



NORTHEAST REGION BOARD OF DIRECTORS MEETING

October 20, 2006
Hudson Valley Resort and Spa, Kerhonkson, NY

Executive Committee Present:

Michael Debiak, CSI, CDT, MAI, Region President
Edward Healy, RA, CSI Region Vice-President
Roy Olsen, RA, CSI, CCS Region Treasurer
Michael Bean, CSI, CCS, AIA Region Secretary

Board of Directors

Mary Hosley, Metropolitan New York (01)
Don Bannon, CSI, CDT
Jim Grucella, Buffalo / Western NY (18)
T. J. Gottwalt, AHC/ CDC, CSI, CDT Hartford (57)
Cal Bowne, FCSI, Syracuse (63)
Steven Rebholz, RA, CCS Rochester (69)
Ricardo Quiterio, CSI, CDT Rhode Island (70)
Susan Sheffmaker, CSI, CSI New Jersey (83)
Brad Armstrong, CSI, CCPR, AIA Maine (91)
John Van Oort, CSI, AIA, Eastern New York (94)
John Gant, AHC, CSI, CDT Vermont (103)
Roland Barrett, CSI Worcester County (105)
Arthur Sanders, CSI, AIA, Housatonic (110)
Guy Page, CSI, RA, Long Island (114)
Ned Keating, CSI New Hampshire (119)

Others Present:

Richard A. Eustis, PE, FCSI, CCCA, CSC Chair - Academic Affairs
Denis Lemieux, CSI

- 1.0 **Call to Order:** President Debiak welcomed everyone and called the meeting to order at 8:38 am
- 1.1 Roll call was taken by Secretary M. Bean. A quorum was established.

- 2.0 **Administrative:**
- 2.1 **Institute Update** - Schafmeister deferred to Annual Meeting
- 2.2 **Board Orientation**
- 2.2.a Confidentiality Agreement forms were distributed to Directors for signature and return to Secretary
- 2.2.b Code of Conduct- Briefing of new Directors deferred to later in meeting

3.0 Consent Agenda:

3.1. Approval of Minutes

- 3.1.a BOD Minutes (Draft 4/22/06). .B. Armstrong Pulled made motion to accept minutes as amended; amendment to minutes; reflect RAR correction – 75/ 25% surplus, 6% rule eliminated
Motion voted and passed
- 3.1.b BOD Teleconference 11/7/07 TJ Gottwalt made motion to accept teleconference meeting minutes

3.2 Institute Director's Reports - filed without comment

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3.4 Standing Committee Reports - filed without comment except ...

3.4.e Finance Committee Report presented – basically region is sound

3.5 Task Team Reports

3.5.a By-laws & Administrative References- filed without comment

3.5.b Website – Debiak no report covered in 4.2 Website Update

4.0 Special Reports

- 4.1 State of The Region T. Healy – summarized Status of Region as similar to that of Chapters as reflected in submitted Chapter Reports.
- 4.2 Website Report – Eustis report filed
- 4.3 Reserve Fund Update – M. Debiak, T. Healy - \$97,115.77 total cash as of 10/18/06 minus \$14,301.88 scholarship monies distributed leaving \$82, 000 plus or minus in total reserve. Subtract \$33, 000 on reserve leaving \$49,000 available

6.0 Region Conferences

- 6.1 **FY 2008 Region Conference** – presentation by Maine Chapter – theme “Zero Energy Buildings,” budget and preliminary program distributed – ‘Save the Date’ R. Barrett made motion to accept proposal by Maine Chapter to host FY 2008 conference, motion seconded and passed
- 6.2 **FY 2009 Region Conference** – Metropolitan New York just completed this years trade show and is considering the role as host with Long Island Chapter M. Debiak discussed Leadership training could be considered as part of next conference as well as continuing certification exams
Teleconference suggested to brain-storm for next conference

7.0 Recommendations and Board Actions

- 7.1 Engage Incorp for NH Secretary of State annual filing - Motion by M. Bean
Additional filing is required by State of New Hampshire and will require added fee for services of \$69. Currently we pay \$99.
Call the question and end discussion passed, vote on motion passed.
- 7.2 Nomination of Candidates for Institute Director M. Debiak, Chair of Nominating Committee, reported for Nominating Committee two candidates found (TJ Gottwalt and Scott Tobias), in accordance with the bylaws the Secretary will inform the Institute of the Nominees selected. He requested recognition from Board for acceptance,
R. Barrett made motion for vote of confidence for nominees to be presented to Institute, motion seconded and passed
- 7.3 Authorization of Expenditure – deficit for FY 2007 Annual Meeting and Leadership Training – need to approve funds to take from the reserve;

R. Quiterio made motion to expend additional \$9,500 not to exceed \$14,000 to cover cost incurred at FY 2007 Leadership Conference (Kerhonkson, NY)
Motion seconded and passed

8.0 Financial review

8.1 FY 2007 report distributed by R Olsen; page 1 of report summary reviewed, check coming from New Hampshire for conference account.

R. Olsen thanked for his efforts with report. Conference netted approximately \$8,046 of which approximately \$2,022 will be returned to New Hampshire Chapter

Scholarship funds discussion – chapters could use as marketing tool.

Motion made by TJ Gottwalt to award minimum scholarships for the amount raised plus \$1,000, rounded up to the nearest \$1,000; friendly amendment made to change \$1,000 to \$3000. The amended motion is “ to award a number of \$1000 scholarships equal to the amount of money raised by the auction. Residual amounts of \$500 or more will be used with funds from region reserves to provide an additional scholarship. Residual funds less than \$500 will be added to the reserve.

Motion made to accept amendment, call the question, seconded, vote passed
Motion on original motion, call the question, seconded, vote passed

TJ Gottwalt volunteered to document Scholarship auction history and post to Website.

9.1 Old Business None

10.0 New Business -

10.1 The Bridge – M. Debiak would like to publish region newsletter in December; request cooperation of Board to get info from Chapters

10.2 Need Acting Secretary for Annual Meeting – TJ Gottwalt volunteered

11.0 Next Board meeting to be in late February or March – Venue Committee appointed to find location – R. Barrett, Chair with D. Bannon; budget for meeting \$3,750 to \$4,000

12.0 Adjournment Motion to adjourn at 11:06 am, vote, motion passed

Orientation for New Board members by M. Debiak followed.

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