

MINUTES



Northeast Region Board Meeting – August 27, 2009 Draft Minutes of Fall FY2010 Board Meeting

I. Call to Order (12:00 PM)

- A. Welcome Remarks by Region President Richard Eustis
- B. Roll Call conducted by Region Secretary Edward Healy present were,

Executive Committee

President Richard Eustis, PE, FCSI, Lifetime Member, CCCA -
Vice President W Calvin Bowne, Jr., FCSI, Member Emeritus -,
Secretary Edward Healy, FCSI, Member Emeritus, CDT, RA -
Treasurer Roland Barrett, CSI

Institute Directors

Scott J. Tobias, CSI, CDT, LEED AP, AHC – Professional
Howard Levine, FCSI, CDT – Industry

Board of Directors

Metro New York- Jeffrey Matles, CSI
Boston - Don Bannon, CSI
Buffalo - James Grucella, CSI
Hartford - David Newman, RA, CSI, CCS, NCARB
Syracuse - Richard L. De Vault Sr., CSI, CDT, AIA
Rochester - Guy A. LoMonaco, CSI, CCS
Rhode Island - Tracey D. Powell, CSI
New Jersey - Jim Repka, CSI
Maine - Bradford W. Armstrong, CSI, CCPR
Eastern New York - John Van Oort, RA, CSI, AIA *
Vermont - John P. Ostrum, CSI, CDT
Worcester County - Edward Healy, FCSI, Member Emeritus, CDT, RA
Housatonic - Jay F. Strother, CSI
Long Island New York - Kenneth R. Gehringer, CSI, CCCA, AIA-
New Hampshire - William North Sturtevant, CSI

Committee Chairs

Academic Program – Som
Awards (also Finance) – Olsen
Certification - Rosamond
Education - Gehringer

Web Site - Eustis
Nominating - Healy

Task Team Chairs

Strategic Plan & Governance Chair - Bowne
Bylaws/Admin References - Chair - Eustis

Region Conference Host Chapter Committee Chair/ Co-Chairs

FY 2009 –Tobias/Gehringer
FY 2010 - Van Oort

Others

Walter Marlowe, Executive Director CSI
Rich Bodane, RA, CSI – Eastern New York President
Kevin E. Phillips Jr., CSI, CDT – Syracuse President
Anthony J. Bianchi Jr., RA, CSI, CDT – Eastern New York

- C. * due to Host Chapter responsibilities Eastern NY was represented at times by Rich Bodane or Anthony J. Bianchi, Jr.
- D. Healy determined that a quorum was present
- E. Adjustments in the Agenda - none

II. Approval of Minutes from Previous Meeting(s)

- A. Fall Board Meeting FY09 Minutes -Approval: moved by Healy, the motion was seconded, and the Board approved unanimously.
- B. Spring Board Meeting FY09 Minutes Approval: moved by Barrett, the motion was seconded, and the Board approved unanimously.

III. Financial Status Report by Treasurer

- A. Barrett distributed and reviewed FY2009 Year End and FY 2010 Year to Date Financial Report. Motion made, seconded and approved unanimously that they be filed
- B. Barrett to research PayPal due to expensive cost of credit card machine. Powell confirmed RI Chapter has had great success with PayPal and Region should be cognizant of passing along processing fees to payees.

IV. Old Business None

V. New Business

- A. Recommendations submitted by officers - None
- B. Recommendations submitted by Directors – None
- C. Recommendations submitted by Committees and Task Team Chairs
 - 1. Membership Committee Recommendation
 - a. Powell moved the Recommendation (*See Attachment A to these minutes*) be approved. The motion was seconded.
 - b. Barrett reviewed the Recommendation and the history of previous similar approved Membership Growth Recommendations. FY'08 incentive approved and payments made to six (6) Chapters who met membership growth criteria. FY'09 Incentive

approved funds. Three (3) chapters met membership growth criteria and still need to be paid

c. The Board unanimously approved the Recommendation for Chapter Membership Growth Incentive for FY'10

2. Website Committee Recommendation

a. Eustis relinquished the chair to the Vice President to review the recommendation (*See Attachment B to these minutes*) and described benefits of separating Webmaster "Chairman" function from Electronic Communications "Chairman" responsibilities of committee.

b. Gehringer moved to accept the recommendation and the motion was seconded

c. Discussion: Powell suggested amending proposed motion to leave Committee intact with Co-Chairpersons instead of subdividing Webmaster from current committee structure. Suggestion was supported by Tobias and Neely. Board consensus was that recommendation needs further review and modification. The motion was withdrawn for further work by the Website Committee on the Recommendation.

VI. Reports from Board Orientation Workshop

A. Eustis reviewed the tallied votes from the two workshop groups and described the next steps in the process. Thus completing activities started in the morning workshop session that identified the "Top Four issues that the Region needed to accomplish prior to June 30, 2010. The issues identified were:

1. Develop a new model for the Annual Region Conference. Utilize NE Region resources to provide substantial region assistance to Conference Host Chapters in the planning and production of conferences to significantly build member/attendee value and attendance.
2. Develop a new Leadership Training Program Model. Reach more NE Region members with a program that allows them to realize the personal and professional benefits of CSI leadership.
3. Provide guidance to Chapters in the development of an Emerging Professional Program. Focus on adding value directed at members entering the industry and seek to motivate their active engagement in CSI. Collaborate with new institute EP Committee.
4. Improve NE Region communication. Recognize and facilitate all types of communication from new social media (Facebook, Twitter etc.) to the old reliable Region and Chapter Newsletters.

B. Eustis outlined future actions.

1. Executive Committee will lead planning and consideration of action items.
2. Eustis will email Board members with feedback and implementation plan.

