

NORTHEAST REGION CSI
FY2012 SPRING BOARD MEETING

APPROVED Meeting Minutes May 6-7, 2011

Holiday Inn – Enfield, CT



1. Call to order at May 6, 2011 at 1:00pm EST

1.1 Welcome Remarks (Richard Eustis, President) Eustis welcomed all and spoke briefly about the underlying reason, low attendee registration, which prompted cancellation of the region conference. He distributed a 2 page document. Page 1 condensed the Board and Director's duties and responsibilities from Region Policy. Page 2 condensed Institute Policy on Regions. He suggested a review of the document might add to the quality of the next day's discussion on the Region's Future

1.2 Roll Call (Edward Healy, Secretary.)

1.2.1 Officers Present: Richard Eustis, President; Kenneth Gehringer, Vice President; Roland Barrett, Treasurer; Edward Healy, Secretary.

1.2.2 Directors Present: Jeffrey Matles, Metro NY; Ned Keating, Boston; James Grucella, Buffalo/Western NY; David Newman, Hartford; John Dwyer, Syracuse; Stuart Axelrod, Rochester; Tracey Powell, Rhode Island; Ruma Som, New Jersey; Brad Armstrong, Maine; John Ostrum, Vermont; Marty Helly, Worcester; Roy Olsen, Housatonic; Chris Geiger, Long Island; Lisa Kavarnos, New Hampshire;

1.2.3 Others attending: Institute Directors: Howard Levine and Denis Lemieux. Committee Chairs: Brian Neely, Planning; Jay Strother, Finance. Task Team Chairs: Cal Bowne, Governance and Strategic Planning. William Charland, Maine Chapter

1.2.4 Not Present: Director: Stephan Van Hoose, Eastern NY.

1.3 Determine of Quorum: Healy stated that the Quorum requirements of 10 had been met.

1.4 Eustis called for adjustments to the agenda and there were none.

2. Approval of Minutes of Previous Board Meeting: Eustis called for corrections to the minutes. There being none, he declared them accepted as submitted.

3. Financial Status Report by Treasurer: (Roland Barrett, Treasurer) Barrett submitted The Treasurer's Report

3.1 Balance Sheet as of 4/30/2011

3.1.1 Cash & Bank Accounts	\$79,000.15
3.1.2 Investments.	10,061.24
3.1.3 Total Assets	89,061.39
3.1.4 Total Liabilities	0.00
3.1.5 Total Equity	89,061.39

3.2 Financial Report YTD (7/1/2011 through 4/30/2011 Discussion

3.2.1 Line item 155 - Region paid Arch of Leadership and billed all chapters, attendees, and their firms.

3.2.2 Line item 406 - Chapters qualifying for membership incentive program were Metro New York, Maine, and Worcester.

3.2.3 Line item 422 - Region Conference – Healy (Secretary) reviewed the situation. Sufficient sponsors committed to cover projected expenses but low registrations made cancellation necessary. All sponsor payments are being returned. The Holiday Inn agreed to waive

any cancellation fees in consideration of income from Board and Annual meetings and Workshop and \$500 paid event deposit. The event coordinator expenses were current but there may be a final invoice that would reflect the cancellation of some services. The Keynote speaker has agreed to apply our deposit to a later event. As a consequence there will be a relatively small deficit on this line. .

3.2.4 Discussion: Levine (Institute Director) indicated he was surprised to see \$89K in assets of the Region and expressed his disappointment that funds had not been expended on training or membership functions. As an Institute Director, he has a responsibility to question the disposition of Region Allocation Program Funds (RAP) given to the Region by the Institute. Barrett (Treasurer) responded that Income from Region Allocation was less than the \$15,000 allocated to training. He also mentioned that reserves are required as Fiscal year for FY12 begins July 2011 and expenses occur prior to monies collected for FY12. Multiple comments were made discussing the assessment and the possibility excess reserve funds be returned to the Chapters or the assessment reduced. Eustis pointed out that after Budget is discussed and funds for desired line items are determined, any imbalance in the budget can be covered by using reserves to fund those plans. Healy pointed out that Region had funded Training and Visitation Travel when RAP was instituted and reserve had built up as a result of not expending those budgeted funds, in part due to lack of volunteer time to execute the plan. Stating further that funding is only part of the resources required by the region for implementing training sessions what was lacking was commitment of volunteer time.

