



NORTHEAST REGION BOARD OF DIRECTORS MEETING

March 24, 2007 - **APPROVED**
Comfort Inn, Sturbridge, MA

Executive Committee

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

Board of Directors

Don Bannon, CSI, CDT, Boston
Vince Bernard, CSI, 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)
Chris Geiger, CSI, Long Island (114)
Ned Keating, CSI, New Hampshire (119)

Others:

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

- 1.0 **Call to Order:** Vice President Healy welcomed everyone and called the meeting to order at 8:07 am
- 1.2 Roll call was taken by Secretary M. Bean.
- 1.3 A quorum was established.

2.0 Administrative:

- 2.1 **Institute Update** – comments from Vice President Healy; the identity of the Institute may be changing (branding program); congratulations expressed to Scott Tobias on becoming Institute Director - Northeast Region effective July 1, 2007; new Executive Director for CSI started work; new CSI Code of Conduct is the

Institute legal review; CSI Foundation is looking for donations; Annual Meeting delegate registration is May 1, 2007; sponsor-a-member campaign is ongoing (“get a cool hat”)

- 2.2 **State of Region** – comments from Vice President Healy; good financially; communication throughout Region is average, email does not reach everyone; committee system has not worked well in past, still not working effectively; comments from directors - Syracuse membership went from 100 to 48 members last year, chapter trying reorganization using a survey to establish goals, dinner meetings appear to be waste of time/money, will try seminar type programs from 4-6 pm starting in February; Eastern new York finally having Board meetings; Buffalo/ WNY having lunch meetings.
Closing from Vice President Healy – chapters should try to use the Region website

3.0 **Consent Agenda:**

3.1. **Approval of Minutes**

- 3.1a BOD Minutes (Draft 10/24/07). R. Olsen Pulled made motion to accept minutes as amended by these minutes with Item 8.1 to be clarified

Motion seconded, voted and passed

8.1 Clarification of motion:

Motion made by TJ Gottwalt to award a minimum of three (3) \$1,000 scholarships from the amount raised, rounded up to the nearest \$1,000; equal to the amount of money raised by the auction. Friendly Amendment: Residual amounts of \$500 or more, above the amount raised, shall be used with funds from region reserves to provide additional scholarships. 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

- 3.1.e Syracuse Director’s Report pulled: R. Olsen asked for clarification regarding paragraph C.1 – written as loaded question, it was suggested that Kathi Trepper should be contacted at Institute to arrange a visit to Chapter to do a presentation about value of CSI
- 3.1.f Rochester Director’s Report pulled: R. Olsen asked for clarification regarding paragraph B.1.h – does the Region need to provide help to Chapter to accomplish this? None requested.
- 3.2 **Institute Director’s Reports**
- 3.2a Director Debiak - filed without comment
- 3.2b Director Healy - filed without comment
- 3.3 **Directors’ Reports** - filed without comment except for reports pulled
- 3.4 **Standing Committee Reports** - filed without comment
- 3.5 **Task Teams** - filed without comment

- 3.5a **By-laws & Administrative References** - filed without comment
- 3.5b **Website** – no report to be covered in Website Update; Task Team completed work – site is up and running but under utilized

Motion made to accept Consent Agenda, seconded, call the question; vote passed

4.0 Special Reports

- 4.1 Website Update–. Presentation by D' Eustis
- 4.2 Website Report – Eustis report filed
- 4.3 Reserve Fund Update – NERCSI Reserve Summary report presented by Vice President Healy (authored by President Debiak); after discussion, motion made to accept report as written, seconded, call the question; vote passed

6.0 Region Conferences

- 6.1 **FY 2008 Region Conference** – update presented by Maine Chapter: NER Leadership portion of conference is scheduled on Saturday from 1 to 5 pm, need to develop program, task team established to do so; Don Bannon, co-chair with current Planning Committee chair Scott Tobias
- 6.2 **FY 2009 Region Conference** – Long Island and Metropolitan New York presentation by Chris Geiger. Motion made to accept presentation as a directive to proceed with final planning and advertisement; seconded, call the question; vote passed
- 6.3 **FY 2010 Region Conference** – Eastern New York is considering being host; more information will be given when Chapter Board makes decision

7.0 Recommendations and Board Actions

- 7.1 Nominee for Region Secretary presented to Board; Ruma Som New Jersey chapter: J. Gant made motion to accept nominating committee recommendation, seconded, call the question; vote passed
- 7.2 Vice President Healy stated that \$800 is needed to pay the region attorney fee related to the Code of Conduct work two(2) years ago (old invoice just recently received); requested motion to move money from other line items in approved budget to the legal expense line item. Motion seconded, after discussion motion withdrawn due to conclusion by the Board that the NER EXCOMM has the authority to perform this action, in order to pay the invoice, since there is unused money in other line items.
- 7.3 Discussion regarding funds for reception at national convention for George Rosamond, FCSI: Board requested NER EXCOMM to reallocate funds from other items in approved budget needed to cover cost
- 7.4 Discussion regarding contribution to CSI Foundation: no Board response; therefore, no contribution to be made

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

- 8.2 Budget: after discussion motion made to transfer \$10,000 from Reserve funds to FY '08 budget to subsidize conference attendees at Portland, Me 2007 Region Conference in order to offset individual expenses and encourage attendance (primary purpose to subsidize technical registration for each member), seconded, call the question; vote passed.
Motion made to file Financial Report, seconded, call the question; vote passed.
Motion made to accept FY '08 Proposed Budget as stated in Report and amended by previous motion, seconded, call the question; vote passed.

9.0 Old Business

- 9.1 NER.LT.BAM Final Report: conference finally closed out after much post conference discussion with Hudson Valley Resort and Spa

10.0 New Business –

- 10.1 Leadership Training...chapter progress reports: current NE Region Planning Chair needs to assemble program for upcoming conference; suggested topics might include a motivational speaker about better communication, also, how to delegate responsibilities successfully. Need to fill in four (4) hours in program. In addition need to get new or recent members to upcoming region conference.
Discussion regarding chapter director reports submitted: highlights from reports viewed on screen.
- 10.2 NER Governance: D. Eustis presented a PowerPoint on Governance. If there are any proposed bylaw changes they should go to Bylaws and Administrative References Task Team for presentation at the Fall Board meeting.
- 10.3 Consent agenda Chapter Director Report Recommendations/Suggestions for the Benefit of the Region were compiled and viewed on screen. Comments were noted and the document was filed on the website.

11.0 Next Board meeting August 23, 2007 in Portland, ME

- 12.0 Adjournment** Motion to adjourn at 3:02 pm, seconded, vote, motion passed.

Respectfully submitted,

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