



Northeast Region CSI, Inc. FY2012 Fall Board Meeting
Saturday November 5, 2011 | Holiday Inn, 2468 NYS Route 414 N, Waterloo, NY

Board Meeting Minutes

1. Call to Order

1.1 Welcome Remarks

- 1.1.1 Provide suggestions for and feedback to improve upon future workshops.
- 1.1.2 Ken Gehringer (RP) requests suggestions for future workshops.

1.2 Roll Call

- 1.2.1 **Executive Committee Present:** Gehringer (RP), Powell (RS), Barrett (RT).
- 1.2.2 **Directors Present:** Axelrod (RO), Bergsbaken (HA), Dwyer (SY), Eustis (ME), Geiger (LI), Godden (BU), Keating (BO), Korteling (NY), Lapomardo (WO), Maurer (VT), Som (NJ), Van Hoose (EA).
- 1.2.3 **Committees Present:** Eustis (Website/ME), Gehringer (Education/RP), Grucella (Awards/BU), Healy (Membership/Publications/WO), Hosley (Certification/NY), Neely (Planning/BO), Powell (Nominating, RS), Som (Academic/NJ),
- 1.2.4 **Others Present:** Bowne (SY), Lemieux (Institute Director), Marlowe (CSI Institute), Phillips (SY), Vetter (NJ).
- 1.2.5 **Absent:** McCurdy (RI), Newman (HA), Rosamond (Technical/HO), Strother (Finance/HO), Tropea (HO), Weygant (NH).

1.3 Determination of Quorum

- 1.3.1 Secretary determines there is a quorum.

1.4 Adjustments in the Agenda

- 1.4.1 Secretary that no adjustments to the agenda have been submitted.

2. Approval of Minutes of Previous Board Meeting

- 2.1.1 Dick Eustis (ME) moved for approval of minutes, second by Stuart Axelrod (RO).

3. Financial Status Report by Treasurer

3.1 Roland Barrett (RT) summarized the report posted to NER website and distributed in hard copy during board meeting.

- 3.1.1 Barrett (RT) Clarifies: Total Cash and Bank Accounts total \$81,613.67 plus a separate \$11,041.42 allocated for scholarship fund.
- 3.1.2 Cal Bowne (SY) Clarifies: Reserves are comprised of \$24,751.55 (Operating Checking) + \$9,480.87 (Citizens Investment Services Account). FY12 is 7/1/11 thru 6/30/12. Assessments are not issued to the chapters until January. Savings Operations is \$45,820.70. Totaling approx. \$37,123.12 in reserves.
- 3.1.3 Elisabete Godden (BU) Question: Why are there funds allocated for scholarship fund? Barrett (RT) clarifies funds were collected through fundraising events (e.g., auctions, raffles) and is not Region money. Eustis (ME) expands upon Roland's explanation and history of NER Scholarship Program. Gehringer (RP) those eligible to receive a scholarship award were CSI Members in attendance, relatives of CSI Members in attendance, and auction donors and that the identification of recipients was by a random drawing.
 - 3.1.3.1 Scott Bergsbaken (HA) Suggestion: Hartford has a competition for scholarship. Dick (ME) comment: There is a procedure for selection of scholarship winners. Ken (RP) Comment: Long Island also offers a scholarship program.
- 3.1.4 Godden (BU) Question: How much income comes from national vs. chapters? Barrett (RT) Line 100 (from chapters) \$22,240 from Chapters vs. Line 150 Region Allocation Program (from institute) \$18,389. Line 190 Misc. income \$3,000 was transferred from reserves at the last board meeting.

- 3.1.5 **MOTION:** Michael Lapomardo (WO) moved to file report subject to audit, second by Geiger (LI).
- 3.1.6 Discussion: Barrett (RT) CPA cost will be \$2,000-3,000 to audit the books. New Audit Task Team (independent from Finance Committee) needs to be formed to audit the books, with 3-4 member volunteers (must exclude NER Officers). Barrett (RT) will seek volunteers.
- 3.1.7 **VOTE: Board voted unanimously to file the Treasurer's Report, subject to audit.**

4. **Old Business** – No business has been carried forward from previous meeting for action.

