



# FY'05 JUNE BOARD MINUTES

## TELECONFERENCE

NER Board Meeting Minutes, June 10, 2005 - **APPROVED**

### **Executive Committee Present:**

Louis J. Matrulli, CSI, CCS, CCCA	Region President
Michael W. Debiak, CSI, CDT	Region Vice President
Roy Olsen, RA, CSI, CCS	Region Treasurer
Jonathan M. Miller, CSI, CCS, CCCA, SCIP, AIA, NCARB	Region Secretary
Michael E. Bean, CSI, CCS, AIA	Region Secretary-elect

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

Ed Goldberg, CSI	Syracuse
Timothy J. Gottwalt, CSI, CDT, AHC	Hartford
Edward M. Healy, CSI, CDT, RA	Worcester County
Leif Holm Anderson, CSI, AIA	Long Island
Ned Keating, CSI	New Hampshire
George Rosamond, CSI, CCS, AIA	Housatonic

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

Rick Allison, CSI	Metro NY
Steven Benjamin, CSI, CDT	Vermont
Richard Bodane, RA, CSI	Eastern New York
Jim Grucella, CSI	Buffalo/Western NY
Dennis Pelletier, FCSI, CCPR	Maine
Howard Levine, CSI, CDT	Boston
Jim Moss, CSI	Rochester
Ron Reedy, CSI, CDT	Rhode Island
Susan Sheffmaker, CSI, AIA	New Jersey

## **1. Call to Order:**

1.1. President Matrulli welcomed everyone and called the meeting to order at 10:08 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:

- ◆ (Parallax) Proposal April 05.pdf
- ◆ (Parallax) Proposal April 05 Part 2.pdf

- ◆ (Deepend Creative) NER\_Proposal.doc
- ◆ (Affinity) NERCSI Proposal.pdf
- ◆ (Tectonic Network) NERCSIProposalFinal.doc
- ◆ (NER) RFP analysis.pdf
- ◆ NER Reserve Task Team Report rev02.pdf
- ◆ NER General Reserve Table Rv 01 .pdf

## 2. CALL TO ORDER

2.1. A roll call was taken by Secretary J. Miller. 10 voting board members were present out of 19. This constitutes a quorum of the region board. Authorizations were received by three chapter Presidents naming (or reinstating) a new Region Director. Those named will continue to be their respective Region Director until another authorization is received naming someone else. They are:

- ◆ Syracuse President Ron Fiorentino reinstated Ed Goldberg to replace Cal Bowne.
- ◆ Hartford President Rich Goldberg named T. J. Gottwalt to replace Michael Chadukiewicz, who resigned.
- ◆ New Hampshire President Tom Minnon reinstated Ned Keating, to replace himself

2.2. Opening Remarks from President Lou Matrulli.

- ◆ Purpose of this one-hour teleconference is to review, discuss and vote regarding two items before the board:
  1. Website Hosting RFP
  2. Disbursement of Excess General Reserve Funds 2.0

## 3. WEBSITE HOSTING RFP

3.1. Review (Mike Debiak):

Four proposals were received, one each from Parallax, Deepend Creative, affinity and Tectonic Network. Total Net after two-year adjustments is as follows:

- |               |                  |
|---------------|------------------|
| ◆ \$15,320    | Tectonic Network |
| ◆ \$31,400    | Parallax         |
| ◆ \$46,840    | Deepend Creative |
| ◆ \$58,853.80 | affinity         |

Of the four Tectonic Network had the lowest bid, lowest exposure to the NER and also developed website advertising as part of the proposal. NER costs would be \$7,500 up front with all further website development costs and hosting fees taken from NER website

advertising.

### 3.2. Discussion:

- ◆ Initially all website advertising income would go to Tectonic Network until the initial proposal costs were credited. Then 70% of the advertising income would go to Tectonic Network and 30% to NER, There may be some room for negotiation there if the NER solicits and provides some of the advertising.
- ◆ If the agreement terminates in the future, residuals from the website will stay with NER.
- ◆ There is a current agreement, negotiated by Mike Debiak, that Parallax will be paid \$449 per month for hosting the website until the agreement is terminated.

3.3. Board Motion: Ed Goldberg moved that "**the ExComm be authorized to negotiate a contract with Tectonic Network to develop and host the region website.**" Seconded. Motion passed unanimously.

## 4. DISBURSEMENT OF EXCESS GENERAL RESERVE FUNDS

### 4.1. Task Team Report Review (Mike Debiak):

- ◆ Referring to the Summary sheet, Mike explained where the excess funds came from and why they developed. They came from conference profits, MasterLibrary.com, Budget surpluses, region assessments and undefined. They were developed under the misconception that we needed 2.5 times the operating budget as a reserve when we really need just one time our operating budget of \$33,000.

### 4.2. Discussion:

- ◆ The task team report was accepted as well done with questions revolving around specifically how the money is to be disbursed.
- ◆ A consensus regarding the \$11,000 going to support the Portsmouth
- ◆ Conference was clarified as primarily going towards covering expenses of chapter leadership. It will also go to covering the cost of region speakers and workshops. One of the two institute staff members presiding over two workshops, Kathi Trepper or Lacey Mitchell, will need support.
- ◆ \$7,950 was identified as possibly being available to fund a certification training weekend prior to the Portsmouth Conference.
- ◆ The \$3,600 chapter rebate was discussed as too small and perhaps we should eliminate it. A consensus was reached that no matter how small a check received with an explanation of how this year's funds will be spent, it is a marketing opportunity to show region benefits returning to the chapters, a check will be sent.

4.3. Board Motion: Ted Healy made a motion to "**accept the plan as presented and task the (Excess Reserve Task) committee to further develop the specifics on spending.**" Seconded. Motion passed unanimously.

## 5. MISCELLANEOUS

- 5.1. Ned Keating reported that the Portsmouth NH Region Conference has \$20,000 to \$22,000 committed from sponsors out of the \$35,000 budgeted to date, along with 19 out of 26 booths committed.
- 5.2. A consensus was reached for Secretary Miller to post and send out a notice to the region soliciting interest in a Certification Training Weekend on August 6 & 7\* at a location(s) determined by the members interested in attending. This includes individual CDT, CCS, CCCA and CCPR study sessions, also based on interest.

## 6. ADJOURNMENT

- 6.1. At 11:07 AM meeting was adjourned by President Matrulli.

Respectfully submitted,

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