspects.
- 6.3 We were also looking at the value in region conferences. There was a general consensus that we have a need to train our leaders. We also receive value in networking and developing long term relationships. A valid point is how do we finance 50 to 70 attendees at region conferences? Some feel that given a destination site and good planning the attendance can be 90 to 120 full conference attendees. Still this is only 5% to 8% of the region.
- 6.4 Another point was that specification writing has not been offered at region conferences in a long while. Some believe that this is taken care of at *CSI University* and *The CSI Show*. However this is a benefit that could be made more available at the region and chapter level. Perhaps at a future workshop.

- 6.5 The lack of consistent reports brought out the recommendation to use the Institute reporting template. **Secretary Miller is to forward a copy of the guidelines to each Director and Chapter President.** It was pointed out that a chapter annual report is requested by the Institute, to be filed with the NER Institute Directors.

## 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.
- 7.2 Reports noted a lack of a complete region committee with not all of the 15 chapter chair positions filled who make up region committee members. Many chairmanships were defaulted to the chapter president and some were blank. This denotes a lack of active leadership numbers at the chapter level.
- 7.3 It was noted by the Membership report that the region gained 254 members but lost 344 members for a net loss of 90 members during FY 2004. The NER currently has 1,580 members with 254 unaffiliated members. As recently as FY 2000 we had around 2,000 members and many more unaffiliated. This is a very disturbing Institute wide trend.

## 8.0 Region Task Team Reports:

- 8.1 The Bylaws portion of the **Bylaws & Administrative References** Task Team (T.J. Gottwalt – Chair) is complete. Progress is now to be made on the Administrative References on a section by section manner. It was noted that Dick Eustis has already submitted the update for Academic Affairs.
- 8.2 **Website Task Team** (D. Caniglia – Chair) reported that we are close to completing our 24 month payment schedule to Parallax and will soon be reducing our payments to a hosting fee of \$500 per month.
- It was noted that Dick Eustis has done an outstanding job as Webmaster and has added much to the site.
  - Dick is to be asked to put together a “How to” use [www.neregioncsi.org](http://www.neregioncsi.org) for leaders and members.
  - It was noted that the e-mail portion of the meeting notices is not currently working. Parallax to be notified.
  - A Programs database matrix is in the final stages of development that will post the information for good professional development programs that are transferable from chapter to chapter. It is expected that a template will be available on the website to be filled out. J. Miller will be the gatekeeper on reviewing new programs. Stay tuned.
  - A College and University contact database is being worked on for the website.
  - It was requested that the Documents portion of the website be turned into a virtual office with securable files and folders. Specific information on “Templates” are also to be provided. As it is currently they are sorted by chapter but as a continuous list that is not even in alphabetical order. **Steve Cross of Parallax is to send a list of what we are scheduled to see on the website and when. Executive Committee to distribute.**
- 8.3 The draft **Strategic Plan Update FY 2005-2010** (G. Rosamond - Chair) report as submitted with its eight objectives was well received.

- A motion (D. Caniglia) was made to accept the intent of the *Strategic Plan Update FY 2005 – 2010* and review how to and the cost of implementation. Motion seconded. **Motion passed 13-1.**
- Ted Healy was named as the **Strategic Plan Update Implementation Task Team Chair.**
- **Governance Task Team** discussion revolved around the institute task team report at the upcoming October meeting. At that time they were planning to create an Institute Governance Implementation Task Team to make the agreed upon changes from then into 2007. We will bring this up for discussion at our spring meeting.

8.4 George Rosamond volunteered to be Chair of the **Events Task Team** and the following were named as committee members:

Ed Goldberg*	Rick Allison	Ted Healy
Ron Reedy	Denis Lemieux*	Steve Benjamin

Other members to be mined for their input are the past region conference chairs\*.

Mike Warner*	Jonathan Miller*	Howard Levine*
Paul DiBona*	Mike Bean*	Lou Matrulli*
Graig Davis*	and more...	

- D. Caniglia to ask Parallax if a real time **Chat Room** could be set up for the use of the Events Task Team and other task teams or committees. Other methods discussed were Teleconferences and a Listserve.

## 9.0 Old Business:

9.1 The NER has a need to fill current committee chair posts. **Planning, Publications, Technical....and Awards**, now that Buffalo's Chris Picone award presenting days have arrived. (*After the board meeting Bill Dubois, Immediate Past President of Metro NY volunteered for the Technical Chair, and Rick Allison, Metro NY President and Region Director, volunteered for the Awards Chair.*)

## 10.0 New Business:

10.1 The board of directors made a motion (S. Benjamin) that was seconded and voted 14-0 to recommend **Michael Debiak, CSI, CDT**, to the Nominating Committee as the NER candidate for **FY 2006-09 Institute Director – Industry**. This does not yet close the nomination process. Other candidates may still step forward until the NER Nominating Committee has made their selection of no more than two candidates.

- Secretary Miller to solicit a biography package from Mike and forward it to the NER **Nominating Committee** for them to vote and forward their recommendation to the Institute no later than **November 1<sup>st</sup>**.

10.2 Secretary Miller is to inform the region's chapter presidents of the rules regarding the right to vote at region board meetings. Only Region Directors and Officers of the corporation can vote. Other chapter representatives can sit in for their director and participate but cannot vote.

**11.0 Next Meeting: March 18-19, 2005** at a location somewhere in the Albany, Hartford or Providence triangle.

## 12.0 Adjournment:

12.1 At 4:36 pm a motion was made (E. Goldberg) to adjourn. Motion seconded. **Motion passed** unanimously.

Respectfully submitted,

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