



**Northeast Region CSI, Inc. | FY2013 Spring Board Meeting**  
**Thursday, May 23, 2013 | Holiday Inn Burlington VT**

## **MEETING MINUTES**

### **1. Call to Order – ~~8:30 AM~~ 8:45 AM**

#### **1.1 Welcome Remarks**

1.1.1 Welcome remarks by Gehringer (RP).

#### **1.2 Roll Call**

1.2.1 Refer to “Roll Call” column in chart below under Item 8.

#### **1.3 Determination of a Quorum**

1.3.1 Secretary determined that there was a Quorum.

#### **1.4 Adjustments in the Agenda**

1.4.1 Gehringer (RP) adds Item 4.3 Distinguished Service Award Jury

### **2. Approval of Minutes of Previous Board Meeting – 8:50 AM**

2.1 Distributed 6/27/12, posted to: <http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors>

#### **2.2 Amendments**

2.2.1 Item 5.1.3.1.5 modify to read “Levine (BO) made motion to call previous question.”

2.2.2 Item 5.1.3.4.2 modify to read “Seconded by Barrett (RT).”

2.2.3 Item 5.1.4.1.4 modify to read “Seconded by Neely (RV).”

2.2.4 Add full descriptions of Recommendations to the minutes.

2.3 **MOTION:** Approve minutes as amended Charland (ME). Seconded by Kamencik (VT).

2.4 **VOTE:** Unanimous approval of minutes as amended.

### **3. Financial Status Report by Treasurer – 8:55 AM**

#### **3.1 Treasurer’s Report**

3.1.1 Amended Balance Sheet distributed during meeting

#### **3.2 Audit Committee Report**

3.2.1 The Audit Task Team met 11/2/12 and reviewed the Region financial statements for FY 2012. The audit was conducted in accordance with standards generally accepted for internal audits of small non-profit corporations to obtain reasonable assurance the financial statements are free of material misstatement. Task Team found the financial statements reviewed present fairly the financial position of the Region for the fiscal year ending 30 June 2012.

#### **3.2.2 Recommendations to the board:**

3.2.2.1 Audit committee should be convened as soon as possible at the end of each fiscal year.

3.2.2.2 Finance Committee should be fully staffed to maintain oversight and provide policy direction throughout the year.

3.2.2.3 The Task Team commended Roland Barret for his organization of the Region accounts and orderly transfer of responsibilities to the new Treasurer.

3.3 Rebate checks for FY12 were distributed to the chapters.

### **4. Old Business – ~~9:15 AM~~ 9:00 AM**

#### **4.1 Updates from Task Teams (Refer to corresponding Task Team Reports for details.)**

4.1.1 Task Team: Region Consolidation (covered during Nov 2, 2012 agenda)

4.1.2 Task Team: NER Member Survey (covered during Nov 2, 2012 agenda)

#### **4.2 NER Outstanding Chapter Commendation (OCC) and Most Improved Chapter (MIC) Incentives**

4.2.1 Healy (WO) presented progress to date in absence of Raikowski (LI). Membership Committee has developed the submission form.

4.2.2 Healy stated the Committee was considering the possible award of only the OCC incentives, or \$2,000 of the allocated \$4,000 budgeted for FY13 as there was some concern as to how baseline data would be collected for FY12 vs FY13 for the MIC incentive to be awarded.

