

Approved at FY11 Spring Board Meeting

NORTHEAST REGION CSI FY2011 FALL BOARD MEETING

Meeting Minutes August 22, 2010
Sturbridge Host Hotel – Sturbridge, MA



1. **Call to Order** – President Dick Eustis welcomed everyone and called the meeting to order at 8:50AM
 - 1.1. Welcome Remarks – Eustis reviewed issues associated with incorporation and risk management for the region and its chapters. He noted he had asked all Region Directors to include the answers to five special questions about chapter incorporation be included in their Director's Report for the current meeting but several Reports failed to include the information.
 - 1.2. Roll Call :
 - 1.2.1. Officers Present: Richard Eustis, President; Roland Barrett, Treasurer; Edward Healy, Secretary
 - 1.2.2. Board of Directors present: Ned Keating, Boston (09); Tim Downey, Buffalo / Western NY (18); Kevin Phillips, Syracuse (63); Tracey Powell, Rhode Island (70); Brad Armstrong, Maine (91); Stephan Van Hoose, Eastern New York (94); John Ostrum, Vermont (103); Richard Brousseau, Worcester County (105); Roy Olsen, Housatonic (110); Lisa Kavarnos, New Hampshire (119).
 - 1.2.3. Others attending: Denis Lemieux, Institute Director; Committee Chairs: George Rosamond, Technical; Brian Neely, Planning; Cam Featherstonhaugh, Vermont Chapter Vice President
 - 1.2.4. Not present - Ken Gehringer, Vice President; Howard Levine, Institute Director: Directors: Jeff Matles, Metro NY, David Newman, Hartford; Guy LoMonoco, Rochester, Ruma Som, New Jersey and Ken Gehringer, Long Island
 - 1.3. Determination of Quorum – There were a sufficient Board Members present to meet the quorum requirement of ten.
 - 1.4. Adjustments in the Agenda – No adjustments to the agenda.
2. **Approval of Minutes of Previous Board Meeting: Secretary**
 - 2.1. Downey moved to approve the Meeting Minutes draft as submitted, Second by Barrett. Olsen asked Downey to amend the motion to include that the minutes state that the region is to seek a conference event planner. Downey accepted that amendment and the Board approved the amended motion unanimously.
3. **Financial Status Report FY10 Year-end Report: Treasurer**
 - 3.1. FY10 Treasurer's Report –Barrett reported on the financial state of the Region – Treasurer Barrett reported that the Northeast Region's total Liabilities and Equity as of 6/30/10 was \$73,378.78.
 - 3.2. Some scholarship line items cite names of the recipient and some do not.
 - 3.3. Olsen asked for clarification on Merchant Discount for month of October 37.45 to 90.68. Barrett responded higher cost was because of account activity.
 - 3.4. Olsen asked whether Northeast Region will we be putting the surplus funds (approx. \$16K) into the reserve to cover an annual budget of only \$45K. Barrett responded that with Leadership Training budgeted amounts as yet unproven he felt such action was not prudent.

3.5. Olsen made a motion to file the Treasurer's Report. Second by Brousseau. Board unanimously approved.

4. Old Business – No Old business

5. New Business

5.1. Healy moved to increase the Region subsidy for the NER CSI Leadership in Action program from the \$500 approved at the FY10 Spring Meeting to \$600. Seconded by Brousseau and approved unanimously.

5.2. A presentation on implementation of Region Chapter/Region Leadership Training approved at Spring Meeting by the Board was made by Neely, Planning Committee Chair with discussion

5.2.1. Nominations should be submitted by September 14th

5.2.2. Bowne asked whether a chapter can submit more than 1 member for the program, as well as how will extra funds be allocated if less than 15 members sign up for the program.

5.2.3. Olsen asked of chapters can have an extension past the deadline of September 14 for nominations, in order for Directors to go back to the chapter board meetings and discuss funding and planning for the program. Chapters also need more time to get board buy-in and publicize the details of the program to the chapter.

5.2.4. Neely clarified that classes would begin by the middle of October and the Committee would need a period to review the nominations for the programs.

5.2.5. Healy pointed out that each chapter must consider approving one-third of the funding for the program prior to seeking members for nomination

5.2.6. Eustis mentions that many chapters have already approved a budget. Armstrong calls out for all chapters to take advantage of the great opportunity in front of us and do whatever is necessary to move forward with the recommendation and leadership training program.

5.2.7. Bowne asked if there is a minimum of attendees and whether the program will proceed with the service provider without at least 10 attendees. Neely confirms that the Planning Committee may have to go back to the board for further discussion if we do not get that minimum quantity of nominations. Healy suggests that as a distance learning program it could be opened up to other regions.

5.2.8. Powell mentioned that she is a member of a Leadership Development Task Force created by the Institute and has mentioned the NER program.

