



Northeast Region CSI, Inc. | FY2013 Spring Board Meeting

Wednesday, August 21, 2013 | Virtual Board Meeting

MEETING MINUTES

1. Call to Order –6:10 PM

1.1 Welcome Remarks

1.1.1 Welcome remarks by Powell (RP).

1.2 Roll Call

1.2.1 Roll call conducted by Helly (WO)

1.2.2 Attendees:

1.2.2.1 **Officers:** President Tracey Powell; Vice President Brian Neeley; Secretary Clifford Marvin; Treasurer Kevin Phillips

1.2.2.2 **Directors:** Cynie Linton (Boston); Bill Charland (Maine); Wayne Wheeler (NH); Craig Molé (Rochester); John Dwyer (Syracuse); Rebecca Leet (VT); Marty Helly (Worcester)

1.2.2.3 **Directors Absent:** Anthony Gorski (Buffalo); Sephen Van Hoose (Eastern NY); Scott Bergsbaken (Hartford); Chris Geiger (Long Island); Anthony Drummond (Metro NY); Emanuele Incorvaia (NJ); Maria Smith (RI)

1.2.2.4 **Note:** A Director for the Housatonic chapter is yet to be appointed.

1.2.2.5 **Non-Board Members Also Present:** Jim Grucella (Awards); Ken Gehringer (Education); Roland Barrett (Finance); Ken Raikowski (Membership); ed Healy (Publications); Ruma Som (Institute Nominating Committee).

1.3 Determination of a Quorum

1.3.1 Powell (RP) determines there is a quorum.

1.4 Adjustments in the Agenda

1.4.1 There are no adjustments to the agenda.

2. President's Message - 6:18 PM

2.1 How can we attract younger members?

2.2 Five initiatives:

2.2.1 Bridge gap between experienced and emerging professionals through a Mentor program

2.2.2 Energize current and potential members during educational and fun Region conferences

2.2.3 Improve member diversity and recruitment by collaboration with affiliate organizations

2.2.4 Enhance NER's digital presence through Electronic Communications Policies and procedures

2.2.5 Gather candid feedback from our leaders and members by visiting all 15 NER chapters before July 2014 (with help from VP Brian Neely).

3. Approval of Minutes - 6:21 PM

3.1 **MOTION:** Approve minutes as written by Neeley (RV), seconded by Helly (WO).

3.2 **CORRECTIONS:** Bill Charland was present; membership report authored by Ken Raikowski

3.3 **VOTE:** Approved unanimously as corrected.

4. Financial Status Report by Treasurer – 6:28 PM

4.1 Treasurer's Report

4.1.1 No Questions or comments; complete report will be submitted at Fall 2013 meeting after FY13 numbers are finalized.

4.1.2 Phillips (RT) reported on upcoming activities:

4.1.2.1 Determine policy for handling NER Reserves

4.1.2.2 Monitor status of RAP funds as Institute is considering modifications to the program

4.1.2.3 Review process for assigning members to chapters in determining assessments

4.1.2.4 Finalize Financial Report for FY13 and submit to Audit Task Team

4.1.2.5 Submit reports to Accountant/ Tax Adviser and have Form 990 submitted to IRS

5. Chapter Visitations - 6:33 PM

- 5.1 Powell (RP) and Neely (RV) planning visits for 8/2013 to 6/2014 - planning to visit all chapters by next summer; Housatonic visited yesterday.
- 5.2 Leader Summit books will be distributed to Officers and Region Directors
- 5.3 Institute is working on a 3D animated time lapse video of the construction of a bldg. that will soon be available as an interactive tool.
- 5.4 Discussion about how to attract younger members
- 5.5 Affiliate organizations - Powell (RP) asked attendees to share their outside affiliations

6. Committee Liaisons - 6:44 PM

In Fall of 2012, the Board passed a policy of making committee liaison a responsibility of each Region Director to ensure we have active committees. The tasks of the liaison include:

- 6.1 Contact the Chair
- 6.2 Discuss Responsibilities and Goals
- 6.3 Participate in Committee Activities and Meetings
- 6.4 Identify Future Co-Chairs
- 6.5 Report to the NER Board

All Region Directors are to submit their first and second preferences for committee liaison to Brian by September 1st.

Per Region policy and bylaws, the Board member on the Nominating Committee is the Secretary. The Board member on the Finance Committee is the Treasurer.

7. Committee Updates - 6:48 PM

- 7.1 **Awards** - J. Grucella previously issued missive to Award committee chairs requesting FY13 nominees in time for presentation at November Conference. The deadlines and information are available on the NER website.
- 7.2 **Education** - K. Gehringer filing lists of chairs; sending email out in September.
- 7.3 **Finance** - R. Barrett looking forward to Audit. The Audit Task Team was formed at the May Board meeting. Chair Marty Helly. Additional volunteers include Ken Raikowski, John Dwyer and Dick Eustis.
- 7.4 **Membership** - K. Raikowski sending out email to chairs in September.
 - 7.4.1 Outstanding Chapter Incentive and Most Improved Chapter Incentive nomination forms are on the website and are due September 30th. Will be presented at conference in Rochester.
- 7.5 **Planning** - CB not present.
- 7.6 **Publications** - T. Healy indicated he has blown up "The Bridge." In place of the old newsletter format, the committee is focusing on communications using the Region website and the NE Region Group on LinkedIn. Please see <http://ner.csinet.org/Main-Menu-Category/Committees/Publications>
- 7.7 **Website** - Not present but T. Powell reported on committee activity on the website already this summer, including:
 - 7.7.1 Awards Nominations Forms and Deadlines posted to "Awards" page
 - 7.7.2 Conference information posted to "Homepage," "Calendar," and "Conference" pages.
 - 7.7.3 "Electronic Communications Policy" to be implemented for email, webinars, and website.
 - 7.7.4 Membership OCC & MIC incentive info and deadlines posted to "Membership" page
 - 7.7.5 Publications "Bridge" blown up.
 - 7.7.6 News items posted on "Home" page.
 - 7.7.7 Discussion and links to LinkedIn and more information on "Publications" page.

All Board members are asked to check out the new information on the site as well as get involved in the LinkedIn Group.

7.8 Institute Nominating - R. Som reported that Institute is not necessarily looking for "up the ranks" candidates and is willing to accept nominees who may not have served at Region level; Bill DuBois was nominee for Director-at-Large last year, but has never served at the Region level.

8. Region Events

8.1 Programs/Conference

- 8.1.1 M. Helly relayed schedule and recap of last regional conference; next conference (FY14) IN Rochester, NY on Nov. 12th and 13th, 2013. The FY15 conference is scheduled for May 14 through 16, 2015 in Williamstown, MA.

For this year's conference, the attendee and sponsor information packages, registration forms and hotel reservation page are all live on the website. Board members are asked to review these and promote among their chapter membership.

9. Closing Remarks - 7:13 PM – Powell (RP); next meeting 11/12-13.

10. Adjournment – 7:14 PM

- 10.1 **MOTION:** To adjourn by Linton (Boston), Seconded Helly (Worcester)
10.2 **VOTE:** Unanimously approval for board meeting to adjourn.

<<End of Minutes>>

Submitted by:
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