VII. Region Conference Reports

A. Region Conference FY10

1. Van Oort provided conference update and reviewed upcoming schedule of events, on behalf of conference Host Chapter.

B. Region Conference FY11

1. Upcoming Annual Institute Conventions are scheduled for May 2010 in Philadelphia and September/ October. 2011 in location TBD by Hanley Wood.

2. Board had general discussion about pros and cons of rescheduling Annual Northeast Region Conference to the spring of 2011 in order to avoid conflict with the new fall scheduling of institute conventions.
3. Bodane, filling in for Van Oort, moved that Northeast Region Conference be moved from fall 2011 to spring 2011, seconded and the Board approved with 13 for and 2 opposed.
4. Syracuse Chapter President, Kevin Phillips, suggested that Syracuse host the next conference FY2011 in spring 2011.
5. Eustis suggested that Region should consider an event planner as used by both past Host Chapters (i.e., FY09 Metro NY & Long Island; FY10 Eastern NY). Board instructed the Executive Committee to research event planning pricing and options with the intent of having services available for the FY2011 Region Conference.
6. Eustis sought Board consensus on whether Northeast Region should consider teaming with other regions for joint conference. Several board members expressed interest and several mentioned that it would be a waste of time.

VIII. Consent agenda

- A. Healy called the Consent Agenda report list for those to be pulled for discussion. Both Institute Directors; all Region Officers, Directors and Committee chairs and Task Team chairs and Region Conference Host Chapter Committee chairs submitted reports in time to be posted on the region Website. All report sections offering *Suggestions for the good of the Region* were compiled as a report discussed under agenda item **X. Suggestions for the Good of the Region**. No requests were made for reports to be pulled. Therefore, there being no discussion the Consent Agenda Reports were filed on the Region website.

IX. Late and Pulled Reports

- A. With the timely submission and website posting of Consent Agenda reports, board orientation on the Consent Agenda process and the compilation of *Suggestions for the Good of the Region* discussed under Agenda Item X there were no late or pulled reports requiring board action. For the record, *a blood oath* that directors had read all reports was not taken in consideration of the fact that all directors had been advised of their fiduciary responsibilities in the morning Board Orientation.

X. Suggestions for the Good of the Region

- A. Eustis reviewed the Compilation of Suggestions and noted how well they corresponded to The four items identified in the Board Orientation Workshop (agenda item VI above)
- B. Director Comments/Discussion
 1. Som suggested it should be a standard Region activity to share best practices.
 2. Som suggested having Leadership Training Webinars.
 3. Powell suggested that Institute needs a better way to share and funnel information to chapters, to avoid individual chapters reinventing the wheel.
 4. Matles asked if Institute can help enhance advertising the “CSI Brand” and assist members in extending their comfort zone and beyond the existing base of potential members.
- C. CSI Executive Director Walter Marlowe was given the floor for his thoughts:
 1. Region Directors comprise less than 10% of the membership and are not like-minded with the typical member. The institute is trying to think from the customer’s perspective, running CSI more like a business supplying services to the membership and the industry. All members are what make up the Institute, rather than the institute

being a separate entity. He is present at the conferences to explore what the Regions and Chapters want/need from the Institute and how they can be helped. CSI needs to improve the “Member Value Proposition” building on the intrinsic benefits of being an active Member (e.g., camaraderie, professional development, technical education, etc.). Region Conferences lure the same approximately 50 people annually. Regions need to expand the base of attendees and find ways to attract new attendees/members. One way could be Leadership Training.

2. Marlowe will provide update on Institute’s Strategic Plan to address all of these items. [*Refer to “Northeast Region Annual Meeting – August 29, 2009” Minutes*]

XI. Nest Meeting Date – Early Spring 2010 actual site and date TBD

XII. Motion to Adjourn at 5:00PM

Respectfully submitted;

Tracey Powell, CSI, CDT, - Northeast Region Recording Secretary

Edward M. Healy, FCSI, CDT, RA - Northeast Region Secretary

Attachment A

Part I Recommendation: Membership Growth Incentive

That the Board approves a FY2010 Membership Growth Incentive Programs as follows:

During the first two months of FY2011, the Region would distribute to each Chapter that qualified, \$800 in recognition of FY2010 Membership growth. To qualify for these incentive funds a Chapter must increase its membership by a minimum of four percent (4%) from June 30, 2009 to June 30, 2010. All Chapters that meet the 4% membership growth goal will receive \$800 to use at the Chapter's discretion to support attendance by members at a CSI (Region or Institute) event. Funding for this program will be included in the FY2011 Budget based on projected funding requirements at the time the budget is established.

End of attachment A

Attachment B

Part I Recommendation: Reorganize Website Committee

That the Board amend Part 4, Region Policy of the Region Administrative References as follows:

Section 12, Standing Committees, Subsection D.1.1) WEBSITE COMMITTEE:

- a. Under 2), delete "(a) Maintain the Region Website".
- b. Under 2), delete "(b) Assist Chapters in maintain Chapter information on Region Website"
- c. Change the name of the WEBSITE COMMITTEE to ELECTRONIC COMMUNICATIONS COMMITTEE.

Section 4, President, B. Other duties and responsibilities,

a. - add a new duty

10. After consultation with other members of the Executive Committee and the Region Electronic Communications Committee, appoint a Region member to serve as Region Webmaster, with the Webmaster's duties as follows:

- (1) Maintain Region Website
- (2) Assist Chapters in maintaining Chapter information on Region Website
- (3) Serve as an ex-officio member of the Electronic Communications Committee but not as the Chair.
- (4) Report to each Board Meeting on status, condition and Website issues requiring attention.
- (5) Provide Region Website Budget recommendations to Region Finance Committee and Region Treasurer when requested.

End of attachment B