5.2.9. Neely ended the presentation and discussion by asking all leaders to support the program before their chapters.

5.3. Recommendation for Creation of Standing Committee – Emerging Professionals –Healy made a motion to accept the recommendation, Second by Brousseau, followed by unanimous board approval.. (Text of Recommendation: See Attachment A)

5.4. FY2011 Region Conference – Discussion

5.4.1. Eustis began general discussion with key points: Keeping cost down; Re-allocating responsibilities so that a chapter is not burdened with planning and logistics for the entire event; Financing the conference (e.g., sponsorship) so that the event is not a loss. He cited examples of other regions' conferences format, attendance, pricing, and sponsorships.

5.4.2. Keating asked for clarification about Northeast Region recent years attendance (answers ranged from a low of 50 or 60 to highs around 100 4 to 8% of our membership). Neely notes that 20% of those attendees are from the local chapter.

5.4.3. Powell suggested that perhaps a conference no longer makes sense for the region nor aligns with the purpose of the Northeast region being the facilitator of communication

among the chapters and professional (leadership) development of each chapter's leaders. If held, a conference needs to have clear business purpose.

- 5.4.4. Eustis stated that employers need to see value to support or subsidize the attendance of their employees.
- 5.4.5. Healy proposed that there needs to be a variety of agenda items to choose from (e.g., education, board meeting, social venues, leisurely fun, team building, etc.)
- 5.4.6. Keating summarized that there are two different discussions taking place, the identified need for a new method for putting the conference together and building attendance by segmenting the conference to appeal to the Region's diverse membership.
- 5.4.7. Kavarnos asked if 2 or 3 chapters could team up for a conference. Healy provided previous examples that collaboration usually resulted in the chapter where the conference was located ended up doing most of the work.
- 5.4.8. Featherstonhaugh agreed with Powell's comments that the region does not effectively act as a facilitator of communication between the chapters and the Institute stating that the region needs to maximize the value of the limited number of days that employers support employees attendance at these types of event.
- 5.4.9. Powell asked for a consensus about how many people present at this board meeting believe we should have a region conference.
- 5.4.10. Neely recommended that each event is a 1-day event rather than an entire weekend with a potential agenda of board meeting, workshops, and evening dinner or social event. Many attendees would not stay overnight
- 5.4.11. Bowne stated that Syracuse chapter, who originally volunteered to host the next Region conference, was not able to get buy-in from their chapter board with regard to the "value" of the conference.
- 5.4.12. Phillips proposed that we should eliminate the annual conference and instead have 2 events per year which could include a forum for local students, and other social/fun events.
- 5.4.13. Healy agreed with Ned Keating that the conference could be segmented so that attendees can focus on attending only components they might prefer.
- 5.4.14. Armstrong moved that the President of the NE Region appoint a task team charged with identification of a viable alternative to the current region conference format. Second by Powell. Board approved unanimously.
- 5.4.15. Eustis identified the primary goal of the Task Team to be planning the required Board and Annual meeting around late April to end of May in order to avoid graduations and the Fall CSI National Convention. Armstrong was appointed to Chair the Task Team, with members Van Hoose, Kavarnos, Powell, and Keating.

6. Reports from Saturday Chapter/Region Leader Workshops

- 6.1. Eustis cited low workshop turnout possibly due to time of year and late advance notice to promote the event. Communication among chapters is a vital component of the workshops.
- 6.2. Featherstonhaugh stated that as a first-time attendee he found the workshops worthwhile.
- 6.3. Reference "Summary and Wrap-up Session".

7. Consent Agenda

- 7.1. Review for Reports to be pulled from Consent Agenda –Healy read through report titles and requested that board members pull reports only for substantial clarification or feedback (i.e., not grammar, etc.).
- 7.2. Olsen moved to accept the consent agenda. Second by Kavarnos. Board approved unanimously.

8. Late and Pulled Reports received after August 19, 2010

- 8.1. Pulled reports – None
- 8.2. Late Reports – Eustis advised that there were several Chapter and Committee Reports that were received within the past couple hours, and he requested that reports be submitted on time in the future. Directors having comments or seeking clarification of late reports, should contact the Secretary
- 8.3. Reports not submitted: Metro NY, Product Show Committee, and Howard Levine.