5. **New Business**

5.1 **Recommendations**

- 5.1.1 **Recommendation submitted by Officer:** "Recommendation for Refund of Unused Budget Money to Chapters" – Gehringer (RP), NER President
 - 5.1.1.1 **MOTION:** Eustis (ME) moves to approve recommendation, second by Lapomardo (WO).
 - 5.1.1.2 Gehringer (RP) Clarification: Excess funds will be refunded to chapters, proportional to assessment already paid by chapters.
 - 5.1.1.3 Use of reserves to be determined, including plans for conference.
 - 5.1.1.4 Brian Neely (BO) Question: What was the total excess funds from FY11 Budget that was not used during FY11? The amount is \$8,839.
 - 5.1.1.5 Denis Lemieux (ID) Comment: Drawings from reserves will cripple the efforts for any potential future region conference.
 - 5.1.1.6 Lapomardo (WO) Question: NER should consider putting an annual policy in place to refund excess funds to chapters. Gehringer (RP) Clarification: This recommendation is intended only for FY12 at this time but can be reviewed again for FY13.
 - 5.1.1.7 Eustis (ME) Last May we voted on activities and allocated funds accordingly, including funds from reserves. We intended to perform these tasks. The recommendation offers a one-time refund of unused funds from FY12. Barrett (RT) Clarification: FY11 \$10,925 was drawn from the reserves to fund the proposed FY12 budget.
 - 5.1.1.8 Godden (BU) Comment: Suggests NER spend more effort and funds to encourage attendance at the national conference instead of hosting a separate region conference. Brainstorming and think outside the box to increase NER attendance at Construct 2012.
 - 5.1.1.9 Edward Healy (WO) Clarification: There is a Task Team to research upcoming potential Conferences.
 - 5.1.1.10 Geiger (LI) Comment: Advocates Recommendation as is, it is well crafted and will benefit chapters.
 - 5.1.1.11 Neely (BO) Motion to amend the Recommendation: "Recommendation for refund of unused FY12 budget money to Chapters", second by Powell (TP).
 - 5.1.1.12 **MOTION:** Lapomardo (WO) move to approve Recommendation as amended (re-read amended recommendation), second by Barrett (RT): "Recommendation for refund of unused FY12 budget money to Chapters, after all expenses are paid."
 - 5.1.1.13 **VOTE:** Unanimous approval of Recommendation as amended.
- 5.1.2 **Recommendation submitted by Director:** "Recommendation for making the CSI NER more relevant to the marketplace and membership, thereby increasing the value of a professional choosing to be a CSI member." – Maurer (VT), Vermont Chapter Director
 - 5.1.2.1 **MOTION:** Lapomardo (WO) move to approve recommendation, second by Barrett (RT).
 - 5.1.2.2 Maurer (VT) Clarification: Information is constantly changing and professionals are challenged with keeping up with current information and resources. CSI can either decrease the cost of membership or increase the value. VT Chapter believes this is a way to increase value to CSI members, a resource accessible only by CSI members.
 - 5.1.2.3 Eustis (ME) Suggestion: Recommendation be removed.

