



Northeast Region CSI, Inc. | FY2013 Spring Board Meeting

Thursday, May 23, 2013 | Holiday Inn, Burlington, VT

MEETING MINUTES

1. Call to Order –8:00 AM

1.1 Welcome Remarks

1.1.1 Welcome remarks by Gehringer (RP).

1.2 Roll Call

1.2.1 Roll call conducted by Powell (RS)

1.2.2 Attendees present indicated with a “✓” in section 8.2 below.

1.3 Determination of a Quorum

1.3.1 Powell (RS) determines there is a quorum.

1.4 Adjustments in the Agenda

1.4.1 There are no adjustments to the agenda, however Gehringer (RP) requests that board meeting be completed ahead of schedule so that board members can attend educational workshops already in session.

2. Approval of Minutes of FY13 Fall Board Meeting (November 3, 2012)

2.1 MOTION: Approve minutes as written by Korteling (NY), seconded by Geiger (LI).

2.2 VOTE: Unanimously approved.

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

3.1 Treasurer’s Report

3.1.1 No Questions or comments

3.2 Audit Committee Report

3.2.1 Appoint Marty H to Chair. 2 Volunteers: John D, Ken R., Dick E.

4. Old Business

4.1 Recommendation

4.1.1 Recommendation to refund unused monies in the Region budget, after all expenses are paid, back to the chapters for Fiscal Year 2013. At fall board meeting, the recommendation was tabled to the current meeting.

4.1.2 **MOTION:** to take the recommendation from the table: Marty H, seconded by Bill C.

4.1.3 **VOTE:** Unanimously approved.

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-FY-13-Spring-May-23rd>

5.1 Recommendations

5.1.1 Recommendation submitted by Officer: Treasurer - Recommendation for Limiting Excess Reserves

5.1.1.1 Limiting Excess Reserve Funds (Part 1) - 1. Add the following text to Part 4 - Region Policy, 7 Treasurer, B. Other duties and Responsibilities, 16

5.1.1.2 MOVED to Discussion: Helly (WO).

5.1.1.3 **DISCUSSION:** Point of clarification about Item #B2 moving funds to investment account. Kevin clarified Citizens bank account.

5.1.1.4 Dick E. bylaws and region policy task team – Item B2 is not appropriate to add to the policy since it is a one-time operation and language is not appropriate for a region policy. It may be a good practice, but not necessarily to state in a region policy. Recommends reworking the intent of the statement before inserting into the Region Policy.

- 5.1.1.5 MOVE Bill C., second Marty H. Unanimous to table recommendation to Fall Meeting.
- 5.1.2 Recommendation by Director: Maine Chapter – Leadership Training Programs**
- 5.1.2.1 Recommendation for Funding additional participation in CSI Region Leadership Training Program
- 5.1.2.2 **MOTION:** Bert (NY), Ruma S. (NJ)
- 5.1.2.3 **DISCUSSION:** Charland (ME) clarifies that requested funds are for FY14 CSI-sponsored and unfunded leadership training.
- 5.1.2.4 **VOTE:** Unanimously approved.
- 5.1.3 Recommendation by Committee Chair: Awards Committee**
- 5.1.3.1 Recommendation to improve the guidelines for the Letters of Endorsement submitted in support of a candidate for the Northeast Region Distinguished Service Award as described in the Region Administrative References.
- 5.1.3.2 **MOTION:** Anthony G. (BU), seconded Ruma S. (NJ)
- 5.1.3.3 **DISCUSSION:** Marty H. appreciates hard work that Jim G put into this recommendation but is opposed to making any changes to the process that make it more difficult to submit the nomination.
- 5.1.3.4 **VOTE:** 3 in favor, 8 opposed.

5.2 Other New Business

- 5.2.1 Chapter Visitations: 14 completed, 1 pending.
- 5.2.1.1 14 completed, 1 pending for remainder
- 5.2.2 Updating Chapter By-laws
- 5.2.3 Region By-laws: The revised Region By-Laws as presented on the Institute ballot in February were passed by a margin of 129 to 3.

6. Region Events

6.1 Options for Upcoming Event locations to Host Board Meetings

- 6.1.1 Options for 2014 Event/location to host Board Meetings: Marty H presented the options explored by the Conference Committee where the activity could be paired with a chapter event. These include Rochester (with their CSI Night trade show in November), Metro NY (with their trade show/education day in October), and Boston (with ABX in November.) Kenneth C indicated Rochester Chapters desire to participate. Consensus of the board was for the committee to proceed with Rochester for the fall event.
- 6.1.2 Rochester (Nov)
- 6.1.3 Metro NY (October Trade Show)
- 6.1.4 Boston (Nov) – Disadvantage that chapter event is not run by Boston (ABX).

6.2 FY 2015 Event progress and status of conference by Helly (WO)

- 6.2.1 Refer to detailed report for more information.

7. Elections and Nominations

7.1 Region Officer Election: A special online board meeting was held March 13th for the purpose of electing Region Officers for FY 14 and 15. Tracey Powell was elected President and Cliff Marvin was elected secretary.

- 7.1.1 President-Elect remarks: Powell plans to focus on Initiatives: Affiliate Organizations and Mentor Program
- 7.1.2 Secretary-Elect remarks: Marvin has experience at Metro NY, as well as other regions. Is looking forward to serving the region.