3.2.5 **Motion** was made, seconded and approved to accept the Treasurer's Report.

4. **Old Business** – No Old Business

5. **New Business**

5.1 Recommendations

5.1.1 Recommendation for Continuation of "Leadership in Action" Program (Neely, Planning Committee Chair) No written recommendation was submitted due to uncertainty regarding Region's future. Neely reported on the program and discussion followed...

5.1.1.1 Neely reported that out of 15 Chapters, only 8 nominations were presented to the Planning Committee (i.e., 2 Vermont, 1 Boston, 1 Hartford, 1 Syracuse, 1 Long Island, and 1 Maine). Program requires a large time commitment from participants, including collaboration with other participants (i.e., ±100 hrs). Participants were teamed in pairs for peer review activities with encouraged weekly communication. Two members did not complete the program due to changes in time available for participation.

5.1.1.2 **Discussion:** Olsen (Housatonic) pointed out that there was a short lead time for submission of nominees and an extension of the deadline was not approved. Helly (Worcester) questioned the perceived value of the program and whether it will motivate participants to become leaders and/or become more active. Neely confirmed that 2 participants are current leaders and all 6 have expressed commitment to serve as a leader in the future. Ostrum (Vermont) expressed that 2 participants from the chapter were not pleased with the content and results of the program, especially given the high cost. Newman (Hartford) indicated their participant feedback recommended condensing the program from 6 months into 3 months. Som (New Jersey) suggested there are other leadership training programs available for less than 1 week. There are members who are interested,

but not able to commit 6 months of time. It may be easier to attain commitment for a program that lasts a shorter period of time. Neely reported 4 participants agreed that the program content was good but recommended the website could use some constructive revision and a cost reduction would be desirable.

- 5.1.1.3 **Motion** by Olson (Housatonic): **Approve the same amount in FY12 budget (\$6,000), given that the website and blog feature are improved to better facilitate the interfacing between participants**, seconded by Keating (Boston).
 - 5.1.1.4 **Discussion on Motion:** Matles (Metro NY) proposed that the Region increases the funding of the program so that participants pay only 33% of the cost. Lemieux cautions that there needs to be commitment from the participant. Levine (Institute Director) recalled that prior EXCOM proposed that the Region be broken down in to “districts”, which would help training be hosted at a more local venue. Neely reminded that the Planning Committee original recommendations included: 1). Individual Leadership Training, 2.) Committee Training, 3.) Mentoring Program to mentor future and emerging leaders. Powell (Rhode Island) Institute is implementing webinars, but finite group we can draw from for these types of programs, and we need to first grow this demographic for that training to be effective. Use all Leadership Training Programs as a recruiting tool. Institute’s Leadership Development Task Team (LDTT) will not be launching any major leadership programs in addition to the general training webinars currently offered. Barrett currently Budget includes \$6,000 for Leadership Program plus \$4,000 for workshops.
 - 5.1.1.5 **Amendment to the Motion:** by Keating (Boston) **Region should fund 50% of the cost of each participant for the Leadership Program, and again for ten participants.** (\$1,800 x 10 x 50% = \$9,000) Seconded by Powell. Amendment carried 15 in favor, 2 opposed.
 - 5.1.1.6 **Vote on Amended Motion:** 13 in favor; 4 opposed.
 - 5.1.1.7 Planning Committee will finalize Leadership Program marketing materials, participant feedback, website/blog improvements, deadline, and program duration and present to the Executive Committee by July 1, 2011. Deadline for nomination of participants discussed as 11/1/12 with training to start in Jan 2012.
- 5.1.2 Recommendation for “Future Region Conferences” (Brad Armstrong, Task Team Chair)
- 5.1.2.1 Armstrong comments: This task team was assembled last year because there was no chapter that stepped forward to host a conference and take on the burden Charge was to review the current status of the Region conference and make recommendation about the direction of the Conference.
Task Team Recommendation: Do Leadership Training either at Chapter Level or via Institute Webinars. Duration of event 1.5 days including: First Day Board, Technical sessions, Annual Meeting and Forum, then Banquet in the evening. Venue to be centralized to entire region. Venue: Central to each of the 5 Districts (of 3 Chapters each) share responsibility of managing an annual event that. Cost: Reduced to make the event as accessible as possible
 - 5.1.2.2 Discussion: Levine (Institute Director) it is important to host a Region “Conference” event that is attended collectively by members of the Region. Venue should be a desirable “destination” venue. Assign fiscal responsibility to the Region, rather than a Chapter. Keating (Boston) Regardless of the venue location, only 1-2% of the region will attend. This recommendation was made

