

MINUTES
MIDDLE ATLANTIC REGION CSI
Spring 2009 (FY09) REGION BOARD MEETING
6:00 PM – 9:00 PM, Friday, April 24, 2009
LOS Conference, Gettysburg PA

CALL TO ORDER – Henry Zirkle, FCSI MAI

Meeting was called to Order at 6:10 pm.

Roll Call of Chapters

Allentown – Brad Teeters, President
Baltimore – Sarah Caldwell, President
Blue Ridge – No representative – Report submitted
Central PA – John Cannon, President
Central VA – Charles Hendricks, President
Delaware – No Representative
DC Metro – Thomas Feulner Jr., President
Erie – No representative
North Central PA – No Representative
North East PA – Sal Verrastro, member
Northern VA – Jason Mc Kay, President
Pennsylvania Railroad – Michael Lechleitner, President
Philadelphia – Steven Lawrey, President -Elect
Pittsburgh – Gail Nagie, Treasurer
Princeton – No Representative
Richmond – Janet Procida, 2nd Vice President
South Jersey – No Representative
Tidewater VA– Richard Rivin, President

A quorum is present.

INTRODUCTION OF GUESTS – Mitch Miller, AIA, CCS, CSI, MAI

Fellows present were recognized.

OPENING REMARKS - Henry J. Zirkle, FCSI, MAI

Mitch Miller, AIA, CCS, CSI, MAI

Mr. Zirkle commented upon the changes occurring in the Hanley-Woods Construct and CSI Convention coming up in future years that will affect the scheduling of future Region events. Current planning is for Construct to be scheduled for mid-May 2010 in Philadelphia, and fall of 2001 in Chicago. Future Constructs will also be fall events.

Additional remarks to be held for new business as this will affect Region event planning.

APPROVAL OF MINUTES – Margaret G. Chewing FCSI CCS CCCA

A spelling correction was requested by Tom Feulner, page 3, DC Metro Report, “bureau” in lieu of “buearu”. Charles Hendricks questioned the report of a Student Affiliate at UVA of 17 students in the Central VA verbal report, (a check of the hand written notes taken at the Fall meeting confirms the minutes; therefore it is correct). Motion to approve as corrected: Sara Caldwell
Seconded: Tom Feulner
Minutes Approved as corrected.

TREASURER’S REPORT – Linda Pressler, RA, CSI, CDT

Reviewed Region financial activity and Budgets for FY2010 and 2011 with breakdowns of how moneys were allotted.

Approval of FY2010 budget held for new business due to discussion for MARC 2011 will affect budget.

INSTITUTE ACTIVITIES – Henry Zirkle, FCSI MAI and Mitch Miller, AIA CSI CCS MAI

Mr. Zirkle reported on the work of GRITT, stating that they had done a lot of work on accountability of how Region moneys will be spent. A number of new forms and questionnaires will be sent to chapter presidents to assist in dealing with the changes in governance policies.

Mr. Miller reported that much of the business of the Spring Institute Board meeting dealt with assigning members of the board to the various duties previously handled by the old Executive Committee. Mr. Miller was assigned to an Oversight committee and Liaison to the Membership Committee.

Members of the MAR have been assigned to Institute Committees: Charles Hendricks to a new committee, Emerging Professionals; Marvin Kemp remains on the Strategic Planning Committee; and Charles Beauduy is assigned to the Finance Committee.

Mr. Miller and Mr. Zirkle spoke briefly regarding the Convention scheduling for the next two years, requesting everyone to wait and see before reacting to the information. In his discussions with Walt Marlow, Mr. Miller felt that Hanley/Woods is trying to position the Construct to avoid competition with AIA and other shows and conventions for the best advantage of CSI.

The meeting was suspended for a short time for Dinner. Sal Verrastro was lauded for the dinner menu selection

[Information indicated below in the Committee and Chapter Reports are comments made to supplement the written report attached.]

REGION COMMITTEE REPORTS

Academic Affairs – Deb Martonik; not present.

No Report

Awards – Larry E. Saylor and Diana Hamilton: Written reports attached

Ms. Hamilton provided the list of FY2008 awards presented at the MARC 09 in Macungie PA.

Mr. Saylor provide the due date for the FY09 awards as August 20, 2009, nominations are to be sent to Mr. Saylor at the address indicated in his report.

The third person of the committee has been appointed, but has not confirmed at this time. [Jeff Snyder of Allentown Chapter]

Proposed modifications to the Awards Admin Guide submitted by Ms Hamilton were passed to the Planning committee for consideration.

Certification – Mary Ellen Pfiester: Written report attached.

Paper exams are still being utilized at Region Conferences and Colleges; however, their use is to be phased out.

Current registration for paper exams is still 60 days prior to the exam.

Changes in the e-exam that have recently reported are taking effect immediately.

Education – Ray Gaines: Written report attached.

Additional thank you to Stu Cluck for putting the LOS seminar programs together.

