



NORTHEAST REGION BOARD OF DIRECTORS MEETING

Board Meeting Minutes, August 27, 2005 - **APPROVED**
Sheraton Harborside Hotel, Portsmouth, NH

Executive Committee Present:

Louis J. Matrulli, CSI, CCS, CCCA
Michael Debiak, CSI, CDT, MAI
Roy Olsen, RA, CSI, CCS
Michael Bean, CSI, CCS, AIA

Region President
Region Vice-President
Region Treasurer
Region Secretary

Board of Directors Present:

Russell Carpenter, CSI, CDT
David Hornung, CSI, PhD, PE
T. J. Gottwalt, AHC/ CDC, CSI, CDT
Cal Bowne, FCSI,
Steven Rebholz, RA, CCS
Scott Danzer, CSI
Denis L. Lemieux II, CSI, CDT, AIA
Richard Bodane, RA, CSI
Steven Benjamin, CSI, CDT
Edward M Healy, CSI, CDT, RA
George Rosamond, CSI, CCS, AIA
Leif Holm Anderson, CSI, AIA
Ned Keating, CSI

Metropolitan New York (01)
Buffalo / Western NY (18)
Hartford (57)
Syracuse (63)
Rochester (69)
Rhode Island (70)
Maine (91)
Eastern New York (94)
Vermont (103)
Worcester County (105)
Housatonic (110)
Long Island (114)
New Hampshire (119)

Others Present:

Richard A. Eustis, PE, FCSI, CCCA, CSC
Rick Allison, CSI

Chair - Academic Affairs
Chair - Awards

Board of Directors Absent:

Howard Levine, CSI, CDT
Susan Sheffmaker, CSI

Boston (09)
New Jersey (83)

1.0 Call to Order:

- 1.1 President Matrulli welcomed everyone and called the meeting to order at 12:42 PM. The following documents were either e-mailed prior to the meeting or handed to each of the board members in a packet or separately prior to Board meeting:

- NER most current **Leadership Roster**

- NER Memo regarding Consent Agenda
- NER Board Meeting **Agenda** for August 27, 2005
- NER Board Meeting **Minutes** Final Draft 3/19/05 (*for review & approval*)
- **Treasurer's** Report (FY'05 and YTD FY'06)
- **Secretary's** Report by Jonathan Miller
- **Region Director Reports**
 - **Buffalo** (J. Grucella)
 - **Eastern NY** (R. Bodane)
 - **Hartford** (T.J.Gottwalt)
 - **Housatonic** (G. Rosamond)
 - **Long Island** (L. Holm-Andersen)
 - **Maine** (D. Lemieux)
 - **Metropolitan NY** (R. Carpenter)
 - **New Jersey** (S. Sheffmaker)
 - **Rhode Island** (R. Quiterio)
 - **Rochester** (S. Rebholz)
 - **Syracuse** (C. Bowne)
 - **Vermont** (S. Benjamin)
 - **Worcester County** (E. Healy)
- **Not Received:**
 - **Boston**
 - **New Hampshire**
- **Region Committee Chair Reports**
 - **Academic Affairs** (Liaison) Report (R. Eustis)
 - **Certification** Report (G. Rosamond)
 - **Technical** Report (Bill DuBois)
 - **Website** Report (D. Eustis)
 - **Planning** Report (E. Healy)
- **Region Task Team Reports**
 - **Administrative References** Task Team (R. Eustis)
 - **Strategic Plan Update** Task Team (G. Rosamond)
- **Resolution** – Adoption of Interim Region Administrative References
- **Resolution** –