in lieu of hosting an unsuccessful and poorly attended conference. Lemieux (Institute Director) Success is attributed to camaraderie of a diverse cross section of the industry (i.e., Architects, Contractors, etc.). Highly encourages continuation of event. Grucella (Buffalo) Conference needs to be planned 1 year in advance and needs to be a central “destination” location. Helly (Worcester) We held very successful Region Conferences in the past. One of the problems this created was an expectation of an extraordinary event, a very high bar for a host chapter to meet with the potential financial exposure – particularly for smaller host chapters. One of the reasons the Region Assessment was almost tripled in 1999 to its current \$20 per member was to allow the Region to have sufficient resources to shift the substantial Conference financial risk from the Host Chapter to the Region and enable a full rotation of the conference through all chapters. With \$90,000 in the bank, the region is currently in a position to take on this responsibility.

5.1.2.2 **Motion by Powell, Seconded by Armstrong** to reject the Recommendation of Task Team. Motion approved and the Recommendation died.

5.1.3 Recommendation for FY2012 Budget –Budget review and discussion

5.1.3.1 Neely (Planning Committee Chair) suggested postponing item until 5/7/11 after workshop for “Future of the Region”. Eustis by executive action adjusted the Agenda to defer the discussion of the Budget until after the conclusion of the Saturday Morning Workshop on the “Future of the Region” and announced that later in the afternoon the Board Meeting would be recessed and called back into session on Saturday Morning. Eustis deferred this agenda item and recessed the meeting after Agenda item 8 and reconvened the meeting on 5/7/11 at the conclusion of the Region’s Future Workshop to discuss this recommendation,

5.2 Other New Business – No other new business.

6. Elections

6.1 President FY2012-2013: Healy (Nominating Committee chair) presented the Nominee for President, Kenneth Gehringer, who spoke briefly. A call for Nominations from the Floor resulted in no additional nominations. Secretary FY2012-2013: Healy then presented Tracey Powell as the Nominee for Secretary. There were no Nominations from the Floor. Tracey spoke briefly. .

6.2 Ballots were distributed and the nominated slate was elected unanimously.

7. Consent Agenda

7.1 Action on Pulled Report or Late Reports: numbering reference is to agenda item numbers

7.1.2.1 President’s Report pulled by Olsen (Housatonic) The Institute Website has a Trade Show/Conference Checklist which has useful information to promote a clear understanding of responsibilities. A standing Committee should be established for planning conferences. Eustis responded that the Executive Committee tried for 12 months the Region Conference that might serve as a model. At one time there was a Region Conference Committee which diffused responsibility and was disbanded due to ineffectiveness after a few years. He attended 4 other Region’s conferences and the average attendance was 60 attendees. Northwest Region conference attendance exceeded 100 due in part to a one day tour of Yellowstone Park. His feeling was that, although past NE Region conferences offered better value than any he experienced, there was plenty of room for improvement.

- 7.1.2.4 Treasurer's Report pulled by Helly (Worcester). Who asked what was the treasurer's involvement in the NE Region Conference. Barrett's response was that as a member of the EXCOM he was involved in planning and execution. .
- 7.1.4.3 Buffalo Report pulled by Grucella (Buffalo). He is present at this Board Meeting in place of Region Director and consequently filed the report late and wished to explain the chapter's position in favor of region assessment reduction.
- 7.1.5.5 Finance Committee Report pulled by Helly (Worcester) who asked what the Finance Committee recommended as a region reserve amount. Strother (Finance Committee Chair) responded that more time was needed to review the budget in order to make recommendations about the allocation of excess funds to meet the board's goals and to determine the effect of shift of financial responsibilities from Institute to the Region. The past standard was 1 to 1.5 the annual operating budget. Currently an excess has accumulated in the reserve due to inability of the region to find volunteers to fully initiate programs. Olsen -The balance in reserves vs. the expenses continually fluctuates with ability of the region to implement funded programs, so it is difficult to answer the question. Helly stated that with so much attention directed to the current level of reserves and consequent objection by chapters to paying assessments. The region needs a Board recommendation as to adequate level of reserves. The Finance Committee in its guide in the Region Administrative References is assigned that responsibility.
- 7.1.5.7 Planning Committee pulled by Helly (Worcester) asked that committee focus more on development of plans and setting goals. Neely (Planning Committee Chair) responded that initiation of the Arch of Leadership Program did occupy the Committees attention and he expected that normal planning activities could now be resumed.
- 7.1.5.10 Nominating Committee pulled by Helly (Worcester).suggested that Nominating Committee report would allow better consideration of alternative candidates if names of nominees were included. Healy (Nominating Committee Chair) agreed and would inform successor.
- 7.1.6.1 Governance and Strategic plan pulled by Bowne (Governance and Strategic Plan Chair) distributed "Region Governance Survey" for Board response and asked that it be returned before tomorrow's meeting.

