



## Northeast Region CSI, Inc. | FY2014 Spring Board Meeting

Monday, April 14, 2014 | Wallingford, CT

# MEETING MINUTES

### Board Members in Attendance:

Tracey Powell - President (FY15) \*  
Brian Neely - Vice President (FY14) \*  
Cliff Marvin - Secretary (FY15)  
Kevin Phillips - Treasurer (FY14) \*  
Cynie Linton - Boston Director (FY15)  
Anthony Gorski - Buffalo Director (FY14) \*  
Scott Bergsbaken - Hartford Director (FY15) \*  
Fred Rudiger - Housatonic Director (FY14) \*  
Chris Geiger - Long Island Director (FY15) \*  
Bill Charland - Maine Director (FY14)  
Anthony Drummond - Metropolitan NY Director (FY15) \*  
John Dwyer - Syracuse Director (FY15) \*  
Marty Helly - Worcester Director (FY14) \*  
\* indicates those present at Call to Order to establish a quorum

### Additional attendees:

Bill DuBois - Incoming Institute Director from NE Region (FY16)  
Ruma Som - Observer, New Jersey  
Ted Healy - Publications Committee  
Richard Eustis - Website/Technical Committees

### Board Members Absent:

Stephen Van Hoose - Eastern NY Director (FY14)  
Wayne Wheeler - New Hampshire Director (FY14)  
Emanuele Incorvaia - New Jersey Director (FY15)  
Maria Smith - Rhode Island Director (FY14)  
Rebecca Campbell - Vermont Director (FY15)  
Denis Lemieux - Institute Director from NE Region (FY14)

Rochester Director is currently Vacant. (FY15)

1. **Call to Order –10:03 AM, Quorum present.**
2. **Approval of Minutes of FY14 Winter Virtual Board Meeting (February 5, 2014)**
  - 2.1 Helly requested Item 6.1.5 be stricken from the Minutes; no one opposed this correction.
  - 2.2 **MOTION:** Approve minutes as corrected by Powell, second Helly.
  - 2.3 **VOTE:** Unanimously approved.
3. **Election of Officers**
  - 3.1 Nominating Committee put forth Howard Levine as nominee for VP and Rebecca Campbell for Treasurer. No additional nominations were offered from the floor.
  - 3.2 Both were elected unanimously by the Board.
4. **New Business**

**4.1 Recommendations: Refer to full back-up information submitted on recommendations posted to <http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors/Board-Meeting-FY14-Spring>**

**4.1.1 Termination of Former Website and Archiving Chapter Files**

4.1.1.1 Recommendation submitted by the Website Committee:

That the NE Region terminate providing controlled-access secure archiving of individual Chapter files was made to terminate the former NE Region website and archive the existing files.

4.1.1.2 **MOTION:** Geiger, second Neely.

4.1.1.3 Discussion: Helly presented information on new and old website setup including format and storage capacity of new website as well as cost and issues with maintaining the out of date archive site. All chapters were notified that the old site will be closed and old files should be downloaded or may be lost.

4.1.1.4 **VOTE:** Unanimously approved.

**4.1.2 By-Laws Officer Qualifications**

4.1.2.1 Recommendation submitted by the Nominating Committee:

The By-Laws shall be modified to remove the restrictive requirements for qualifications of Region Officers to enable a larger pool of qualified candidates to be considered for nomination.

CURRENT TEXT:

Section 3 Qualification for Office

- a. All members nominated to serve as an Officer must have had prior experience at the Region Level as a member of the Region Board or as a Region Committee Chair during the previous 5-year period.
- b. All members nominated to serve as an Institute Director must have been a CSI member for at least 4 years and served in a leadership position at a Chapter or at the Region.

PROPOSED TEXT:

Section 3 Qualification for Office

- a. All members nominated to serve as an Officer must have been a CSI Member for at least 2 years and served in a leadership position at a Chapter or at the Region.
- b. All members nominated to serve as an Institute Director must have been a CSI member for at least 4 years and served in a leadership position at a Chapter or at the Region.

4.1.2.2 **MOTION:** Helly, second Charland.

4.1.2.3 **VOTE:** Unanimously approved.

**4.1.3 Reserve Levels**

4.1.3.1 Recommendation submitted by Marty Helly

An article shall be added to the Region Policy to establish a target reserve level of two times the annual operating budget as follows:

ARTICLE 15 - REGION FINANCES

C. Reserves: The Region shall have a target goal of reserve funds equaling 2.0 times the operating budget. The target shall be taken into consideration in preparation of the annual budget.

4.1.3.2 **MOTION:** Helly, second Neely.

