

FY2008 SPRING BOARD MEETING MINUTES



Northeast Region Board Meeting – March 8, 2008

Executive Committee

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

Board of Directors Present:

Luis G. Rosario-Lliveras, CSI, Metro New York (01); Don O. Bannon, CSI, CDT, Boston (09); Christopher Picone, CSI, CCS, Buffalo / Western NY (18); Charles C. Laun, CSI, CDT, Syracuse (63); Charles A. Battle, PE, FCSI, Rochester (69); Susan Sheffmaker, CSI, AIA, New Jersey (83); Richard Eustis, CSI, CCA, CSC, Maine (91); John Van Oort, RA, CSI, AIA, Eastern New York (94); Edward M. Healy, RA, CSI, CDT, Worcester County (105); Arthur L. Sanders, CSI, AIA, Housatonic (110); Chris A. Geiger, CSI, CDT, Long Island (114).

Directors Not Present: Rhode Island, Hartford, New Hampshire and Vermont

Others:

George Rosamond (Certification Committee Chair); W. Calvin Bowne, Jr., FCSI, (Professional Development/Education 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. Some of the Institute update was covered in the New Board Orientation by Institute President prior to the Board meeting.
- 2.1.2. The significance of Bylaw changes and impact on North East Region was discussed. Issues discussed were NER Board sustainability, is NER effectively organized?

- 2.1.3. The upcoming CSI National Convention was discussed.
- 2.1.4. Focus by Institute is on Membership - Retaining existing members & increase in membership.
 - 2.1.4.1. Membership has steadied. A one percent (1%) increase in retention would enable to grow the organization. However the real indicator of success is by able to increase active participation of members.
 - 2.1.4.2. With time changing, CSI needs to rethink about its leadership structure, thereby increasing our relevance as the resource for information and training.

2.2. State of the Region

- 2.2.1. Membership - Membership drive will be the focus. Membership chair has put together program to increase awareness among chapters and help achieve the goals of the Region and Institute. Awareness programs to be also publicized through "Bridge" Publication and Website. Connect with members with leadership training.
- 2.2.2. Governance – To be a focus with changes at the Institute level. Task Team has been formed. Discussion was deferred to item #10.2.
- 2.2.3. Budget- Well managed. Discussion on what needs to be done with remaining budget.

2.3. Region Conference

- 2.3.1. Northeast Region Conference FY2008. Meeting was very successful. 75 members attended meeting
- 2.3.2. Region Forum 2008
 - 2.3.2.1. Very well attended. Hanley Wood, who is hosting the CSI National Convention, is doing a great job in publicizing the event. CSI Input is on Academic and content component of the convention.

2.4. Region Caucus 2008

- 2.4.1. Meeting room set up at the CSI Convention.

3. Consent Agenda:

3.1. Approval of Minutes:

- 3.1.1. The Board of Directors Minutes (Draft 03/24/07) was pulled by Edward Healy. The draft was passed, subject to changes.

3.2. Institute Director's Reports:

- 3.2.1. Institute Director's Reports
 - 3.2.1.1. Director Debiak -filed without comment.
 - 3.2.1.2. Director Tobias -filed without comment.

3.3. Director's Reports

- 3.3.1. Boston Chapter Director's Report pulled - Concern about fewer resources available from Institute. Debiak had made that request to Institute who has found it cost effective and did not find sufficient demand to justify expense.
- 3.3.2. Maine Chapter Director's Report pulled – Discussion on leadership workshop.

More workshops need to be organized.

3.4. Standing Committee's Report:

3.4.1. Membership Report pulled - Membership committee in each chapter should have at least three members. Report indicates that no chapter is ahead and that all are right at the cusp. Chapters with student membership should look at occupation to correct data as needed.

3.4.2. Planning Report pulled - Need to replace position.

3.4.3. Web Site Report deferred to 4.1

3.4.4. Nomination Committee. Debiak will continue to chair until someone takes over. Debiak's term will end June '08. Scott will take office as President and will chair search for all needed replacements. 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. Region Treasurer's FY 09-10 needed and Region Secretary FY 10-11 needed.