- 5.1.2.4 Lemieux (ID) Comment: This is not the first time an idea like this was already suggested and considered. Previously, Executive Assistant staff person was proposed to serve in this capacity for the NER. During previous studies 10yrs ago, it was determined that this type of effort could be accomplished.
 - 5.1.2.5 Recommendation withdrawn by author: Maurer (VT).
 - 5.1.2.6 Gehringer (RP): Form NER ad-hoc Committee to research this recommendation to determine if it is possible and feasible, chaired by Maurer (VT).
 - 5.1.3 **Recommendation submitted by Committee:** “Recommendation to change the name of the Institute Director Awards to Region President’s Awards in the Construction Specifications Institute Northeast Region Administrative References Dated August 6, 2005, Part 5 – Region Awards Guide –Adopted August 27, 2005 and Amended April 11, 2010.” – Grucella (BU), Awards Committee
 - 5.1.3.1 **MOTION:** Eustis (ME) moves, second by Ruma Som (NJ). No discussion.
 - 5.1.3.2 **VOTE:** Unanimous approval of amended recommendation.
 - 5.1.4 **Recommendation submitted by Chapter President:** “Recommendation for reestablishing activity in the Region.” – Helly (WO), Worcester Chapter President
 - 5.1.4.1 **MOTION:** Lapomardo (WO) moved, second by Tracey Powell (RS).
 - 5.1.4.2 Gehringer (RP) Discussion: Acknowledged that this has been an issue and needs to be addressed by NER Executive Committee.
 - 5.1.4.3 Lapomardo (WO) notes that Helly (WO) has good intentions, but his methods of communication may not be the best approach in this type of organization.
 - 5.1.4.4 Som (NJ) Comment: Cites that we have many resources within our region and need to motivate members to become more involved.
 - 5.1.4.5 Lemieux (ID) Comment: This is a volunteer organization and we need to keep that in mind.
 - 5.1.4.6 Neely (BO) Comment: Approving This Recommendation does not propose any solutions or accomplish anything. It merely states a problem that has been in existence for many years. NER needs to prioritize issues and efforts that will directly benefit the chapters.
 - 5.1.4.7 **VOTE:** Recommendation approved (8 in favor, 5 opposed, 2 abstained).
- 5.2 Other New Business**
- 5.2.1 CSI Strategic Plan
 - 5.2.1.1 The Region has a “Strategic Plan” that has not been updated in over 10 years and only a few Chapters have a “Strategic Plan.” The Region and Chapters all need to update and implement their own Strategic Plans.
 - 5.2.2 Update on Chapter Visitations
 - 5.2.2.1 Gehringer (RP) Summary: With assistance of Neely (BO) chapter visitations are being made. Already visited chapters BO, NJ, NY, LI. Remaining 11 chapters will be visited over the duration of the term.
 - 5.2.3 Region Consolidation
 - 5.2.3.1 Gehringer (RP) Summary: Spoke with twelve Chapter Presidents. Half of the chapters are interested in exploring consolidation of the Region into 4 or 5 districts, each comprised of 3 or 4 Chapters thereby reducing size of NER Board from 15 to 4 or 5.
 - 5.2.3.2 Gehringer (RP) Forms Task Team to explore further and asks Kevin Phillips (SY) to lead the task team. Phillips (SY) states that task team needs to make sure that the needs of all chapters are addressed. Additional Volunteers for Task Team: Som (NJ), Eustis (ME), and Powell (RS).
 - 5.2.4 Updating Chapter By-laws
 - 5.2.4.1 Eustis (ME) Summary: All chapters’ By-Laws need to be revised to align with the newly issued institute By-Laws. Institute Task Team was formed to assist the Institute Secretary in reviewing all of the revised Chapter By-Laws submitted to the institute.
 - 5.2.4.2 Gehringer (RP) Comment: FY2011 Outstanding Chapter Commendation nominations will require that a Chapter have at least submitted a draft of their proposed Bylaws Amendments.