Discussion: Neely questioned whether we should tie ourselves to a target. Helly explained the recommendation intentionally established a budget target rather than a mandatory limit.

4.1.3.3 **VOTE:** Unanimously approved.

**4.1.4 Manage Reserve**

4.1.4.1 Recommendation submitted by Marty Helly

Region Policy shall be modified to provide direction for managing and investing reserve funds and scholarship funds as follows:

ADD TO ARTICLE 15 - REGION FINANCES

D. Management / Investment of Operating Reserves: The Region shall maintain funds to meet current operating needs in a fully liquid bank account. Reserves beyond current operating needs shall be invested with the goal of generating income at low to

moderate risk.

**ADD TO ARTICLE 16 - SCHOLARSHIP AUCTION AND PROCEDURES**

D. Non-distributed funds shall be deposited in a separate scholarship account controlled by the Region Treasurer. Amounts above the maximum annual obligation shall be invested with the goal of maximizing growth.

4.1.4.2 **MOTION:** Accept the recommendation as submitted: Bergsbaken, second Charland

4.1.4.3 **VOTE:** Unanimously approved.

**4.1.5 Membership Counts**

4.1.5.1 Recommendation submitted by Marty Helly

The Board shall provide direction for the Treasurer to use the more accurate Chapter Reports in determining the number of members in each chapter when establishing Region Assessments.

4.1.5.2 **MOTION:** Helly, second Bergsbaken

4.1.5.3 Discussion: Helly summarized recommendation. Ted Healy noted membership roles include double memberships. Dick Eustis noted why Institute utilized zip code versus chapter membership. Neely noted that small chapters were unfairly subsidizing a larger share of the dues if the full membership of the larger chapters was not being included in the assessment.

4.1.5.4 **VOTE:** Unanimously approved.

**4.1.6 RAP (Region Assessment Program)**

4.1.6.1 Recommendation submitted by Marty Helly

The Board shall provide a policy clarification acknowledging the Region Allocation Funds as an assessment of members of the Chapters as follows:

**ADD SUBPARAGRAPH TO Paragraph B.10 in Article 7 TREASURER**

a. When funding is provided to the Region directly from the Institute, the source of this funding may be considered as funding coming from assessment of each member of the chapters of the region.

4.1.6.2 **MOTION:** Bergsbaken, second Helly.

4.1.6.3 Discussion: Helly explained the recommendation and its importance as the by-laws require a majority of the region funding to be from the assessment

4.1.6.4 **VOTE:** Unanimously approved.

**4.1.7 ASSESSMENT REBATE**

4.1.7.1 Recommendation submitted by Chris Geiger on behalf of the Long Island Chapter Refund unused monies in the Region budget after all expenses are paid, back to the chapters for the fiscal year 2014.

4.1.7.2 **MOTION:** Geiger, second Rudiger.

4.1.7.3 Discussion: Geiger explained motion is similar to past recommendations to refund unused monies in the Region budget to the Chapters. Helly noted that the Region has been more active and there likely will not be as much left over as compared to prior years.

4.1.7.4 **VOTE:** 10 in favor, 1 against; Motion approved.

**4.1.8 REGION POLICY – EDUCATION COMMITTEE**

4.1.8.1 Recommendation presented at the meeting by Powell and Neely

Omit the following sections within Region Policy, Section 12.D.1:

d. EDUCATION COMMITTEE

1). Membership

(a). Chair and Co-chair appointed by President

(b). Members of the committee are the Education or Professional Development Committee Chairs of each chapter.

2). Purpose and responsibilities:

(a). Develop programs to promote interest and understanding of the Institute Education Program.

(b). Maintain contact with chapter Education or Professional Development Chairs. Advise chapters in conducting seminars, workshops, and other educational programs.

(c). Assist chapters in increasing the value of their meeting programs.

(d). Make recommendations for the Region Education Awards in accordance with the Region Awards Guide

(e) Other duties as defined by the Board.

4.1.8.2 **MOTION:** Neely, second Rudiger.

4.1.8.3 **Motion To Table:** Helly, second Charland.

4.1.8.4 **VOTE:** 7 in favor, 4 against; Recommendation tabled.

#### 4.1.9 REGION POLICY – CERTIFICATION COMMITTEE

4.1.9.1 Recommendation presented at the meeting by Powell and Neely  
Omit the following sections within Region Policy, Section 12.D.1:

c. CERTIFICATION COMMITTEE

1). Membership

(a). Chair and Co-chair appointed by President

(b). Members of the committee are the Certification Committee Chairs of each chapter.

