

Dated: August 11, 2012

1. CHAPTER ADMINISTRATION

Office	Name	Phone	email
President	Robert W. Vaughn	804.357.2051	rvaughn@shadeandwise.com
President-elect	Ken Cordo	804.698.9657	kcordo@lrgconstruction.net
Vice President	Bill Manson	804.255.2464	bmanson@dmafloors.com
Vice President	N/A	N/A	N/A
Secretary	Winnie Sung	804.644.1484	wsung@clarknexsen.com
Treasurer	Gib DeShazo	804.747.4854	gdeshazo@emeraldconstruction.com
Im. Past President	Dave Shupe	804.908.6666	dshupe@seamancorp.com
Director	Scott Wagner	804.523.1167	Scott.wagner@comcast.net
	Lyndon Garland	804.649.9303	lgarland@glaveandholmes.com
	Steve Weisensale	804.262.7941	sweisensale@adtapc.com
	Mike Bricker	804.798.0571	mbricker@balzer.cc
	Nancy Farkas	804.672.7424	nfarkasarch@gmail.com

2. CHAPTER MEETING INFORMATION

The monthly Chapter membership meeting is held at 6pm on the 3rd Thursday of the month at various locations around Richmond, or The Westwood Club for special occasions.

The Dinner/Lunch that precedes the meeting at 6PM and the cost is variable due to the location.

Dinner includes a networking time from 6-7, with dinner starting at 7 and program starting during the desert course.

Average attendance is 20, which is about 25% percent of the membership.

The regular Chapter Board meeting is held at 5 PM on the 3rd Thursday of the month at the dinner/meeting location. We also hold called board meetings during the month if necessary, at 5pm at the office of Emerald Construction.

3. STANDING COMMITTEES

	Chairperson's Name	Number of Members	Number of Projects
Awards	Winne Sung	2	2
Certification	Barbe Shaffer	2	1
Education	Mike Bricker	1	10 (Lunch programs)
Finance	Gib DeShazo	1	None
Hospitality	Nancy Farkas	1	None
Membership	Ken Cordo	1	None
Newsletter	Norm Jacobs	3	10
Nominating	Ken Cordo	3	1
Program	Mike Bricker	1	5
Technical	Paul Sweet	1	None

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4. CHAPTER PROGRAMS

MONTH	date	PROGRAM TITLE
JULY	7/19/12	Board Meeting, Social event at Capitol Ale House
AUGUST	8/16/12	Board Meeting, Officers Planning Session for 2012
SEPTEMBER	9/20/12	Past President’s Night, Westwood Club
OCTOBER	10/4/12	Golf Tournament
OCTOBER	10/18/12	Board Meeting, Program TBD- Robin Inn
NOVEMBER	11/15/12	Casino Night –Benefit Scholarship Fund-Location TBD
DECEMBER	12/20/12	Holiday Party – Westwood Club
JANUARY	1/17/13	Social Event – BOD Meeting – Location TBD
FEBRUARY	2/21/13	BOD Meeting, Hard Hat Tour – Location TBD
MARCH	3/21/13	Social Event – BOD Meeting – Sine’ Irish Pub
APRIL	4/18/13	Social Event – BOD Meeting – The Camel
MAY	5/16/13	Product Show @ The Westin Hotel – BOD meeting
JUNE	6/20/12	Awards Program-BOD Meeting-Location TBD

5. SPECIAL PROJECTS:

Fall meeting:

Traditionally, we start our year with Past Presidents Night in September, in which all the Past Presidents are invited to come out to The Westwood Club and enjoy an evening of fellowship and education.

Our annual Golf Tournament and Product Show is now in the planning stages, Norm Royce (whom we contract with to produce this event) is heading this up and we have multiple attendees already committed. We will also use the 50/50 program for a Membership drive.

Casino Night is being planned to benefit our Scholarship Program in mid November. A committee has been formed, chaired by Barbe Shaffer, and laying the ground work at this time. We are also planning to use the 50/50 program for a Membership Drive at this event also.

Spring:

Our spring events include two social events geared to the “younger specifier” and not necessarily a traditional program. A social event in March at a true “Irish” pub, Sine’ and a local younger club “The Camel. This is taken right from the playbook of the Green Building Council, a group primarily formed of younger architects and specifiers.

Our typical Hard Hat tour is planned during the month of February. The location has not been determined as of yet.

We are also planning a Product Show in May, with Learning Seminars throughout the day. This is to be held at the Westin Hotel on May 16, 2013 and is in the very early preplanning stages.

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Richmond Chapter Standing Committee Reports:

- 1) Awards: In the process of changing from one chairperson to another. Planning on applying for both regional and national awards.
- 2) Certification: The committee met and developed a plan of action to conduct CDT Exam Study Group for the fall exam. Unfortunately only (1) one person signed up and the committee decided to postpone the study group and prepare for the spring exam dates. Study Guides, Webinars, and CDT materials have been ordered and will be used for the spring group. The committee chair will contact the one person and offer one on one help.
- 3) Education: The chairperson has been tasked to fill the calendar with as many education opportunities as possible.
- 4) Finance: Budget has been approved for 2012-13
- 5) Hospitality: As with every year the Hospitality Committee has planned for the following: September 2012-Past Presidents Night, December 2012-Holiday Party, June 2013-Award Program. The following has also been planned: 4 Regular meetings as Social Events due to the Lunchtime Learning programs, Hard Hat Tour in February, Product Show in May, and a Casino Night in November 2012.
- 6) Membership: Goals this year is to have a 10% increase in membership, since we are still in a down economy, and membership retention at 100%. Working with CSI National to promote and use the 50/50 program at several of our functions to promote membership (Golf Tournament, Casino Night, (1) One Social Event) and using the program at partnered events such as AIA Front Porch, JRGC Product Show.
- 7) Newsletter: Publish a timely and concise newsletter to the membership and include articles of interest and quality information.
- 8) Nominating: No report this time, spring report and committee meeting.
- 9) Program: We have multiple opportunities for Education in 12-13! In this year we have planned multiple learning programs at lunchtime, and switched our focus from night meetings. Centrally located in Richmond, the Bank of America conference room will hold up to 50 people and we already have 4 programs booked. As for night meeting, social events and our typical historical meetings have been scheduled.
- 10) Technical: No report at this time
- 11) Scholarship: With a GENEROUS DONATION of funds by the Board, we will again offer scholarships in the spring of 2013.

Appointed Committees:

- 1) Casino Night: New for 2012 is the formation of a committee for the planning of a Casino night to benefit the Scholarship Fund. Plans are already in the works for this to be held November 17, 2012 at the Hilton Garden Inn, with Barbe Shaffer at the helm.
- 2) Product Show: As in past years, the Richmond Chapter has held a successful program in the form of a Product Show and Learning Seminars at the Westin Hotel in Richmond. This year's program has been scheduled for May 16, 2013 and is in the infancy stages of planning by its Chairperson Steve Weisensale.
- 3) Golf Tournament: Our annual golf tournament is being held at the Brandermill Country Club on October 4, 2012 and is being organized by Norm Royce. At this time we have a few teams signed up and progress is being made in the promotion of the small table top product show at dinner.

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6. DISCUSSION ITEMS FOR MEETING:

- 1) *Membership: How do we entice the younger architect/specifier to come to our chapter meetings and learning opportunities?*
- 2) *Member Retention: How do we help the stable members keep and retain their membership in these times of cutbacks and layoffs*
- 3) *Fund Raising: Pros and Cons of “begging for bucks.”*

Respectfully submitted

Robert W. Vaughn CSI, CBS, GBS, President – Richmond Chapter CSI