4.2.3 Bowne (SY) asks whether criteria is published. Healy (WO) confirms it is posted

- 4.2.4 The form is based on the Institute's Outstanding Chapter Commendation form, modified for the Region purpose. The intent is to provide an incentive for increased chapter activity as this is essential to membership retention and growth. The form provides a structured checklist where activities have points assigned.
- 4.2.5 Charland (ME) inquired about budget line item. The board had set aside \$4,000 in its FY13 budget.
- 4.2.6 The membership committee is trying to make the process easy so that more chapters get involved. There is a logistical issue with Institute not releasing its latest form until December 15<sup>th</sup> and it is unclear whether the Institute form will be required to be submitted for the current year or the prior year.
- 4.2.7 Neely (RV): Once FY13 baseline is established, chapters should be notified.
- 4.2.8 Som (NJ): Submissions should be shared with other chapters after submitted.
- 4.2.9 If we wait for the Institute form to implement the process, the two budgeted MIC incentives for Most Improved Chapter from FY13 thru FY14 would not be given until end of FY14. Two OCC incentives based on highest score for largest chapter and highest score for smallest chapter for the single year could be awarded.
- 4.2.10 Bowne (SY) suggests recognition for other chapters who place second, third, etc. not only recognize chapter who has the highest score. This may be submitted as Recommendation during FY13-Spring Board Meeting.
- 4.2.11 Helly (WO): The intent of budgeting the incentive for the current year was to give incentives for chapters to improve performance now. The Committee can use a simplified score sheet based on categories from Institute OCC program without waiting on the Institute. Membership Committee can handle implementation of the program. The resolution to proceed was approved and funds budgeted at the last meeting and does not need formal action today.
- 4.2.12 Once form is finalized and program messages are compiled, documents will be posted to the website.
- 4.2.13 **MOTION:** Helly moves that board direct the Membership Committee to proceed with implementation of the incentive for this year based on the baseline of FY12 compared to FY13 to incentivize chapters to improve this year. Seconded by Som (NJ).
- 4.2.14 **VOTE:** Approved by 15 members.

### 4.3 Distinguished Service Award Jury

- 4.3.1 Jury comprised of Awards Committee Junior Chair (Bruce Werner), 2 Past recipient (D. Lemeiux, D. Eustis), 2 Past Institute Directors (M. Helly, H. Levine), and 2 other Region members (R. Som, B. Charland). Jury is chaired by Jim Grucella, Awards Committee Senior Chair.

## 5. New Business – 9:30 AM 9:20 AM

*NOTE: Refer to full recommendations posted to*

*<http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors/Board-Meeting-FY13-Fall>.*

### 5.1 Recommendations

#### 5.1.1 Recommendation submitted by Officers

- 5.1.1.1 The Executive Committee enters a motion to refund unused monies in the Region budget after all expenses are paid, back to the chapters for the fiscal year 2013.
- 5.1.1.2 **MOVE:** Powell (RS).
- 5.1.1.3 **MOVE:** Helly moves to table discussion of Recommendation until FY13-Spring Board Meeting, seconded R. Som.
- 5.1.1.4 **VOTE:** Motion to table passed with 7 in favor and 5 against.

#### 5.1.2 Recommendations submitted by Directors

- 5.1.2.1 The Board shall appoint a task team to review the restrictive requirements for qualifications of Region Officers and process of election to determine if changes to the Region By-laws are appropriate.
  - 5.1.2.1.1 **MOVE:** M. Helly, seconded K. Gehringer.
  - 5.1.2.1.2 J. Kamencik requests explanation of Recommendation.
  - 5.1.2.1.3 **VOTE:** Unanimously approved.
  - 5.1.2.1.4 Nominations from the floor to serve on the task team: Chair B. Neely with D. Eustis, M. Helly, C. Bowne.