Communications –

No report

Membership – Marvin Kemp: Written report attached

The incentive program seems to be winning in Central Virginia Chapter.

Mr. Kemp noted that the Institute Membership Committee publishes a monthly newsletter with recommendations and tips available to Chapter leaders and Membership Chairs. If you are not on the mailing list, contact Member services to receive this resource.

Operations – Sal Verrastro: Verbal Report

Mr. Verrastro reported that he had 36 reserved for Friday night's dinner, and 43 reservations for Saturday's seminars, including the speakers. Schedule for Saturday begins at 7:30 am with registration and light breakfast, starting with the programs at 8:30. Make note that we are required to keep on time, as we must vacate the room for another event no later than 4:00 pm.

Thank you to Charles Beauduy for making the initial reservations, and thank you to the hotel staff for their assistance in the planning.

Mr. Zirkle asked the Board if they were satisfied with the facility at Wyndham Gettysburg. The answer was a resounding Yes.

Planning – Bill Brightbill, not present.

No Report

Technical – Stu Cluck: Written report attached

Mr. Cluck gave a synopsis of the material given in his report.

CHAPTER REPORTS

Allentown – Brad Teeters: Written report attached

Just finished their annual Trade Show which went very well, had 200 professional attendees.

Baltimore – Sarah Caldwell: Written report attached.

Working on 50th Anniversary of the Baltimore Chapter.

Effective meeting programs included panel discussions with panelists from each of the project teams; some of the topics included Substitutions, and What to expect from your Product Representative.

Blue Ridge – No representative – Written Report attached.

Central PA – John Cannon: Written report attached.

Completed trade show recently and used the 50/50 membership incentive, gaining 4 new members

Central VA – Charles Hendricks: Written report attached.

The 50/50 membership incentive was very effective at their trade show, however 2 persons who were unable to take advantage of the program were still so impressed by the chapter they joined anyway at full rate.

Planning in place for the MARC09.

Average attendance at meetings has been 50 – 60 persons, including one meeting on Biofuels at which 20 students from UVA attended.

Delaware – No Representative:

No Report

DC Metro – Tom Feulner: Written report attached

Concluding elections for FY10 this year, anticipate same officers with some new directors.

Product Show was held this past week.

New meeting location seems to be working with average of 45 persons in attendance.

Are having some issues with IRS over some records, it apparently goes back a few years,

Erie – No representative

No report

North Central PA – No representative:

No report

North East PA – Sal Verrastro

No Report

Northern VA – Jason McKay: Written report attached.

50/50 membership incentive being offered next month. Table top display and short presentation available to Chapter members at meetings.

Pennsylvania Railroad – Michael Lechleitner: Written report attached

No additional comments.

Philadelphia – Steven Lawrey: Written report attached.

Hosting the Convention next year in May 2010.

Getting good attendance at meetings with panel discussions.

Although membership has dropped about 7 percent, attendance at meetings has remained steady.

Pittsburgh – Gail Nagie: Written report attached.

Have not found the typical trade show to be successful in Pittsburgh, therefore, they provide a tabletop show with their Christmas program serving desserts. Fee is charged at the door to cover costs and \$1 from each fee collected is sent to the USO for phone cards to be used by servicemen overseas.

Princeton – No Representative

No Report

Richmond – Janet Procida: Written Report attached.

Upcoming dates: June 6 is their 50th anniversary meeting.; and June 10 there will be a products show and golf outing. Have had good attendance at the meetings.

South Jersey – No Representative

No Report

Tidewater VA– Richard Rivin: Written Report attached.

Reported on the GSR design competition awards won by Hampton University Students and the scholarship offer of student membership to all of the students that entered.

REGION CONFERENCE REPORTS

2009 Conference – Central Virginia – October 8-11, 2009

Ray Gaines: Written Report Attached.

Have obtained 28 percent of the budgeted sponsorships for the conference. Sponsorships are needed, materials are included in the report to encourage sponsorships on behalf of the conference.

Registration is now open on the website. Credit cards are accepted through Paypal.

Highly recommend reserving hotel rooms ASAP due to this is also a football weekend, and once reserved block of rooms is filled, finding a hotel room closer than Richmond maybe difficult.

Charles Hendricks stated that the title of the Conference “Sustaining Mr. Jefferson’s Legacy” will be expanded in theme with programs that look at going beyond the current rating systems for sustainability; He also gave highlights of the program seminars.

2010 Conference – Annapolis – September 23-26, 2010

Mitch Miller – Verbal Report with proposed budget submitted.

This conference is to be run by the Region as a whole. Mitch Miller and Linda Pressler have taken the lead in the planning.

Arrangements have been made with the Historic Inns of America for the conference, obtaining a room rate for the conference approximately 2/3 standard rate. Trying to keep the conference fee at or under \$200.

The first formal meeting of the committee made up of chapter representatives was held the afternoon of 4/24 at LOS. Current activities include a photographic scavenger hunt, tour of the Naval Academy. Need the following positions filled by volunteers: Sponsorship coordinator; Graphics; Golf outing coordinator.