1.2 A roll call was taken by Secretary M. Bean. 13 of 15 Directors were present plus the 4 executive board members.

2.0 Consent Agenda:

- 2.1 It was moved (T. J. Gottwalt) to accept the consent agenda for this meeting. Motion was seconded (D. Hornung). **Motion passed** unanimously. Agenda attached as Appendix to this document.
- 2.2 Minutes (Final Draft 3/19/05) accepted by Consent Agenda.
- 2.5.c. Certification Report pulled from Agenda; Motion made (D. Hornung), seconded (T. J. Gottwalt), **Motion passed** unanimously
- 2.5.h. Publications – M. Debiak discussion regarding title of northeast region newsletter; suggested using title “The Bridge” theory being a bridge between region and chapters and also institute (two way bridge).
It was moved (T. J. Gottwalt) to accept this title for the newsletter; Motion was seconded (D. Hornung). **Motion passed** unanimously.
Motion made (D. Hornung) to accept verbal Publications Committee Report, seconded (T. J. Gottwalt), **Motion passed** unanimously.
- 2.6.a. Motion made (G. Rosamond), seconded (R. Bodane) to accept ByLaws 7 Admin. References Task Team Report, **Motion passed** unanimously
- 3.1 L. Matrulli stated that the hope is to continue to use the consent agenda format at future meetings; no objections were voiced. Website discussion to be later in meeting. The Institute communities’ are populated on the Website; everyone should use them.
- 3.2 Moved to 5.7
- 3.3 Reserve Funds Update – Summary Sheet dated April 29, 2005 attached. Motion made (R. Bodane) to let Task team to decide on exact mechanics of disbursement of reserve funds in accordance with Summary Sheet. Seconded (G. Rosamond), **Motion passed** unanimously.
Motion made (C. Bowne) to amend Summary Sheet – Summary part: change \$5,500 to 7,876 and \$7,950 to 2,575. Seconded (T. J. Gottwalt), Motion **passed** unanimously.
- 4.2 FY 2006 New Hampshire status report – 88 hotel rooms booked; 110 person registered for conference, conference budget \$35,000; received to \$34,500.
- 2.3 FY 2005 Buffalo final report - \$3,960 net gain to region.
- 4.3 FY 2007 Conference Discussion – Long Island mentioned as site for FY 2008 not next year. Montreal mentioned as possible site. Eastern New York chapter to get back to Region as possible host (R. Bodane).
Need NER Board meeting and Annual meeting if no conference.
No site at this time.
Planning Chair should compose email to Chapters asking for Conference Host
A contingency plan might be to hold leadership conference in May 2006 if no conference to be held. Other general discussion about conferences occurred.
End result: Region Conference Planning Committee to be formed to include two (2) members from each chapter. (T. Healy and G. Rosamond to lead charge)
- 5.3 Interim Region Administrative References - Motion made (T. J. Gottwalt), to follow recommendation written by R. Eustis dated July 30, 2005 seconded (D. Hornung), **Motion passed** 11 yes, 2 no. (Webmasters Note - The text of the referenced recommendation was as follows: “The Board adopt the “Interim Region Administrative References” dated August 6, 2005 as posted to the NE Region Website and direct the Region Administrative Reference Task Team to provide a final Region Administrative References for adoption at the Spring 2006 Region Board Meeting”)
- 5.2 No Board Action required
- 5.4 No Board Action required

- 5.5 No Board Action required. Requirements regarding Scholarship Auction need to be sent to R. Eustis for incorporation into Interim Region Administrative References. Consensus from board is that Scholarship program as currently exists is in accordance with the memo from our attorney.
- 5.6 Region Insurance program – a recommendation was made that the region purchases appropriate insurance coverage; a task team to be appointed to review requirements and draft a recommendation.
- 3.2 Website Task Team – as reported by M. Debiak tectonic is not doing business with the region anymore. Member Pipeline is the new entity. A recommendation is needed to form a contract with the new entity in including additional budget money. Motion made (C. Bowne) to continue negotiation and sign a contract with Member Pipeline for new website hosting. Seconded (D. Lemieux), Discussion followed, total cost to region - \$26,000 with no revenue share; \$10,000 with revenue share; **Motion passed** 12 yes, 1 no.
- 6.1 Financial Report – R. Olsen submitted written report for review by Board. Motion made (T. J. Gottwalt) to accept report as written, Seconded (L. Holm Anderson), **Motion passed** unanimously.
- 6.2 No discussion
- 8.0 No old business; no new business; conference calls shall occur as needed with at least four before next meeting.
- 9.0 Next Meeting: No date or place set.
- 10.0 At 5:41 pm a motion was made to adjourn. Motion seconded. **Motion passed** unanimously.

Attachments: AGENDA (marked up copy from meeting)
NERCSI General Reserve Summary – April 29, 2005
(marked up copy from meeting)

