



Northeast Region CSI, Inc. FY2012 Spring Board Meeting
Friday April 27, 2012 | Holiday Inn, 300 Woodbury Ave, Portsmouth, NH

Board Meeting Minutes

1. Welcome Remarks

1.1 Call to Order

1.2 Roll Call

- 1.2.1 **Executive Committee Present:** Gehringer (RP), Neely (RV), Barrett (RT), Powell (RS).
- 1.2.2 **Directors Present:** Lemieux (ID), Levine (BO), Grucella (BU), Van Hoose (EA), Bergsbaken (HA), Geiger (LI), Armstrong (ME), Saklad (NH), Som (NJ), Korteling (NY), Dwyer (SY), Maurer (VT), Lapomardo (WO).
- 1.2.3 **Committees Present:** Som (Academic Program), Grucella (Awards), Hosley (Certification), Gehringer (Education), Healy (Membership/Publications), Neely (Planning), Eustis (Web Site), Powell (Nominating).
- 1.2.4 **Others Present:** Bowne (Governance/Strategic Plan TT/SY), Eustis (Bylaws/Adm.Refs TT), Phillips (Region Consolidation TT/SY), Maurer (Ad-Hoc Committee), Helly (FY2015 Event/WO), Raikowski (LI President).
- 1.2.5 **Absent:** Axelrod (RO), McCurdy (RI), Mahoney (BU), Rosamond (Technical).

1.3 Determination of Quorum

- 1.3.1 Secretary determined that there was a quorum.

1.4 Adjustments in the Agenda

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

2. Approval of Minutes of Previous Board Meeting

- 2.1.1 Lapomardo (WO) – Correction Newman (HA) was not in attendance.
- 2.1.2 Lapomardo (WO) – It would be helpful to receive a copy of all recommendations with the meeting minutes.
- 2.1.3 **MOTION:** Motion by Som (NJ) to accept minutes as written with correction of Newman (HA) not present, seconded by Neely (RV).
- 2.1.4 **VOTE:** Unanimous approval of Minutes.

3. Financial Status Report by Treasurer

3.1 Roland Barrett (RT) summarized the report

- 3.1.1 Refer to Treasurer's Year-to-Date Report posted to NER website and distributed in hard copy during board meeting.

4. Old Business

- 4.1.1 **Audit Task Team:** Helly (WO) provided summary and suggestions of audit conducted prior to Board Meeting (4/27/12). Report to be submitted electronically promptly following board meeting.
- 4.1.2 **Ad-Hoc Committee Task Team:** Maurer (VT) summarized FY12-Fall Recommendation that prompted this task team. He requested help from the rest of the Board of Directors, particularly with the needs of architects.
 - 4.1.2.1 Som (NJ) shared NJ Chapter directory of vendors categorized by CSI Division. Likes idea of having a similar regional directory. She recommended also targeting owners who would find a resource like this helpful. Som (NJ) volunteered to help with this task team.
 - 4.1.2.2 Saklad (NH) suggested a private blog for members only for networking (i.e., in lieu of LinkedIn).
 - 4.1.2.3 Neely (RV) suggested researching software and determining who will maintain and filter data that is posted to this directory.

4.1.2.4 Raikowski (LI) reminds attendees present that CSI is intended for a diverse audience, not only architects. CSI needs to investigate what other organizations our members are involved in and why.

4.1.3 Region Consolidation Task Team: Phillips (SY) provided summary from detailed report submitted. Additional activities and recommendations will be submitted following the Board Meeting. Eustis (ME) provides additional input about need to provide service to Chapters while at the same time meeting the Institute requirements.

4.1.3.1 Lapomardo (WO) commented that this Committee has done a lot of work. Recommend scope being more narrowly focused rather than broadened.

4.1.3.2 Helly (WO) suggests that the board should give the task team direction as to whether they evolve into a strategic planning or otherwise.