9. Suggestions for the good of the Region

- 9.1. Eustis reiterated the reoccurring theme that the value of CSI Membership needs to be conveyed to all members and potential members.
 - 9.1.1. Ostrum advised that the Vermont Chapter subsidizes Intermediate Membership level dues for Emerging Professionals for up to 3 years (i.e., an A/E professional enrolled in a licensure program). Vermont also subsidizes Student membership dues for two in-state named institutions.
 - 9.1.2. Eustis stated that the institute identifies an Emerging Professional as a person new to the professional within 5 years.
- 9.2. Bowne stated that the value of the Region also needs to be substantiated and communicated to the chapters.
 - 9.2.1. Sharing best practices between chapters
 - 9.2.2. Publicizing activities of Region Committees.
- 9.3. Outstanding Chapter Commendation –Both chapters(Vermont, and Maine) that submitted for this award received the award
 - 9.3.1. Eustis reminded the board that one of the assignments of the Awards Committee was to make sure that more chapters submit for institute awards. Members’ perceived value of the awards is questionable, but it adds recognition to the chapter.
 - 9.3.2. Healy proposed that all NER chapters should submit application for this award using the application as a planning tool for assuring that the chapter effectively addresses the Best Practices that form the basis for the award. After pointing out that the current Membership Growth Incentive program has not been a proven motivator for chapters achieving membership growth, Healy proposes that the Outstanding Chapter Commendation and a new award, Most Improved Chapter Commendation, become the new basis for the NE Region Incentive Program. The goal is to improve Chapter Retention Rates to 85% or greater by June 2011.
 - 9.3.3. Healy will distribute **MEMCOMMunications** article about how to calculate retention rates and details on incentive plan for improving retention
- 9.4. Healy discussed the “Bridge” Newsletter as a tool to help facilitate communication between the region and its chapters.
 - 9.4.1. Powell asked if the content will be different than the minutes and summaries captured by the Workshops and Semi-annual Meetings. Eustis responded that some Committees did not have Workshops and that since the Bridge is intended to reach all members the activities of those that were summarized may be repetitious to some but not all. The bridge is intended to be read as your interests apply
 - 9.4.2. Barrett reminded the board about previous discussion about Job Postings that could be included in the newsletter. Powell cited a free tool available currently on LinkedIn for posting job ads in a Chapter or Region Group.
- 9.5. Training
 - 9.5.1. Additional suggestions appeared on Directors’ Reports about Training.
 - 9.5.2. Featherstonhaugh describes that Vermont Chapter reimburses members for the Certification test fees. Chapter also hosts themed seminars that are profitable.

9.6. Administrative References

- 9.6.1. Copies provided to all attendees of current Region Administrative References Parts 3 (Region Bylaws) & 4 (Region Policy) as adopted in August 2005 and amended to immediately prior to current Board Meeting Chapters need to understand and comply with the Region Bylaws with respect to election and terms of Region Directors (i.e., terms are 2-years with half the board being replaced each year). The position of Region Director is a “Region position”, not a Chapter Position.

9.7. Teleconferencing

- 9.7.1. Recommendation from a chapter was for Region to provide facilities or means for a teleconference system.
- 9.7.2. Roland Barrett confirmed that there is \$500 budgeted for this service (e.g., gotomeeting.com, skype service which is limited to 5 people).
- 9.7.3. Every Committee also has a \$100 line item to use for this type of fee.
- 9.7.4. Roy Olsen also offered that his firm will provide free teleconferencing with up to 15 callers.

9.8. Nominating Committee

- 9.8.1. Healy requested that all chapters please identify who is each chapter’s Nominating Committee Chairperson.
- 9.8.2. Nominations for new Northeast Region Board of Director’s Officers need to be submitted prior to the FY11 Spring Board Meeting.
- 9.8.3. Committee needs to identify who meets criteria for 2 positions (President and Secretary) and review with the committee for verification of candidates for nominations.
- 9.8.4. Committee also needs to help facilitate selection of Region Committee Chairpersons.

9.9. Committee Reporting Structure

- 9.9.1. Bowne recommended that Committees report back to 1-2 Directors to make sure that all responsibilities and actions are performed, as well as an effort to get more people involved.
- 9.9.2. Eustis asked for clarification about reporting structure with Executive Committee as currently a member of the Executive Committee serves as an ex officio member of each committee for this purpose. More review of recommendation was necessary.
- 9.9.3. Each Region Committee Chair is currently a liaison from Institute Committee down to Chapter Committee.

10. Closing

- 10.1. Proposed date agreed upon by board for next proposed Annual Meeting and Board Meeting: sometime between weekend of April 30, 2011 and May 28, 2011.
- 10.2. Proposed vicinity agreed upon is in the region’s geographic center triangle of Albany, NY; Fishkill, NY; and Sturbridge, MA.

11. Adjournment

- 11.1. Olsen moved to adjourn. Second by Brousseau. Board unanimously approved.
- 11.2. Eustis declared meeting adjourned.

Recorded By Tracey Powell, CSI, Recording Secretary, Northeast Region CSI

Submitted by Edward M. Healy, RA, FCSI, Emeritus Member, CDT - Secretary, Northeast Region CSI

Attachment A to Minutes of FY2011 Fall Board Meeting

Recommendation:

Amend Part 4 Region Policy of the Region Administrative References by adding a new committee to section 12.D.1 as follows:

EMERGING PROFESSIONALS COMMITTEE

- 1). Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Emerging Professionals Committee Chairs of each chapter.
- 2). Purpose and responsibilities
 - (a). Encourage recruiting of Emerging Professionals as new CSI Members.
 - (b). Increase communications between and among the various levels of CSI on issues that relate to Emerging Professionals.
 - (c). Promote increased opportunities for participation by “Emerging Professionals in Chapter and Region programs and activities.
 - (d). Recommend ways for the Region to actively recruit and encourage Emerging Professionals to serve in Chapter and Region Leadership capacities.
 - (e). Develop programs that encourage interest in the Institute Emerging Professionals Program.
 - (f). Other duties as defined by the Board.