### 5.1.3 Recommendations submitted by Committee and Task Team Chairs

- 5.1.3.1 Establish a Committee by November 30, 2012 comprising of NER Executive Committee Members, Region Directors or Committee Chairs to organize a Region Conference to be held by August 2014.
  - 5.1.3.1.1 M. Helly entered a friendly **SUBSTITUTE MOTION**: The Region Conference Committee shall be staffed and directed to host NER events during FY13 and FY14 taking advantage of existing successful events within the Region- FY 13 in Vermont in conjunction with Green and Sustainable Vermont and FY14-Fall in Boston at ABX conference November 2013. Second by R. Som.
  - 5.1.3.1.2 B. Neely moved to split the question, seconded J. Kamencik.
    - 5.1.3.1.2.1 **Part one**: The Region shall establish a standing conference/event committee. **VOTE**: Unanimously approved.
    - 5.1.3.1.2.2 **Part two**: The committee shall hold an event in FY 13 in Vermont in conjunction with Green and Sustainable Vermont . **VOTE**: 15 in favor
    - 5.1.3.1.2.3 **Part three**: The committee shall hold an event in FY 14 in Boston in conjunction with at ABX conference November 2013. **NO ACTION TAKEN**.
  - 5.1.3.1.3 Committee to be staffed by Som (NJ), Lemeux (ID), Helly (WO), Neely (RV).
- 5.1.3.2 Develop and maintain the Central Hub on the Region Website, utilizing various forms of social media and e-mail communications.
  - 5.1.3.2.1 **Move**: K. Gehringer, seconded M. Helly.
  - 5.1.3.2.2 Discussion. R. Som would like more information
  - 5.1.3.2.3 **Vote**: Unanimously approved.
- 5.1.3.3 Recommendation for change in Region Policy of the Region Administrative References to assign liaison responsibilities for Region Directors to region committees. "Amend Part 4 - Region Policy, Section 2.B by adding an additional duty as follows: 9. Serve as liaison to one Region Committee as annually assigned by the Region President to serve as both liaison and to provide assistance to the Region Committee Chair as needed. Report the activities in this capacity as a part of the periodic report to the Region Board."
  - 5.1.3.3.1 **Move**: C. Bowne, seconded by M. Helly.
  - 5.1.3.3.2 **Move**: amendment B. Neely, seconded M. Helly: "9.a When the Region Committee does not have an acting Chair, the liaison shall be the Chair until such a time as the Region Committee can nominate a new Chair."
  - 5.1.3.3.3 **Vote**: Amendment unanimously approved.
  - 5.1.3.3.4 **Vote**: Amended Recommendation unanimously approved.

### 5.2 Other New Business

- 5.2.1 Update on chapter visitations as noted in Reports of President and Vice President.
  - 5.2.1.1 8 chapters have been visited and 7 visits are planned.
  - 5.2.1.2 R. Som would like to see a summary for results and findings from chapter visitations.
- 5.2.2 Updating Chapter By-laws
  - 5.2.2.1 Approved: Maine, Rhode Island, Rochester, Worcester
  - 5.2.2.2 Bylaws with BARTT: Boston, Long Island
  - 5.2.2.3 Bylaws with Secretary: Buffalo, Eastern NY, Metro NY, New Hampshire
  - 5.2.2.4 Bylaws with Chapter: Hartford, Housatonic, New Jersey, Syracuse, Vermont
  - 5.2.2.5 NER Bylaws: D. Eustis will provide hyperlink to NER website page dedicated to bylaws changes on the institute ballot.
- 5.2.3 Other Business
  - 5.2.3.1 C. Bowne requests that Finance Committee explore most cost-effective alternative for Scholarship Savings account in order to decrease services charges of \$149.80/year that are incurred due to merchant ability of accepting credit cards payments (previously used during scholarship auctions), such as PayPal.
  - 5.2.3.2 J. Dwyer and Jim Grucella appointed by K. Gehringer to the Finance Committee, need another volunteer.

**<<Break 10:15 AM>>**

### 6. Region Events – 10:45 AM

- 6.1 FY 2013 FY 2014 Events to be explored by newly formed committee per minutes item 5.1.3.1
- 6.2 FY 2015 Event presented by Helly (WO) per FY2015 Event report submitted as part of consent agenda.

**7. Nominations – 11:00 AM**

7.1 The Nominating Committee will be working to secure nominations for President (FY2014 – FY2015) and Secretary (FY2014 – FY2015) Board action on the nominations will be required before April 2013 to meet Institute notification deadlines. Chapters are reminded their appointments of committee representatives (one per chapter) are overdue.