4.1.3.3 Bowne (SY) requests to dissolve the task team and volunteers to chair the Planning Committee.

4.1.3.4 Neely (RV) asks why there is a separate Strategic Planning Task Team from the Planning Committee, with duplicated efforts by each group. It seems we have too many small groups without enough volunteers and Task Teams should be assigned to short-term tasks. Lemieux (ME) clarifies that the Strategic Plan is a living document that requires annual reviews which have not occurred. Eustis (ME) and Healy (WO) shares some of the history of the Task Team. Som (NJ) agrees that there is a lot of overlap and Strategic Plan should roll up into Planning Committee.

5. New Business

5.1 Recommendations – Refer to full recommendations posted to: <http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors/Board-Meeting-FY13-Fall>

5.1.1 **Recommendations submitted by Officers** – None

5.1.2 **Recommendations submitted by Directors** – None

5.1.3 **Recommendations submitted by Committee Chairs**

5.1.3.1 “Recommendation for Amendments to Region Bylaws as discussed at Fall Region Board Meeting.” – Dick Eustis, Region Bylaws and Administrative References Task Team Chair

5.1.3.1.1 **MOVE:** Powell (RS); Seconded by Barrett (RT).

5.1.3.1.2 Overview and discussion by Eustis (ME).

5.1.3.1.3 Lapomardo (WO) asks whether institute states Emerging Professionals are permitted to vote or not. Eustis (ME) confirms that institute does not permit them to vote in the institute elections, however NER Policy makes it difficult for an EP member to be eligible to be elected as an officer. Additional related discussion among Helly (WO), Eustis (ME), Neely (RV), Lapomardo (WO).

5.1.3.1.4 Ultimately it is up to the Regions and Chapters as to whether Emerging Professionals are permitted to vote and hold office.

5.1.3.1.5 Levine (BO) calls point of order to proceed to a vote on this recommendation.

5.1.3.1.6 **VOTE:** Unanimous acceptance to move beyond discussion.

5.1.3.1.7 **VOTE:** Recommendation unanimously approved.

5.1.3.2 “Recommendation for Amendments to Part 4, Region Policy of the Region Administrative References to reduce number of members required to establish a quorum at Region Annual Meeting.” – Dick Eustis, Region Bylaws and Administrative References Task Team Chair.

5.1.3.2.1 **MOVE:** Powell (RS), Seconded by Barrett (RT).

5.1.3.2.2 Overview and discussion by Eustis (ME).

5.1.3.2.3 Helly (WO) is against this recommendation, requirements should not be lowered because the requirement is not being met.

5.1.3.2.4 Discussion: Van Hoose (EA) suggests that quorum could be reached with virtual/electronic attendance.

5.1.3.2.5 Neely (RV) requests clarification on the actual difference of attendees. Eustis (WO) clarifies the total was 40 vs. proposed is 25.