Respectfully submitted,

Michael E. Bean, CSI, CCS, AIA
Secretary, Northeast Region CSI

AGENDA

Northeast Region CSI Inc. Board of Directors Meeting

Date: **Saturday, August 27, 2005**
12:00 PM – 7:00 PM

Location: **Sheraton – Portsmouth**

No.	Agenda Item	Document
1.	CALL TO ORDER AND ATTENDANCE	✓
2.	CONSENT AGENDA	✓
2.1	Approval of Minutes	✓
2.1.a	Board of Directors Meeting – March 19, 2005	✓
2.1.b	Board of Directors Teleconference – June 10, 2005	✓
2.2	Institute Directors' Reports	
2.2.a	Director Matrulli's Report	✓
2.2.b	Director Debiak's Report <i>DELETED</i>	NO REPORT <i>report</i>
2.3	Offices' Reports	
2.3.a	Secretary's Report - Miller	✓
2.4	Directors' Reports	
2.4.a	Metro New York Chapter - Carpenter	✓
2.4.b	Boston Chapter - Levine	✓
2.4.c	Buffalo – WNY Chapter - Grucella <i>David Browning</i>	✓
2.4.d	Hartford Chapter – Gottwalt	✓
2.4.e	Syracuse Chapter - Bowne	✓
2.4.f	Rochester Chapter – Rebholz	✓
2.4.g	Rhode Island Chapter - Danzer <i>Richard</i>	NO REPORT <i>pull</i>
2.4.h	New Jersey Chapter - Sheffmaker	✓
2.4.i	Maine Chapter - Lemieux	✓
2.4.j	Eastern NY Chapter - Bodane	✓
2.4.k	Vermont Chapter - Rickett <i>Bernard</i>	✓
2.4.l	Worcester County Chapter - Healy	✓
2.4.m	Housatonic Chapter - Rosamond	✓
2.4.n	Long Island Chapter – Holm-Andersen	✓
2.4.o	New Hampshire Chapter - Keating	NO REPORT
2.5	Standing Committee Reports	
2.5.a	Academic Affairs - Eustis	✓
2.5.b	Awards - Allison	NO REPORT
2.5.c	Certification - Rosamond	pull
2.5.d	Professional Development - Open	NO REPORT

2.5.e	Finance - Barrett	NO report
2.5.f	Membership - Miller	✓
2.5.g	Planning - Healy	✓
2.5.h	Publications - Debiak	NO report
2.5.i	Technical - DuBois	✓
2.5.j	Web Site - Eustis	✓
2.6	Task Teams	
2.6.a	Bylaws & Admin. References - Eustis	PULL PULL
2.6.b	Web Site - Debiak	PULL
3.	Special Reports	
✓ 3.1	State of the Region - Matrulli	✓
3.2	Web Site Update - Debiak	✓
3.3	Reserve Funds Update - Matrulli/Debiak	✓
4.	Region Conferences	
4.1	FY 2005 Buffalo Final Report	✓
4.2	FY 2006 New Hampshire Status Report	✓
4.3	FY 2007 Conference Discussion	✓
5.	Recommendations and Board Actions	
5.1	Certification Study Weekend - Rosamond	✓
5.2	Leadership Workshop - Rosamond	✓
5.3	Interim Region Administrative References - Eustis	✓
5.4	Region Mentoring Program - Eustis	✓
5.5	Scholarship Fund - Matrulli	✓
5.6	Region Insurance Program - Matrulli/Eustis	✓
5.7	Member Pipeline as Web Site Developer - Debiak	✓
5.8	Approve Actions of Executive Committee - Matrulli	✓
6.	Financial	
6.1	FY 2006 Financial Review	✓
6.2	FY 2007 Preliminary Budget Discussion	✓
7.	Old Business	
	NONE	
8.	Other Business	
9.	Next Meeting	
9.1	March 25, 2006 - Apple Tree Inn	Date to be determined
10.	Adjournment	

NERCSI General Reserve Summary – April 29, 2005

Sources of Income for General Reserve	Amount
Conference Profits	\$ 22,000 ⁶
MasterLibrary (Strategic Alliance)	25,000
Budget surplus (anticipated for current FY05)	4,000
Undefined	29,850
Region Assessments (received over several years)	12,000 ⁴
Total (Exclusive of Scholarship Funds)	\$92,850

Reserve Funds Calculation	Amount
General Reserve Total	\$ 92,850
Capital Reserve (equal to one FY Operating Budget)	33,000 ✓
Reserve Funds available for distribution	\$59,850

Distribution of Reserve Funds	Amount
Conference Profits SURPLUS	\$ 22,000
50% to New Hampshire Conference	\$11,000*
25% retained in Reserve Fund (future use)	5,500
25% returned to Chapters for Region Activities	5,500*
MasterLibrary (Strategic Alliance)	25,000
100% returned to Reserve Fund (future use)	\$25,000
Budget surplus (anticipated for current FY05)	4,000
90% returned as Region Assessment Rebate	\$3,600*
10% returned to Reserve Fund (future use)	400
Region Assessments (less amount for Capital Reserve)	8,850
90% retained in Discretionary Account	\$7,950*
10% returned to Reserve Fund (future use)	900
Total	\$59,850

Summary	Amount
Capital Reserve	\$33,000
Funds to New Hampshire Conference*	11,000
Region Conference Support to Chapters*	5,500
Direct Rebate to Chapters*	3,600
Discretionary Funds to Support Chapters*	7,950*
Reserve Funds (for use over next several years)**	31,800
Total	\$92,850

*Total supporting Chapters and Members this year: \$28,050

Handwritten notes and corrections:

- 7,950 (with arrow pointing to Discretionary Funds to Support Chapters*)
- 2,525 (with arrow pointing to Discretionary Funds to Support Chapters*)
- 5,500 (with arrow pointing to Region Conference Support to Chapters*)
- 3,600 (with arrow pointing to Direct Rebate to Chapters*)
- 11,000 (with arrow pointing to Funds to New Hampshire Conference*)