7.2 Motion: Accept reports on Consent Agenda including "Pulled Reports" Olsen (Housatonic), Seconded by Ostrum (Vermont).Unanimously approved (NOTE: Consent Agenda did not include reports from Levine; Directors from Maine, Eastern New York; and Committee Chairs of Certification, and Product Show Committees)

8. Suggestions for the good of the region.

A summary of all of the "Suggestions for the Good of the Region" that were included in the Reports submitted prior to May 5th and had been posted to the Region Website Library. Eustis asked if anyone had a specific suggestion that needed discussion or was the Board satisfied they would be covered in the Saturday Workshop. Ostrum discussed the suggestions contained in his Vermont Chapter Report.

Meeting Recessed at 5:00pm May 6, 2011: Eustis recessed the meeting to be resumed at the conclusion of Workshop on The Region's Future with action on Agenda item 5.1.3, Recommendation for FY2012 Budget.

Meeting Reconvened at 10:45 am May 7, 2011: Eustis reconvened the Board Meeting to take up the following Agenda Items

- 5.1.3 Recommendation for FY2012 Budget: Barrett presented the Budget Proposal for FY2012 as prepared prior to the discussions in the Workshop held earlier Saturday morning, Eustis went

through that Proposed Income and Expense Budget line by line with action on individual lines as shown below. Bowne (Governance, Strategic Plan TT Chair) sought to reduce Region operating costs not providing member value and suggested that Region Board of Directors might be reduced in size by having districts with 1 Director for 3 Chapters. No action on suggestion. Line items with changes are listed below:

- 5.1.3.1 #204.1 & #204.2 Excom Expenses President and Vice President– **Motion to increase each line item from \$1,000 to \$2,000.** Motion approved 14 in favor, 4 opposed.
- 5.1.3.2 #204.5 Teleconference - **Motion to raise the amount from \$200 to \$500** – Motion approved 17 in favor, 1 opposed.
- 5.1.3.3 #205.9 “Event Planner” – **Motion to add new line item for \$5,000.** Motion approved 12 in favor, 6 opposed.
- 5.1.3.4 #402 “Awards” – **Motion to increase from \$200 to \$350.** Motion approved, unanimously.
- 5.1.3.5 #407 “Planning” – **Motion to increase line item from \$50 to \$500.** Motion approved unanimously.
- 5.1.3.6 \$801.1 – Incorp Service fees - **Motion to increase line item from \$0 to \$25.** Motion approved, unanimously.
- 5.1.3.7 #813.1 “Leadership Training – Motion previously passed 5/6/11 to increase line item from \$6,000 to \$9,000. Refer to section 5.1.1.6
- 5.1.3.8 **Motion to take sufficient funds from the Region Reserve to balance increased expenditures and approve budget as revised.** Motion approved 16 in favor, 2 opposed.
(NOTE: Amount to be transferred from Reserves to FY2012 Operating Budget is approximately \$11,000)

9. Date of Next Meeting

9.1 Eustis announced that the details of the next meeting would be determined by the new EXCOM.

10. **Adjournment** There being no further business Eustis declared the meeting adjourned on May 7, 2011 at 12:00pm

Recorded by Tracey Powell, CSI - Recording Secretary, Northeast Region CSI

Submitted by Edward Healy, RA, FCSI, Emeritus, CDT – Secretary, Northeast Region CSI