- 5.1.3.2.6 **MOTION:** Lapomardo (WO) makes amendment to limit reduction for the FY12 year only, seconded by Maurer (VT). Amendment unanimously approved.
- 5.1.3.2.7 **VOTE:** Amended Motion Passed with 14 in favor, 3 opposed (i.e., Bergsbaken (HA), Saklad (NH), Neely (BO)). Amended Recommendation as approved: For FY2012 only, the Region Annual Meeting quorum requirements shall be a minimum of one Chapter Delegate from two-thirds of the Chapters in the Region plus additional voting members of the Region for a minimum of 25, no more that 25% of who may be from any one Chapter.
- 5.1.3.3 “Recommendation for Funding of NER Outstanding Chapter and Most Improved Chapter Incentive Awards” – Edward Healy, NER Membership Committee Chair
 - 5.1.3.3.1 **MOVE:** Powell (RS), seconded by Barrett (RT).
 - 5.1.3.3.2 Overview and discussion by Edward Healy (WO).
 - 5.1.3.3.3 Amended: \$800 added to OCC and MICC awards to recognize that CSI now classifies chapter commendations being given to 3 different sizes of chapters based on Institute records of the number of total Chapter members (excluding students) as of June 30 of the fiscal year ended immediately prior to the nomination deadline: a) Level I, 126+ members; b) Level II, 61-125 members; and c) Level III, ≤60 members.
 - 5.1.3.3.4 Amendment: Four NE Region incentive awards of \$1000 are to be given, leaving \$500 for other membership committee expenses. Only the large and small chapters with the highest score would receive an OCC \$1000 incentive. The two small chapters with the largest OCC score differential would receive MICC incentives. Total incentives would then be capped at \$4000. A chapter does not have to receive the Institute OCC to qualify for these NE Region incentive awards.
 - 5.1.3.3.5 **MOTION:** Powell (RS), seconded by Barrett (RT).
 - 5.1.3.3.6 **VOTE:** Amendment unanimously approved.
 - 5.1.3.3.7 **VOTE:** Amended Recommendation unanimously approved.
- 5.1.3.4 “Recommendation for the Region Administration References dated August 6, 2005, Part 5 – Region Awards Guide Adopted August 27, 2005: Amended April 11, 2010: November 11, 2011 be further edited to reflect the new Spring Annual Meeting.” – James Grucella, NER Awards Chair
 - 5.1.3.4.1 **MOVE:** Powell (RS).
 - 5.1.3.4.2 Overview from Grucella (BU).
 - 5.1.3.4.3 **MOTION:** Gehringer (RP), seconded by Barrett (RT).
 - 5.1.3.4.4 **VOTE:** Recommendation unanimously approved.
- 5.1.4 **Recommendations submitted by Chapter Presidents**
 - 5.1.4.1 “Recommendation for Task Team to Create and Conduct a CSI Member Survey” – Tracey Powell, RI Chapter President
 - 5.1.4.1.1 **MOVED:** Neely (RV).
 - 5.1.4.1.2 Overview by Powell (RI) and Raikowski (LI).
 - 5.1.4.1.3 Lemieux (ME) shared that CSI Institute has hired the Potomac Communication Group to interview 1700 industry professionals, including 1200 CSI members. “Revitalizing CSI” Report is scheduled to be published in June 2012.
 - 5.1.4.1.4 **MOTION:** Gehringer (RP), seconded by Neely (RV).
 - 5.1.4.1.5 **VOTE:** Recommendation unanimously approved.

5.2 Other New Business

5.2.1 Chapter Visitations

- 5.2.1.1 Region President and Vice President have visited the following chapters to date: LI, NY, NJ, BO, RI, and HO.
- 5.2.1.2 President is scheduled to visit RO and BU in November.
- 5.2.1.3 Vice President is scheduling visits by Autumn: WO, VT, and ME.
- 5.2.1.4 Remaining chapters will be visited within the next year.

5.2.2 Chapter Bylaws

5.2.2.1 Refer to Bylaws Bylaws/Admin. References Task Team Report. Eustis (ME) provided a summary of process and status update. Majority of chapters have still not submitted Bylaws for approval and should be done as soon as reasonable.

5.2.3 Call for Committee Chair Volunteers

5.2.3.1 All current committees are required by the institute except for: Emerging Professionals, Finance, Planning, Product Show, Publications, and Website.

5.2.3.2 Gehringer (LI) makes suggestion to merge Emerging Professionals and Academic Programs Committee. This would mirror what many chapters are doing.

5.2.3.3 Publications Committee has requested assistance for several years. Som (NJ) suggests consideration of allocating funds to compiling a newsletter due to creation of newsletter being so time-intensive.

5.2.3.4 Gehringer (RP) recommends Product Show Committee be dissolved. RO and NY are the only 2 chapters still doing product shows.

5.2.3.5 Finance Committee is required to prepare budget and perform monthly financial reviews. Barrett (RT) volunteers to chair this committee as of July 2012.

5.2.3.6 **MOTION:** Motion by Barrett (RT) to accept modifications to committees as noted above, seconded by Lapomardo (WO).

5.2.3.7 **VOTE:** Unanimous approval of motion.

5.2.3.8 Term for Committee Chairpersons is 2 years and the following Committees are up for appointment July 2012: Awards, Certification, Education, Finance, Membership, Planning, Publications, and Technical.