**8. Consent Agenda – 11:15 AM**

*NOTE: Refer to full recommendations posted (✓) to <http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors/Board-Meeting-FY13-Fall>.*

**8.1 Action on Pulled Reports or Late Reports**

- 8.1.1 Boston Chapter Report was submitted late. Keating (BO) read report aloud to members present for review.
- 8.1.2 Academic Program Committee is looking to assist Chapters to increase communication with at least one local Academic Institution. Som (NJ) requests approval of \$885 for Academic Program Committee (15 x \$59) to allocate \$59 per Chapter to donate a year' subscription of the Construction Specifier to a local Academic Institution as determined by the Chapter. No action on this item taken by board at this time.
- 8.1.3 Finance Committee is required by Region Policy to have 5 members, and 1 position is open.
- 8.1.4 Planning Committee is required by Region Policy to have 5 members, and 4 positions are open.

**8.2 Action on balance of Consent Agenda**

- 8.2.1 **MOVE:** Accept remaining items on Consent Agenda by Charland (ME), seconded Dwyer (SY).
- 8.2.2 **VOTE:** Unanimously accepted all reports on Consent Agenda.

REPORT	AUTHOR	POSTED	PULLED	ROLL CALL
<b>▪ Officers</b>				
▫ President (RP)	Ken Gehringer	✓		✓
▫ Vice President (RV)	Brian Neely	✓		✓
▫ Secretary (RS)	Tracey Powell	✓		✓
▫ Treasurer (RT)	Kevin Phillips	✓		✓
<b>▪ Institute Director</b>				
▫ Institute (ID)	Denis Lemieux	—		✓
<b>▪ Directors</b>				
▫ Boston (BO)	Ned Keating	✓	✓	✓
▫ Buffalo (BU)	Jim Grucella	✓		✓
▫ Eastern NY (EA)	Stephen Van Hoose	—		—
▫ Hartford (HA)	Jennifer Casedy	✓		✓
▫ Housatonic (HO)	John Maher	—		✓
▫ Long Island (LI)	Chris Geiger	✓		—
▫ Maine (ME)	Bill Charland	✓		✓
▫ Metro NY (NY)	Bennarr Korteling	✓		—
▫ New Hampshire (NH)	Wayne Wheeler	✓		✓
▫ New Jersey (NJ)	Ruma Som	✓		✓
▫ Rhode Island (RI)	Maria Smith	✓		—
▫ Rochester (RO)	Stuart Axelrod	✓		—
▫ Syracuse (SY)	John Dwyer	✓		✓
▫ Vermont (VT)	John Kamencik	✓		✓
▫ Worcester (WO)	Marty Helly	✓		✓
<b>▪ Committees</b>				
▫ Academic Program	Ruma Som	✓	✓	✓
▫ Awards	Jim Grucella	✓		✓
▫ Certification	—	—		—
▫ Education	—	—		—

▫ Finance	Roland Barrett	✓	✓	✓
▫ Membership	Edward Healy	✓		✓
▫ Planning	Calvin Bowne	✓	✓	✓
▫ Publications	Ted Healy	✓		✓
▫ Technical	Dick Eustis	✓		✓
▫ Web Site	Dick Eustis	✓		✓
▫ Nominating	Tracey Powell	✓		✓
<b>▪ Task Teams</b>				
▫ Bylaws/Adm.Refs	Dick Eustis	✓		✓
▫ Region Consolidation	Kevin Phillips	✓		✓
▫ NER Member Survey	Tracey Powell	✓		✓
<b>▪ Events</b>				
▫ FY2013	—	—		—
▫ FY2014	—	—		—
▫ FY2015	Marty Helly	✓		✓

## 9. Region Best Practices (extracted from submitted reports) – 11:35 AM

9.1 NER Board Directors and Committee Chairs are encouraged to review “Best practices to share with the region” from each submitted report.

9.2 Central Hub will serve as a live feed and living document for sharing best practices.

## 10. Next Meeting Date and Location – 11:40 PM

10.1 Next board meeting to be “virtual” conference call in March 2013, in order to elect and report Officers to the Institute.

## 11. Adjournment – 11:45 PM

11.1 **MOTION:** To adjourn by Helly (WO). Seconded: Kamencik (VT).

11.2 **VOTE:** Unanimously approval for board meeting to adjourn.

<<End of Minutes>>

Submitted by:  
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