2). Purpose and responsibilities:

(a). Develop programs to promote interest and understanding of the Institute Certification Program.

(b). Maintain contact and assist chapter Certification Chairmen in developing local study programs for certification.

(c). Assist the Institute in selecting Certification Examination locations.

(d). Other duties as defined by the Board.

4.1.9.2 **MOTION:** Neely, second Rudiger.

4.1.9.3 **Motion To Table:** Helly (WO), seconded by Charland (ME).

4.1.9.4 **VOTE:** 6 in favor, 4 against, 1 abstained; Recommendation tabled.

#### 4.1.10 REGION POLICY – MEMBERSHIP, PUBLICATIONS, TECHNICAL (Three recommendations joined to expedite Board action)

4.1.10.1 Recommendations presented at the meeting by Powell and Neely

Omit the following sections within Region Policy, Section 12.D.1.f. Membership, Section 12.D.1.g Publications, and Section 12.D.1.i Technical

4.1.10.2 **MOTION:** Gorski, second Geiger

4.1.10.3 **Motion To Table:** Helly, second Charland.

4.1.10.4 **VOTE:** 10 in favor, 1 against; Recommendations tabled.

### 5. Financial Status Report by Treasurer

#### 5.1 Treasurer's Report

5.1.1 Overview presented. Detailed report posted on website.

5.1.2 Region incorporation still valid.

5.1.3 Phillips (RT) to instruct incoming Treasurer, Rebecca Campbell on her duties.

5.1.4 Helly commented on the need to restructure the balance sheet to separately indicate the scholarship funds as restricted funds as previously recommended by the audit committee.

5.1.5 Helly presented pie charts illustrating Budget, Expenses and Income.

5.1.6 Discussion centered on how to reduce money spent on Board meetings, noting that face-to-face meetings are critical and cannot be eliminated.

\*\*\* **Recessed for lunch – 11:49 AM Reconvened at 12:30 PM** \*\*\*

Video for Clark NEXT illustrating site of May 2015 Conference screened during lunch.

#### 5.2 Budget

5.2.1 Kevin Phillips presented the proposed budget as included in the posted Treasurer's Report.

5.2.2 **MOTION:** Accept budget as presented. Rudiger, second Linton.

5.2.3 Discussion included questioning and explanations of individual line items.

5.2.4 **MOTION to Amend:** Helly, second Marvin

Revise individual line items as follows:

201.1 to \$2000.00.

201.2 to \$10,000.00.

202.1 to \$0.00.

202.2 to \$6000.00.

5.2.5 **VOTE:** Amendment unanimously approved.

5.2.6 Powell called the question to accept amended budget.

5.2.7 **VOTE:** All but 1 in favor, budget passed as amended.

## 6. Region Events

### 6.1 Fall NER Board Meeting to be held at ABX (formerly "Build Boston")

- 6.1.1 ABX schedule is Oct 28 to 30, 2014.
- 6.1.2 Plan is to include the formal board meeting as well as a presentation for general members from Boston Chapter and ABX attendees. Topics under consideration for the general session include Omniclass, and the "I" in BIM.
- 6.1.3 Plan is to invite someone from Institute to speak.
- 6.1.4 Board meeting will be held on 10/29/14.

### 6.2 FY 2015 Region Conference "The Art of Sustainability"

- 6.2.1 May 14 to 16, Williamstown, Massachusetts. Hosted by the Worcester Chapter.
- 6.2.2 Attendee registration package will be posted November 2014.
- 6.2.3 Sponsor package is posted on the region website. Request chapter assistance in looking for sponsors; Helly (WO) to distribute post cards indicating Silver (\$1000), Gold (\$2500) and Platinum (\$5000) levels of sponsorship.

### 6.3 FY 2016 Region Conference

- 6.3.1 Ruma indicated NY/NJ are considering joint hosting of a region Event.
- 6.3.2 Other chapters should consider hosting in the future also.
- 6.3.3 A more formal proposal and commitment is needed by the fall board meeting.
- 6.3.4 Spring timing is preferred for conferences as Institute Convention is in the fall.