- 5.2.4.3 Maurer (VT) Question: Why did they remove indemnification clause? Eustis (ME) Clarification: Every state has differences in state laws. Have an attorney review the By-Laws to make sure that they comply.
- 5.2.4.4 Powell (RS) Comment: RI Chapter Board already modified institute By-Laws and retained attorney to review the By-Laws at no charge, and recommends other chapters look to CSI Members who are Lawyers for help.
- 5.2.5 Call for Volunteers: Committee Chairs
 - 5.2.5.1 Gehringer (RP) made an open call for volunteers to chair the Region Committees.
- 5.2.6 Call for Volunteers: Region Distinguished Award Jury for FY 2012-2013
 - 5.2.6.1 Gehringer (RP) Summary: Jury is a 2-year term and must be comprised of (1) Past Distinguished Reward, (2) Former Institute Director, (3) Any CSI Member.
- 5.2.7 FY2011 & FY2012 Region Awards
 - 5.2.7.1 Jim Grucella (BU) Summary: Will review Administrative References Region Awards. Directors should advise Chapters that Awards Committee is looking for FY11 Awards nominations (for service thru 6/30/11). The nomination period has been extended through December 2011.
 - 5.2.7.2 Lapomardo (WO) Question: Many region awards are tied to the date of a conference. Gehringer (RP) Clarification: Spring Board Meeting date should be used whether conference takes place or not. Grucella (BU) Comment: Committee will announce FY12 nominations deadline by next board meeting.
 - 5.2.7.3 Lemieux (ID) Comment: Awards Committee should consider reviving the existing Region Specifications Competition.
- 5.2.8 The Bridge: Distribution & Advertising
 - 5.2.8.1 Healy (WO) Summary: Many chapters are no longer publishing newsletters and are now using their website as a tool for communication.
 - 5.2.8.2 FY12 Summer was composed and issued by Healy. He is looking for someone to volunteer to assist with The Bridge.
 - 5.2.8.3 Articles for next edition are due to Publications Committee by 12/22/11, published March 2012.
 - 5.2.8.4 Gehringer (RP) Question: Will the Region consider advertising opportunities in The Bridge. Healy (WO) is not capable to accepting ads. Bowne (SY) Question: Are 501(c)(6)'s permitted to accept advertizing funds. Walt Marlowe (Institute) stated advertising income was considered an unrelated business income by the IRS and is taxable income. If the ad is a sponsorship then it is not advertising and is not taxable.
- 5.2.9 Struggling Chapters
 - 5.2.9.1 New Hampshire – The Executive Committee had two Conference calls with Institute, ExCom and the NH Chapter. Institute has done background research about the composition of the chapter membership. NER will assist chapter. Barrett (RT) volunteered to help. 11/9/11 Planning Meeting scheduled.
 - 5.2.9.2 Housatonic – Gehringer (RP) will follow up with this chapter also.
- 5.2.10 Other Business

6. Region Conference/Event

6.1 FY2011 Conference Report

- 6.1.1 Gehringer (RP) Summary: FY11 Conference was cancelled. Board meeting and Workshops planning for the future of the Region was held instead. The top recommendations are starting to be implemented.

6.2 FY2013 Region Event

- 6.2.1 Gehringer (RP) Summary: Formed Task Team to research options and plan for upcoming event in Spring 2013. Neely (BO) Suggestion: Symposium as possible event format as mentioned by Som (NJ). Lapomardo (WO) Comment: Worcester Chapter is considering hosting an event in 2015 and will provide more information by the next board meeting.
- 6.2.2 Healy (WO) Comment: There is a concern about meeting a quorum for the Annual Meeting which was not met at Spring 2011. May want to consider changing quorum requirements.

7. Elections

- 7.1 Nomination Committee Candidate(s) for NE Region Institute Director: Denis Lemieux (submitted to Institute prior to November 1, 2011 deadline).
- 7.2 Election of Region Vice President: Brian Neely is currently performing the duties of the vacant office of Vice President. Nominations from Nominating Committee and from the floor.
- 7.2.1 No other nominations on the floor for position.
- 7.2.2 **VOTE:** Unanimous for electing Brian Neely as NER Vice President.