5.2.3.9 Neely (RV) will make sure all Committee Chairs host conference calls on a monthly or bi-monthly basis.

5.2.4 Call for Region Volunteers

5.2.4.1 The following Chapters' Region Director positions terms expire July 2012: BU, EA, HO, ME, NH, RI, WO.

5.2.4.2 Healy (WO) recommends Region Committee Chairs CC Region Secretary on contact info and vital correspondence among Chapter Committee Chairs.

5.2.4.3 Gehringer (RP) understands that chapters have a difficult time finding volunteers to fill chapter committee positions, and filling a region committee chair role would be additional

5.2.4.4 Helly (WO) recommends Region Directors assist President with finding volunteers to fill the Committee Chair positions and President speak with Chapter Leaders directly to ask for help.

5.2.4.5 Institute has requested volunteer from Northeast Region to service on Institute Membership Committee. Som (NJ) received commitment from Tom Lanzelotti (NY) to fill this position.

5.2.4.6 Volunteers are needed for the Region Distinguished Award Jury FY12-13 and FY13-14. The jury is required to be made up of a past recipient, a past Institute Director and one other Region member.

5.2.5 Other Business

5.2.5.1 New Hampshire Chapter is struggling to fill leadership roles and planning monthly events. Gehringer (RP) volunteered to assist NH with finding speakers. Saklad (NH) shared that first goal is meeting, then leadership. Barrett (WO) shared that Worcester Chapter does monthly calling tree. Powell (RI) broadcasts electronic invitations to 700+ A/E/C contacts and averages 50 attendees per event.

5.2.5.2 Housatonic Chapter was considering merging with Hartford Chapter. Gehringer (RP) attended their chapter Board Meeting. Meeting attendance, finding new members, and leadership is the biggest challenges.

5.2.5.3 Planning Committee – Neely (RV) provides update about Leadership Training Program, lack of participants during this year's program. Funds allocated in the budget were unused. CSI Institute Leadership Training 7/21-7/24 in Denver, CO; for Region Presidents; as well as free online Leadership Webinars.

6. Region Awards

6.1 FY2011 Region Awards Presentations by Grucella (BU)

6.1.1 Grucella (BU) recognized Fellows and Distinguished Service Award Recipients.

6.1.2 Education Award

- 6.1.2.1 David Early, CSI, CCCA
- 6.1.3 Region President's Award
 - 6.1.3.1 Edward M. (Ted) Healy, RA, FCSI, CDT
 - 6.1.3.2 Kevin E. Phillips, Jr., CSI, CDT
- 6.1.4 Chapter Membership Award
 - 6.1.4.1 Boston Chapter (Chapters over 100 members)
 - 6.1.4.2 Vermont Chapter (Chapters under 100 members)
- 6.1.5 Citation of Service – Region Vice President
 - 6.1.5.1 Kenneth Gehringer, CSI, CCCA, AIA – FY11
- 6.1.6 Citation of Service – Region Secretary
 - 6.1.6.1 Edward M. (Ted) Healy – FY10-11
- 6.1.7 Citation of Service – Outgoing Institute Director
 - 6.1.7.1 Howard Levine, FCSI, CDT – FY09-11
- 6.1.8 Citation of Service Award – Region Director
 - 6.1.8.1 Jeffrey Matles, CSI – Metro NY – FY10-11
 - 6.1.8.2 David Newman, CSI, CDT – Hartford – FY10-11
 - 6.1.8.3 John Dwyer, CSI – Syracuse – FY11
 - 6.1.8.4 Guy LoMonaco, CSI, CCS – Rochester – FY10-11
 - 6.1.8.5 Tracey Powell, CSI, AIA – Rhode Island - FY11
 - 6.1.8.6 Ruma Som, CSI, CDT, AHC – New Jersey – FY11
 - 6.1.8.7 John Ostrum. CSI, CDT – Vermont – FY10-11
 - 6.1.8.8 Roy Olsen, RA, CSI, CCS – Housatonic – FY11
 - 6.1.8.9 Chris Geiger, CSI, CDT – Long Island - FY11
 - 6.1.8.10 Edward “Ned” Keating, CSI – Boston – FY10-11
 - 6.1.8.11 Lisa Kavarnos, CSI, CDT, AIA – New Hampshire – FY11
- 6.1.9 Citation of Service Award – Region Committee Chair
 - 6.1.9.1 Richard A. Eustis, PE, FCSI, CCCA – Webmaster FY10-11
 - 6.1.9.2 Richard A. Eustis, PE, FCSI, CCCA – Bylaws/Admin Ref. TT FY10-11