## 7. Consent Agenda

*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>*

### 7.1 Action on Pulled or Late Reports

- 7.1.1 Maine Chapter reported 6 new members in April; chapter will be participating in BEC conference on May 5, 2014.
- 7.1.2 Metro NY Chapter Report items highlighted; Certification exam success and addition of architecture firm Gensler as a new CSI Corporate Partner will be added.
- 7.1.3 Rhode Island reported they have a 700 person mailing list.
- 7.1.4 Worcester clarified the Chapter membership, 39 total members, 34 home members.
- 7.1.5 Planning Committee:
  - 7.1.5.1 Region managed assistance to chapters including CRM was discussed.
  - 7.1.5.2 Attendees were encouraged to join CSI's list of approved speakers.
  - 7.1.5.3 Committee requested direction from the board on pursuing the chapter assistance initiative.
- 7.1.6 Publications:
  - 7.1.6.1 Powell questioned Healy's request for copies of officer updates; Healy claims there are many errors and one person should be in charge from each chapter; Charland stated a conduit already exists for chapters to communicate with Institute and National, namely, the Secretary of the chapter.
- 7.1.7 Syracuse announced they will be issuing two scholarships to students in a competition to specify an ice cream cone. Noted their Spec Hunt is very successful program. Eustis suggested that sending scholarships directly to educational institutions rather to students is preferred to avoid the tax burden on students since the scholarships must be reported as income.
- 7.1.8 General - Director Reports:
  - 7.1.8.1 Helly noted the majority directors have not included committee liaison activity on their reports.
  - 7.1.8.2 Reports should include factual numerical data on attendance rather than subjective "good turnout" or "well attended".
  - 7.1.8.3 Term expiration should be included in Director reports.

REPORT	AUTHOR	POSTED	PULLED
<b>▪ Officers</b>			
▫ President (RP)	Tracey Powell	✓	
▫ Vice President (RV)	Brian Neely	✓	
▫ Secretary (RS) (late)	Clifford Marvin	✓	
▫ Treasurer (RT)	Kevin Phillips	✓	
<b>▪ Institute Director</b>			
▫ Institute (ID)	Denis Lemieux	—	
<b>▪ Directors</b>			
▫ Boston (BO)	Cynie Linton	✓	
▫ Buffalo (BU)	Anthony Gorski	✓	
▫ Eastern NY (EA)	Stephen Van Hoose	—	
▫ Hartford (HA)	Scott Bergsbaken	✓	
▫ Housatonic (HO)	Fred Rudiger	✓	
▫ Long Island (LI)	Chris Geiger	✓	
▫ Maine (ME)	William Charland	✓	✓
▫ Metro NY (NY)	Anthony Drummond	✓	✓
▫ New Hampshire (NH)	Wayne Wheeler	✓	
▫ New Jersey (NJ)	Emanuele Incorvaia	✓	
▫ Rhode Island (RI)	Maria Smith	✓	✓
▫ Rochester (RO)		—	
▫ Syracuse (SY)	John Dwyer	✓	✓
▫ Vermont (VT)	Rebecca Leet	✓	
▫ Worcester (WO)	Marty Helly	✓	✓
<b>▪ Committees</b>			
▫ Academic Program	Ruma Som	—	
▫ Awards	Jim Grucella	✓	
▫ Certification	—	—	
▫ Education	Kenneth Gehringer	—	
▫ Finance	Roland Barrett	✓	
▫ Membership	Kenneth Raikowski	✓	
▫ Nominating	Clifford Marvin	✓	
▫ Planning	Calvin Bowne	✓	✓
▫ Publications	Edward Healy	✓	✓
▫ Technical	Richard Eustis	✓	
▫ Web Site	Richard Eustis	✓	
<b>▪ Events</b>			
▫ FY2014 Conference	Marty Helly	✓	

\*\*\* Recessed for Ten Minute Break – 2:35 PM, Reconvened at 2:45 PM \*\*\*

## 8. General Discussion / Direction of the Region

### 8.1 Planning Activity / Chapter Assistance Survey

- 8.1.1 The Board directs the Planning Committee to continue its efforts to define potential chapter assistance and support activities.
- 8.1.2 **MOTION:** Neeley, second Drummond
- 8.1.3 **VOTE:** Unanimously approved.

### 8.2 Consolidation of Committees and Review of Committee Functions

- 8.2.1 The Planning Committee shall review committee functions and activities, and report to Board on consolidation and other recommendations.
- 8.2.2 **MOTION:** Charland, second Helly
- 8.2.3 No action taken.

8.3 Helly noted industry trends toward design using building modeling may eliminate the need for written specification documents within the next decade. The Board should consider the impact of this on our organization and include a discussion on “The Future of Specs” in our upcoming activities.

**9. Next Meeting Date and Location**

9.1 Powell to announce exact date of next virtual Board meeting to be held in July 2014.

**10. Adjournment – 4:00 PM**

10.1 **MOTION:** To adjourn by Neeley, Second Drummond

10.2 **VOTE:** Majority approval for board meeting to adjourn.

**<<End of Minutes>>**

Submitted by:  
Clifford Marvin, NER Secretary