



# BOARD MEETING MINUTES

## Northeast Region Board Meeting –August 23, 2007

### Executive Committee

Michael Debiak, Region President  
Scott Tobias, Region Vice-President  
Roy Olsen, Region Treasurer  
Ruma Som, Region Secretary

### Board of Directors

Don O. Bannon, CSI, CDT, Boston (09), Christopher Picone for James L. Grucella, CSI, CCS, Buffalo / Western NY (18), Charles C. Laun, CSI, CDT, Syracuse (63), Charles A. Battle, CSI, Rochester (69), Susan Sheffmaker, CSI, AIA, New Jersey (83), Bradford Armstrong, CSI, CCPR, Maine (91), John Van Oort, RA, CSI, AIA, Eastern New York (94), Neil Dixson for Roland M. Barrett, CSI, Worcester County (105), Arthur L. Sanders, CSI, AIA, Housatonic (110), Chris A. Geiger, CSI, CDT, Long Island (114), Tom Minnon, CSI, CCPR, LEED, New Hampshire (119), John Gant, AHC, CSI, CDT, Vermont (103) (represented Vindicator C. Rickert), Luis G. Rosario-Lliveras, Metro New York (represented).

### Others:

W. Calvin Bowne, Jr., FCSI, Professional Development/Education Committee Chair  
Edward M. Healy, RA, CSI, CDT, Membership Committee Chair

### 1. Call to Order:

- 1.1. President Michael Debiak welcomed everyone and called the meeting to order at 1:00 am.
- 1.2. Roll call was taken by Secretary Som.
- 1.3. A quorum was acknowledged

### 2. Administrative:

#### 2.1. Institute Update -

- 2.1.1. State of the Region - Debiak summarized some of the activities since the last report.
  - 2.1.1.1. Services. CSI has recently re-established its relationship with CSRF, the organization that developed SPECTEXT several years ago.
  - 2.1.1.2. Green Format provides a standardized format for reporting information about the sustainable attributes of construction products. The database offers an additional benefit to manufacturers- a way to present clear consistent and concise information on the life cycle qualities of products to specifiers.
  - 2.1.1.3. The Construction Specifications institute has joined in support of the 2030 Challenge that has been issued by Architecture 2030 urging the global architectural and building community to adopt the energy and emission reduction targets in an

effort to remediate the global climate change.

2.1.2. Problems areas: Membership & Governance

2.1.2.1. Membership has steadied. A one percent (1%) increase in retention would enable to grow the organization. However the real indicator of success is by being able to increase active participation of members.

2.1.2.2. With time changing, CSI needs to rethink about its leadership structure, thereby increasing our relevance as the resource for information and training.

2.1.3. Success Stories:

2.1.3.1. The Region was honored with having the highest retention rate of all the regions.

**3. Consent Agenda:**

3.1. Approval of Minutes: The Board of Directors Minutes (Draft 03/24/07) was pulled by R. Olsen to include paragraph in B.1.h. John V Oort made motion to accept minutes as amended by these minutes. Motion seconded by Barrett, voted and passed.

3.2. Status Update and Action Items:

3.2.1. Institute Director's Reports

3.2.1.1. Director Debiak -filed without comment.

3.2.1.2. Director Tobias's pulled by Scott- New to the position, so not much to report but looking forward to having a successful year ahead.

3.2.2. Director's Reports:

3.2.2.1. Filed without comments

3.2.3. Standing Committee Reports: Following reports pulled

3.2.3.1. Finance Report pulled by Barrett. Budget is based on previous membership since paper process of membership takes about six months. Need to change the ways we pay at the region level. Currently Reserve fund is being used to fund the conference.

3.2.3.2. Planning pulled by Tobias. New to Task but shall utilize experience at the local Chapter to better serve the Region.

3.2.3.3. Technical pulled: Martin Helly unable to continue in this role due to his son's accident. Need a replacement for Technical Chair.

3.2.3.4. Nomination Committee. Debiak will chair until someone takes over. Michael's term will end July. Scott will take office as President and will need a replacement. Co-chair was considered. Sometimes people may not be interested in CSI Chapter level but could very well be a candidate at the Region level.

3.2.4. Task Teams

3.2.4.1. Website: Task Team completed work. Site is up and running but is underutilized.

3.2.4.2. Governance: Task Team chaired by Gottwalt's working closely with Debiak to review Institute Governance model and develop one relevant to the Region.

**4. 4.0 Recommendation**

4.1.1. Region Administrative References for Code of Conduct. After detail discussion, the Board unanimously voted to accept document as submitted.

**5. Old Business**

5.1. NER Conference- Maine Report by Armstrong.

5.1.1. Due to lack of sponsorship, cocktail meetings will not be funded by NER. Great technical sessions arranged. Hotel fell short of non-smoking rooms. Total expenses incurred at Conference could not be presented. However concern was that expenses may exceed

available funds.

## **6. New Business**

### **6.1. Financial review- Y 2007 report distributed by R Olsen**

**6.1.1.** Page 1 of report, NERCSI Balance sheet was presented to Board. Net Assets \$86,016.93.

6.1.2. Motion passed to approve outstanding expense occurred at the Institute Conference in March'07 of \$2,977.04 for the Region Caucus Meeting and other expenses of \$373.87. Proposed Budget as stated in Report, seconded, call the question; vote passed.

6.1.3. Expense forms shall be posted on website for member attendees to submit one day's expense including travel to and from.

### **6.2. FY 2009 Region Conference – Presentation by Tobias.**

6.2.1. CSI Metro New York & LI chapter have set up a 15 people committee to plan for next NER meeting. The committee meets every third week. An event planner has been appointed to help make the event a success. Tobias presented an estimate budget of \$150,000 for this show.

6.2.2. Discussion was held on whether conference in NYC is economically viable. The committee shall determine after looking into various options.

## **7. Next Board Meeting**

7.1. Date and time to be determined by Debiak at a later date.

## **8. Adjournment**

8.1. Motion to adjourn meeting at 5:55 pm, seconded, vote, motion passed.

Respectfully submitted,

Ruma Som, CSI, CDT, AHC  
Secretary, Northeast Region, CSI