8. Consent Agenda

- 8.1 Action on Pulled Reports or Late Reports
- 8.1.1 Finance – Barrett (RT) pulled late report to review report.
- 8.1.2 Website – Powell (RS) Summary: New website is officially launched at ner.csinet.org. Archive website will remain in use at neregioncsi.org. Overview about new microsite website. Announcement will be made to Chapter leaders about new website and continuation of Archive website.
- 8.1.2.1 Barrett (RT) Question: Will Worcester Chapter still be able to store files on the Archive website. Powell (RS) Answer: Yes.
- 8.1.2.2 Godden (BU): How do Chapters login to Administrative interface? Powell (RS) Answer: Same login user name and password for csinet.org, ner.csinet.org, and admin.csinet.org (administrative interface for ner.csinet.org).
- 8.1.2.3 Institute needs to be notified that new microsite is primary website listed in NER contact info.
- 8.1.3 Governance / Strategic Plan – Bowne (SY) Comment: Report was submitted late and wanted to make sure that everyone received and reviewed the report.
- 8.1.4 By-Laws – Eustis (ME) Questions that need to be addressed by NER for revised By-Laws:
- 8.1.4.1 Does NER want Emerging Professionals to be able to vote on a Region ballot? Consensus for Eustis to submit a Recommendation by the next board meeting.
- 8.1.4.2 Does NER want NER Officers be able to serve as Chapter's Region Director? Consensus for Eustis to submit a Recommendation by the next board meeting.
- 8.1.4.3 Neely (BO) Question: Should NER President and Vice President terms align? Needs to be addressed by committee and discussed further by By-Laws Committee.
- 8.2 Action on balance of Consent Agenda – N/A
- 8.2.1 **MOTION:** Eustis (ME) move to accept all reports on Consent Agenda, second by Axelrod (RO).
- 8.2.2 **VOTE:** Unanimous acceptance all reports listed on Consent Agenda.

REPORT	AUTHOR	P*	COMMENTS	PULL
▪ Officer Report				
▫ FY11 Secretary End Fiscal	Healy	P		
▪ Officers				
▫ President (RP)	Gehringer	P		
▫ Vice President (RV)	--	--		
▫ Secretary (RS)	Powell	P		
▫ Treasurer (RT)	Barrett	P		
▪ Institute Director				
▫ Institute (ID)	Lemieux	--		
▪ Directors				
▫ Metro NY (NY)	Korteling	P		
▫ Boston (BO)	Keating	P		
▫ Buffalo (BU)	Godden	P		
▫ Hartford (HA)	Newman	--		
▫ Syracuse (SY)	Dwyer	P		
▫ Rochester (RO)	Axelrod	P		

▫ Rhode Island (RI)	McCurdy	P		
▫ New Jersey (NJ)	Som	P		
▫ Maine (ME)	Eustis	P		
▫ Eastern NY (EA)	Van Hoose	P		
▫ Vermont (VT)	Maurer	P		
▫ Worcester (WO)	Lapomardo	P		
▫ Housatonic (HO)	--	--		
▫ Long Island (LI)	Geiger	P		
▫ New Hampshire (NH)	--	--		
▪ Committees				
▫ Academic Program	Som	P		
▫ Awards	Grucella	P		
▫ Certification	Hosley	--		
▫ Education	Gehring	P		
▫ Finance	Strother	P	See Section 8.1.1 for comments.	X
▫ Membership	Healy	P		
▫ Planning	Neely	P		
▫ Product Show	--	--		
▫ Publications	Healy	P		
▫ Technical	Rosamond	--		
▫ Web Site	Eustis	P	See Section 8.1.2 for comments.	X
▫ Nominating	Powell	P		
▪ Task Teams				
▫ Governance/Strategic Plan	Bowne	P	See Section 8.1.3 for comments.	X
▫ Bylaws/Adm.Refs	Eustis	P	See Section 8.1.4 for comments.	X
▪ Conferences				
▫ FY2010 Conference	Van Oort	P		
▫ FY2011 Conference	Gehring	P		
▫ FY2012 Event	TT Chair	--		