7.2 Nominations for Upcoming Positions

- 7.2.1 The Nominating Committee is required to identify candidates for Institute Director for FY15 and FY16 by November 1, 2013 for election by the membership on the Institute Ballot.
- 7.2.2 The Nominating Committee is required to identify candidates for Region Vice President and Region Treasurer for FY15 and 16 for election by the Region Board in Spring 2014.
- 7.2.3 All chapters should notify Cliff Marvin of their nominating committee representative for the coming year.

8. Consent Agenda – 11:15 AM

NOTE: Refer to full Reports posted (✓) to <http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors/Board-Meeting-FY-13-Spring-May-23rd>

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.

REPORT	AUTHOR	POSTED	PULLED	ROLL CALL
Officers				
▫ President (RP)	Ken Gehringer	✓		✓
▫ Vice President (RV)	Brian Neely	✓		✓
▫ Secretary (RS)	Tracey Powell	✓		✓
▫ Treasurer (RT)	Kevin Phillips	✓		✓
Institute Director				
▫ Institute (ID)	Denis Lemieux	—		—
Directors				
▫ Boston (BO)	Ned Keating	✓		✓
▫ Buffalo (BU)	Anthony Gorski	✓		✓
▫ Eastern NY (EA)	Richard Bodine	✓		✓
▫ Hartford (HA)	Scott Bergsbaken	✓		✓
▫ Housatonic (HO)	John Maher	—		—
▫ Long Island (LI)	Chris Geiger	✓		✓
▫ Maine (ME)	Bill Charland	✓		✓
▫ Metro NY (NY)	Bennarr Korteling	✓		✓
▫ New Hampshire (NH)	Richard Saklad	✓		✓
▫ 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	✓		✓
Committees				
▫ Academic Program	Ruma Som	✓	✓	✓
▫ Awards	Jim Grucella	✓		✓
▫ Certification	—	—		—
▫ Education	—	—		—
▫ Finance	Roland Barrett	✓		✓
▫ Nominating	Tracey Powell	✓		✓
▫ Membership	Ken Raikowski	✓	✓	✓
▫ Planning	Calvin Bowne	✓		✓
▫ Publications	Edward Healy	✓	✓	✓
▫ Technical	Dick Eustis	✓		✓
▫ Web Site	Dick Eustis	✓	✓	✓
Task Teams				
▫ Bylaws/Adm.Refs	Dick Eustis	✓		✓
▫ Region Consolidation	Kevin Phillips	✓		✓
▫ NER Member Survey	Tracey Powell	✓		✓
Events				
▫ FY2014	Marty Helly	—		—
▫ FY2015	Marty Helly	✓		✓

8.2 Action on balance of Consent Agenda

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

8.3 Pulled Reports:

- 8.3.1 Academic – Powell (RS) commend hard work and detail put into report.
- 8.3.2 Membership – Powell (RS) asked whether Committee has plans to target and convert Non-affiliated members to chapter members. Bert K. what are the benefits of joining a chapter, they have reasons to remaining non-affiliated. Marvin (RS-elect): Need to make personal contact with non-affiliated to make sure they are being approached and assisted in some way, and are aware of the existence of their local chapter.
- 8.3.3 Publications – Powell (RS) asks in absence of Healy (WO).
- 8.3.4 Website – Powell (RS) asks for clarification whether “additions” are actually being made to “Archive” as noted in report’s Item #5. Eustis (ME) discusses virtual offices for chapter and region committees.
- 8.3.5 **MOTION:** Helly (WO) accept reports as submitted, second Saklad (NH).
- 8.3.6 **VOTE:** Unanimously approved.

9. Next Meeting Date and Location – 8:55 AM

- 9.1 Helly (WO) proposes Rochester for FY14-Fall Board Meeting location in November 2013.
- 9.2 Powell (RS) will announce virtual board meeting during August 2013.
- 9.3 Bergsbaken (HA) suggests that there are too many emails about the event wasn’t clear enough that consent agenda requires all board meeting attendees to read the reports. Helly (WO) reports should be received earlier in advance (i.e., 20 days prior to board meeting). Agenda should include hyperlinks directly to each individual report.
- 9.4 Most reports did not include comments about activity with Liaison position to each Committee. Neely (RV) to update template file.
- 9.5 Helly (WO) adding quarterly board meetings via webinar (e.g., July 2013). Bergsbaken (HA) recommends Skype as tool.

10. Budget

- 10.1 Phillips (RT) overview of budget. Changes:
 - 10.1.1 Charland (ME) Line 404.2 Workshop Training change from 2,000 to 3,000.
 - 10.1.2 Helly (WO) change Line 205.9 from \$3,000 to \$10,000.
 - 10.1.3 Neely (RV) asks for clarification of quantity of members for Metro NY (shown as 146), when understanding is that Metro NY is over 200 members. Phillips (RT) clarifies that zip codes are assigned by institute, so quantity of members. Korteling (NY) suggests looking for variances between quantities of members from Institute (used in Budget) vs. Membership Report. Phillips (RT) will further research member quantities for next Budget.
- 10.2 **MOTION:** Move to approve the FY 14 Budget as amended. Helly (WO), second by Geiger (LI). **VOTE:** Unanimously approved.

11. Closing Remarks – Gehringer (RP)

12. Adjournment – 9:25 AM

- 12.1 **MOTION:** To adjourn by Geiger (LI), Seconded Som (NJ)
- 12.2 **VOTE:** Unanimously approval for board meeting to adjourn.

<<End of Minutes>>

Submitted by:
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