7. Region Conference/Event

- 7.1 FY2013 Event – Helly (WO) suggested the next Board Meeting(s) be scheduled in conjunction with another regional event this fall Build Boston (Nov 2012), Vermont CSI Sustainable Event (June 2013), Rochester's Trade Show (Oct 2012), Metro NY Trade Show (Sept 2012).
- 7.2 FY2014 Event – Som (NJ) is volunteering for New Jersey to host a 2014 event (in lieu of 2013), and considering hosting an event jointly with AIA.
- 7.3 FY2015 Event – Helly (WO) presents tentative conference “The Art of Sustainability” in Williamstown, MA (May 2015). Focus will be on LEED Case Study of The Sterling and Francine Clark Art Institute project, construction planned for completion by 2014.
 - 7.3.1 Potential agenda items include: Golf Outing, Welcome Reception, Banquet, Facility Tour, Keynote address, Product Show, Cocktail Party, Scholarship Auction, Leadership Workshops, Awards, Board Meeting, and Annual Meeting.
 - 7.3.2 Helly (WO) shared that only 2 CSI Regions aren't holding conferences during 2012.

8. Elections

- 8.1 Region Vice President – Nomination for Neely (RV) by Nominating Committee.
 - 8.1.1 Nomination from the floor from Armstrong (ME) for Helly (WO).
- 8.2 Region Treasurer – Nomination for Phillips (SY) by Nominating Committee.
 - 8.2.1 No other nominations from the floor
- 8.3 Institute Nominating Committee Appointee – Som (NJ) by Nominating Committee.
 - 8.3.1 No other nominations from the floor.
- 8.4 **MOTION:** Motion by Powell (RS) to accept uncontended nominations for Treasurer and Institute Nomination Committee Appointee.
- 8.5 **VOTE:** Unanimous election for both positions.
- 8.6 **VOTE:** Election results for Vice President – 8 in favor of Neely (BO), 7 in favor of Helly (WO).

9. Consent Agenda

- 9.1 Action on Pulled Reports or Late Reports

- 9.1.1 Membership pulled by Healy (WO) wanted to point out that NJ Chapter Director's Report about Membership was extremely detailed and impressive, including 44% membership growth.
- 9.2 Action on balance of Consent Agenda
- 9.2.1 **MOTION:** Barrett (RT) move to accept all reports on Consent Agenda, seconded by Armstrong (ME).
- 9.2.2 **VOTE:** Unanimous acceptance all reports listed on Consent Agenda.

REPORT	AUTHOR	P*	COMMENTS	PULL
▪ Officers				
▫ President (RP)	Gehringer	P		
▫ Vice President (RV)	--		Submitted late	
▫ Secretary (RS)	Powell	P		
▫ Treasurer (RT)	Barrett	P		
▪ Institute Director				
▫ Institute (ID)	Lemieux	P		
▪ Directors				
▫ Metro NY (NY)	Korteling	P		
▫ Boston (BO)	Keating	P		
▫ Buffalo (BU)	Godden	P		
▫ Hartford (HA)	Newman	P		
▫ 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	Gehringer	P		
▫ Finance	Vacant	--		
▫ Membership	Healy	P		X
▫ Planning	Neely	--	Submitted late	
▫ Product Show	--	--		
▫ Publications	Healy	P		
▫ Technical	Rosamond	--		
▫ Web Site	Eustis	P		
▫ Nominating	Powell	P		
▪ Task Teams				
▫ Governance/Strategic Plan	Bowne	P		
▫ Bylaws/Admin. Refs	Eustis	P		
▫ Region Consolidation	Phillips	P	Refer to section 4.1.3 for discussion	

▫ Ad-Hoc Committee	Maurer	--	Refer to section 4.1.2 for discussion
▪ Conferences			
▫ FY2013 Event	TT Chair	--	
▫ Audit	Helly	--	Submitted Late. Audit was done today.