During discussion of Region Budgets and budget for the Conference, Linda Pressler indicated to pull off this conference financially, a total of \$24,182 is needed in sponsorships. If parceled out, each chapter will be responsible to raise \$1,344 in sponsorships.

Future conferences and dates to be discussed under new business.

OLD BUSINESS

A – Region Executive Office Nominations – Sal Verrasto: Report attached.

Mr. Verrasto thanked his committee for their diligent work in reviewing the Region roster for viable candidates, identifying, ranking and contacting 18 candidates to produce a proposed slate of candidates for the FY2010 Region Executive Board.

Slate of Officers for FY2010 proposed:

President – Elect: Ray Gaines CSI CCS

1st V-President – Margaret G Chewning FCSI CCS CCCA

2nd V-President – Mike Lechleitner CSI

Secretary – Gail Nagie CSI

Motion made by Sara Caldwell to accept this slate of candidates to be presented to the membership at the business meeting on Saturday 4/25/09 with a call for candidates from the floor. Seconded by Jason McKay. It was noted that the sequence of nominations and voting for the executive board of FY2010 and 2011 was shortened due to the need to wait to determine the structure required in the Region due to the new Institute Governance changes. The next nomination process should start with the next nominating committee starting work spring of 2010 to report to the Region Board with multiple candidates for each office in the Fall of 2010 for FY2012 elections to be held starting February 1, 2011. Motion passed.

B – Filling of Region Committee Chairs and Committee positions:

Mr. Zirkle indicated that Committee positions are still open for FY2010. If anyone is interested in working on a specific committee to contact Mr. Zirkle.

C. – Region memorial for Gary Betts FCSI CCS:

No further information has been obtained regarding this item. Question raised if there is a scholarship fund in Chicago Chapter that a donation may be made in Mr. Betts's name.
Item tabled by consensus.

NEW BUSINESS

A – Future Conferences in the Middle Atlantic Region:

Due to the news of probable scheduling of Institute convention and Construct events in the fall starting with 2012, there is concern regarding conflict of schedules with the MAR conferences, typically also held in the fall, and the need to keep LOS scheduled to provide the most effective timing to benefit newly elected chapter officers and chairs.

Mr. Miller and David Lorenzini provided graphic tables (attached) indicating the history and projections of the Region Conference assignments to the chapters within the Middle Atlantic Region. Mr. Miller's graph also indicated the effects of the Convention move on the spacing between the MARC and LOS if the MARC is moved to the Spring to avoid conflict with the Convention.

Concerns raised included:

The north/south rotation to move the conference around the Region

The need to provide for a fall and a spring Region Board meeting per Region Bylaws

Concern for strength of chapters assigned from time of assignment to implementation

Mr. Zirkle recommended that setting up the rotation a minimum of 4 years in advance.

Mr. Verrastro made the motion: to leave LOS 2010 in April 2010, defer MARC 2011, schedule MARC2012 for Richmond in Spring of 2012, and move the LOS 2012 to the June timeframe prior to when new officers take office.

Seconded by Mike Lechleitner. Motion passed.

B. - Region Website

Mr. Zirkle asked if everyone liked the new website. Although there were a few questions regarding access to some of the PDF files such as the Region Admin guide and Reimbursement forms, they were answered. All other responses were positive.

C – Region Balloting and Teller Committee

Recommendation from Nominating Committee: due to the short-fuse sequence required for this election, if no nominations from the floor at the Region Business meeting on 4/25/09, the slate proposed should be declared without having to send out ballots to the Region Membership. Motion made by Sal Verrastro and seconded by Rick Rivin.

Discussion: Mr. Verrastro noted that per the Nomination Guide balloting can be paper or electronic and implies there is more than one choice for each office. But if no other choice is nominated, the election is academic and should be declared. Mr. Gaines commented that the Bylaws are silent on this issue.

Call for the vote: Motion passed.

D. – Budget FY2010

Gail Nagie motioned to accept the Budget presented for FY2010; seconded by Sal Verrastro.

Noted that sponsorships are needed from each chapter to support the MARC2011 in Annapolis. Question was asked when is the deadline for getting sponsorships? July 1 2010.

Motion passed.

E. – Reminders:

Mr. Miller reminded all Chapters to have officers and chairs roster sent to Institute no later than April 30.

An email was sent to all Chapter Presidents regarding Chapter President “Boot Camp” at Convention. He needs a response regarding plans to attend.

F. – Recognition of Henry Zirkle’s last official event as Region President, Mitch Miller recognized the service Henry

Zirkle has provided the Region and the Institute. A gift of a round of sporting clays was presented to Mr. Zirkle on behalf of the Region.

Meeting was adjourned 9:15 pm

NEXT MEETING – FY2010 Fall Board Meeting at MARC – Charlottesville VA - Oct. 10, 2009