



**Northeast Region of the  
Construction Specifications Institute**

**REGION CAUCUS NOTES**

**CONSTRUCT 2012 | FY2013 Institute Convention**

Thursday, September 13, 2012 (5:45pm–6:30pm PDT)  
Phoenix Convention Center, South Building, Room S161

**1. Welcome Remarks and Introductions (5:45pm PDT)**

- Meeting facilitates and notes dictated by Tracey Powell (Region Secretary, RS)
- Tracey P. (RS) thanks everyone for attending the national convention and caucus.
- Other NER Members present (9): Mark Kalin (BO), Dick Eustis (ME), A.C. (Cam) Featherstonhaugh (VT), Pam Marcotte (RO), Cliff Marvin (NY), Geoffrey Reed (RO), Doug Rice (ME), Kristin Schuster (RO), Ruma Som (NJ).

**2. Region Update and Highlights from May Board Meeting**

- Attendees: 4 Officers, 13 Directors, 3 Committee Chairs, 5 Others.
- New Officers: Ken Gehringer (President), Brian Neely (VP), Kevin Phillips (Treasurer), Tracey Powell (Secretary)
- Ad-hoc Committee investigation continues for online directory
- Region Consolidation Task Team evolved into strategic planning, provided a detailed report, and will continue its brainstorming thru FY13 Fall Board Meeting
- Recommendation: Region ByLaws Amendments
- Recommendation: Admin. References Amendments, reduce quorum for Annual Meeting to 25 attendees (≤25% from a single chapter)
- Recommendation: Outstanding/Improved Chapter Incentive Awards Funding
- Recommendation: Admin. References Awards Guide Amendment (Spring Meeting)
- Recommendation: NER Member Survey
- Call for Volunteers: Region Committee Chairs and Region Directors
- Brainstorming session and sharing best practices to help revive NH Chapter
- Refer to final draft of Minutes posted to [NER.csinet.org](http://ner.csinet.org) for full details:  
<http://ner.csinet.org/Main-Menu-Category/Leadership/Board-of-Directors>

**3. Institute Update**

- Dick E. (ME) summarizes Resolution to be presented at Annual Meeting on Friday 9/14/12 for vote: “Proposed CSI Building Technology Education Program” submitted and endorsed by Chapters: Albuquerque, Denver, and Williamette Valley.
- Tracey P. (RS) shares that new CSI logo and tagline will be presented during Annual Meeting ON 9/14/12 and will be open for discussion and feedback from all members during Forum portion of agenda.

#### **4. Upcoming Events**

- FY13 Fall Board Meeting    Nov 2-3, 2012
- FY13 Spring Board Meeting    May 3-4, 2013

#### **5. Open Forum**

- Tracey P. (RS) verifies that all members present at Caucus are receiving email notifications broadcast via csinet.org email tool, and confirms that everyone present is familiar with new region website ner.csinet.org and visits occasionally to view upcoming events, announcements, etc.
- Cliff M. (NY) asks what the process is for submitting files to be posted to or hyperlinked from region website (e.g., new CCS certification training webinar conducted by institute). Dick E. (ME) and Ruma S. (NJ) agree with Tracey P. (RS) that proper process would be to go through Committee Chair for approval, prior to having webmaster posting file or link to website. Tracey P. (RS) also reminds members that files and data should not be duplicated on the region website if already maintained or stored on the institute website.
- Cliff F. (NY) requests that region provide a guide in the future that helps members and leaders find resources that are available at Chapter vs. Region. vs. Institute levels.
- Cam F. (VT) asked whether region can conduct CDT prep course, preferably interactive or webinar. Cliff M. (NY) mentions that institute has webinars available for all certification programs except CCPR, which is planned to be available soon. Chapters should direct their members to resources and training already offered by the institute whenever possible, rather than recreating similar programs at the chapter level.
- Cam F. (VT) shared that VT chapter was going to conduct a chapter survey but instead plans to focus on directing their chapter's members to participate in the upcoming region survey instead, as to not duplicate efforts at the region level.
- Tracey P. (RS) shares update that task team has decided to conduct 2 simultaneous surveys, 1 that inquires about current and future needs from newer members (tenure ≤5yrs) and past experience from older members (tenure >5yrs). There are 1,180 NER email addresses on file with csinet.org. Ruma S. (NJ) will provide list of additional NJ members who are often mistakenly excluded from NER directory due to programming problems with zip codes.

#### **6. Closing and Adjourn (6:15pm PDT)**