*P = Report received prior to Board Meeting.

10. FY2013 Budget

- 10.1 Refer to "Proposed Budget for FY13" submitted by Treasurer, posted to website prior to board meeting and copies provided during Board Meeting.
- 10.2 #155 – Increase to (\$3,950).
- 10.3 #203.1 and #203.2 – Decrease to (\$0).
- 10.4 #204.1 and #204.2 – Increase to (\$2,000).
- 10.5 #204.5 – Decrease to (\$0).
- 10.6 #302.1 and #302.2 – Decrease to (\$0)
- 10.7 #406 – Increase to (\$4,000.00)
- 10.8 #812 – Increase to (\$500.00)
- 10.9 **MOTION:** Lapomardo (WO) accept the Budget as amended, second by Armstrong (ME).
- 10.10 **VOTE:** Unanimous acceptance of the Budget as amended.

11. Region Best Practices (submitted as part of submitted reports)

- 11.1 To get new blood on the board, ask active members personally.
- 11.2 Golf is still a popular activity and good scholarship fundraiser.
- 11.3 Sponsors in the newsletter help chapter revenue.
- 11.4 Give AIA CES and CEU credit at programs.
- 11.5 Scan and track membership with identification cards
- 11.6 Our CSI certification tests education and test fee re-imbusement program, where our chapter pays the test fee for any chapter member who passes a certification test.
- 11.7 The Chapter continues to hold four meetings per year at the Colleges and Universities in Maine that have either an Architectural program or a Construction based program, inviting Students to join the meeting at a greatly reduced cost.
- 11.8 We have many past credentialed leaders within our Chapters who may be only active with Institute or have been dormant for various reasons. I think we could involve many of these leaders at the local Chapter level to guide emerging professionals to help create succession. Perhaps we can create a pool of mentors for the Region and team up with emerging leaders.
- 11.9 Urge the Directors of all Chapters & Presidents to promote Academic Programs to Chapter as a means to grow and retain membership.
- 11.10 10. We need to address the issue that NAAB has indicated there will be no mandatory specification classes in architectural schools through 2018. Would like every Chapter to get feedback from Academic Institutions and share information gathered with Region Academic Programs Committee. Would like David Early to include in discussion in Institute Committee. Every contractual document signed by Architect requires Architectural drawings and Specifications. Every law suit requires specification documents to be scrutinized. How can this not be mandatory course requirement for an accredited Architectural Degree?
- 11.11 Allocate some funding for promotion of Academic Programs, like bringing in speakers, subsidizing webinars, providing assistance to delegates at National Convention or CSI Academies etc
- 11.12 Joint meetings with other applicable professional organizations (which changes based on specific program topics) to bump up attendance and awareness for meetings.
- 11.13 All NER and Chapter Leaders are encouraged to join the NER LinkedIn Group, in order to stay up-to-date about NER activities, resources, and notifications
- 11.14 All NER and Chapter Leaders are encouraged to submit "best practices" so that they may be organized and posted to the "NER Files" (which required login for members only).
- 11.15 Tabletop attendance; In order to draw attendees to visit tabletops those who visit all booths are eligible for 100.00 drawing nightly
- 11.16 Any members that may have issues with CSI to contact Denis Lemieux and that we dialogue one on one with confidentiality, and see where that may lead us. I am committed to the mission of CSI and I am charged by my position as the Northeast Institute Director to assist

all members to benefit with their membership in CSI. I am here to serve you and represent you on the Institute level.

12. Next Meeting Date and Location

12.1 FY13-Fall – Location TBA, potential vicinity in Fishkill, NY for Nov 2012.

13. Adjournment

13.1 Closing

13.2 **MOTION:** Barrett (RT) adjourn meeting, second Maurer (VT).

END OF MINUTES

Recorded and Submitted by:
Tracey Powell, NER Secretary

FINAL DRAFT