3.5. Task Team's Report:

3.5.1. Governance Report deferred to # 10.2

3.5.2. Web Site Report deferred to # 4.1

4. Special Reports:

4.1. Website Update:

4.1.1. Eustis is working on several issues related to the Region website. A new input program will be required to accept Institute Membership data but this should wait until some problems with the Institute data base are resolved. New members cannot access website because their names do not appear in the Region website due to the inability to update Region Membership information. Region Directors should explain this to their Chapters. Region Website virtual offices can be better used. There are multiple capabilities in the Chapter & Region Leadership module that should help Chapters record a part of their history. There are no automatic updating capabilities of Region Mailing Lists. Need to include a line item in NE Region Budget to update information. Website maybe a source to generate revenue after initial design costs are covered

4.2. Reserve Fund Update:

4.2.1. NERCSI General Reserve Summary was presented to the Board. Some changes were made at the meeting and budget adjusted to balance.

4.2.2. Since we bill once a year, the reserve needs to cover for the next billing cycle.

4.2.3. Two (2) pieces need to be defined- Total Funds available and Reserve funds available for distribution.

5. Region Conferences

5.1. FY2008 Maine Conference Update:

5.1.1. Conference Funds – Maine Chapter ready to close. The money saved from the

conference shall be utilized by Chapter at their discretion. This was a result of a vote because the policy is a split of excess funds.

5.2. FY2009 Conference Report New York /Long Island:

- 5.2.1. Horn was presented to Tobias.
- 5.2.2. There was a discussion on NER contributing \$10,000 to NER Conference hosted by NY/LI.
- 5.2.3. Tobias very happy with progress made with the Conference Committee.
- 5.2.4. Great interest shown by vendors but as yet no details were available.
- 5.2.5. 130 rooms committed for 3 nights at \$200/night (fees+taxes?). The rates will be valid for reservations made by deadline date 30 days before the event.
- 5.2.6. Spouse registration will be \$120 and student \$55.

5.3. FY2010 Conference Report ENY:

- 5.3.1. Van Oort gave an update. The Chapter is looking to host the conference in Lake George area.
- 5.3.2. ENY is planning solicitation right after the MNY/LI conference.
- 5.3.3. ENY will have handout at the NE Region Conference at MNY/LI similar to what Hanley Wood had at CSI Convention in Baltimore.
- 5.3.4. The topics shall be Legal issues, Seals for BIMS, Technology etc

6. Recommendations and Board Actions:

6.1. Election of NER Treasurer for term of FY2009-10

- 6.1.1. Barrett is a candidate recommended by Olsen.
- 6.1.2. Mattles of MNY is a candidate recommended by Tobias.
- 6.1.3. Conference call to be set up by Debiak at a later date for the Board Members to cast a vote.

7. Recommendations and Board Actions:

7.1. FY2008 Financial Review:

- 7.1.1. Olsen presented Financial Review. The document was filed in the Treasurer's Virtual Office.

7.2. FY2009 Budget Discussion/Approval

- 7.2.1. Budget discussion was held. Changes were made and approved. Final approved budget is filed in the Treasurer's Virtual Office.
- 7.2.2. Motion was moved and approved to allocate \$10,000 to NER NY/LI conference with no restrictions on money saved from conference. It will be spent at the discretion of the host chapters.

8. Old Business- None

9. New Business-

9.1. Leadership Training.

- 9.1.1. The Board identified the need to organize more Leadership workshops at local sites separate from NER Conference.

9.1.2. NER Governance

9.1.2.1. Governance: Task Team chaired by Gottwalt is working closely with Debiak to review Institute Governance model and develop one relevant to the Region. Gottwalt thanked the committee members for great input. Survey sheets were passed out to get input from members

10. Next Meeting:

10.1. Next meeting shall be held on Thursday 14, 2008 at New York, NY.

11. Adjournment:

11.1. Meeting was adjourned at 5:30 pm.

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