9. Best Practices/Suggestions for the good of the Region – 11:30 AM (Actual 11:15 AM)

9.1 Best Practices

- 9.1.1 Development & distribution of Chapter business cards
- 9.1.2 Reinstatement of contractor complaint night
- 9.1.3 Increased involvement with students
- 9.1.4 Golf tournaments & scholarship programs
- 9.1.5 Suggestions
- 9.1.6 Review Region policy & perform required tasks.
- 9.1.7 The Board needs to consider better ways to market the organization & improve name recognition
- 9.1.8 Searching for ways/means/methods/suggestions to increase chapter membership
- 9.1.9 Consider holding a symposium with a current topic of interest
- 9.1.10 Develop member personnel files that would facilitate matching member skills with volunteer assignments & mentoring contacts to develop interests into skills & polish those skills into volunteer positions.
- 9.1.11 Position still open for associate editor of the Bridge
- 9.1.12 Consider funding a Region chapter evaluation program utilizing the outstanding chapter award format
- 9.1.13 Region should become clearinghouse for sources of information & expertise that members would find valuable & increase the value of CSI
- 9.1.14 Improve Region Conference model

- 9.1.15 Evaluate membership incentives
- 9.1.16 Review ways of training at multiple sites
- 9.1.17 Provide member value for non-affiliated, emerging professionals & uninvolved members
- 9.1.18 Improving Region & chapter communication & participation
- 9.1.19 Marketing CSI at the chapter level
- 9.1.20 Recruiting & mentoring replacements
- 9.1.21 Recognize that Annual Meeting quorum is difficult to meet w/o quality event to draw members
- 9.1.22 Continue implementing changes requested by the chapters
- 9.1.23 Work with Institute, Region & Chapter committee chairs to exchange ideas & develop better programs
- 9.1.24 Set up Task Team to plan the next Region event
- 9.1.25 Region is disconnected, expensive & of little benefit to the chapter
- 9.1.26 Region needs to be streamlined for networking & collaboration, use virtual meetings
- 9.1.27 Develop committee to develop internship programs for students that all chapters can utilize
- 9.1.28 Follow up with graduating students to ensure they continue membership
- 9.1.29 Develop checklist of unaffiliated student members
- 9.1.30 Divide the Region into Districts to reduce the size of the Board & streamline budget
- 9.1.31 Do not reduce the size of the Board
- 9.1.32 Restructure committees to be more relevant, assign directors to be liaisons to Region Committees
- 9.1.33 The Region should focus only on serving as a forum among chapter leaders to share best practices & assisting chapters as needed.
- 9.1.34 Reduce chapter assessment
- 9.1.35 Region should become self sufficient depend only on money from Institute
- 9.1.36 Approach AIA and address concerns about increased complexity of the process now that CSI is paying for provider status
- 9.1.37 Chapters need to proactively participate at the Region level to assure their concerns are addressed
- 9.1.38 Review success of chapters who expanded membership while maintaining a high retention rate
- 9.1.39 Governance/ Strategic Planning TT begin 5 year review of the Region Strategic plan & propose recommended updates
- 9.1.40 Consider monetary incentives for chapters who actively participate in Region committee work to increase Region activity & chapter finances
- 9.2 Healy (WO) Suggestion: Volunteers to chair a committee or task team to proactively pursue volunteers for NER positions.
- 9.3 Healy (WO) Suggestion: Responsibility of Region to provide service to non-affiliated members.
- 9.4 Som (NJ) Suggestion: Chapters should form student affiliates.

10. Next Meeting Date

- 10.1 Date TBA, April 2012 in New Hampshire.

11. Adjournment

- 11.1 Closing: Thank you to everyone for attending and for your support as the Region implements changes.
- 11.2 Acknowledge Eustis (ME) for Institute Board voting to recognize his activities by conferring the status of Distinguished Member.
- 11.3 Recognize ME, RI, VT Chapters receiving Outstanding Chapter Commendation.
- 11.4 Executive Committee will continue to work very hard to serve the NER.
- 11.5 **MOTION:** Korteling (NY) adjourn meeting, second Geiger (LI).

END OF MINUTES

Recorded and Submitted by:
Tracey Powell, NER Secretary