



# **MIDDLE ATLANTIC REGION CSI STATE OF THE CHAPTER REPORT**



## **NORTHERN VIRGINIA CHAPTER 121**

**Chartered January 1992**

*nova.csinet.org*

**March 2012**

**1. CHAPTER ADMINISTRATION: Officers & Directors, 2011 - 2012**

Office	Name	Phone	Email
President	<b>Deborah MacPherson</b> , CSI, CCS, AIA	703 907 2353	<a href="mailto:dmacpherson@cannondesign.com">dmacpherson@cannondesign.com</a>
President-Elect	<b>Grant Rogers, Jr.</b> , CSI, CDT, AIA, LEED AP, NCARB	703 907 2334	<a href="mailto:grogers@cannondesign.com">grogers@cannondesign.com</a>
First Vice Pres.	<b>Luigi Grande</b> , CSI, AIA, NCARB	703 376 5125	<a href="mailto:lgrande@ch2m.com">lgrande@ch2m.com</a>
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Treasurer	<b>Diane Pittman</b> , CSI, CCS, CCCA, AIA, LEED AP	703 887 3514	<a href="mailto:dpittman@hksinc.com">dpittman@hksinc.com</a>
Immediate Past President	<b>Paul Brosnahan</b> , CSI, CCS, AIA	703 684 9153 x230	<a href="mailto:pbrosnahan@arcomnet.com">pbrosnahan@arcomnet.com</a>
Director 2012 - 2013	<b>Cynthia Heimann</b> , CSI, CCCA, AIA		<a href="mailto:cheimann@kgdarchitecture.com">cheimann@kgdarchitecture.com</a>
Director 2012 - 2013	<b>John Geniesse</b> , CSI	571 261 2363	<a href="mailto:jgeniesse@stanleyworks.com">jgeniesse@stanleyworks.com</a>
Director 2012 - 2013	<b>Mike Montgomery</b> , CSI		<a href="mailto:montgomerym@pbworld.com">montgomerym@pbworld.com</a>
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**2. CHAPTER MEETING INFORMATION**

Ten monthly Chapter meetings are held on the second Wednesday of each month, excluding July and August. Except for special occasions, all meetings are held at the Washington Dulles Airport Marriott Hotel, 45020 Aviation Drive, Dulles, VA. We have been using the Dulles Marriott for 19 years now. This year two meetings were held off-site in December together with the CSI DC Chapter at the Ecobuild Conference, and in February 2012 for the Chapters 20th anniversary at the Waterview Conference Center.

Average attendance is 25 to 40 which is between 30 and 50 percent of the membership. The two special meetings we had this year included several special guests and non-members.

Board meetings are required by our bylaws to be held 8 times per year with a quorum of 7. Board meetings are typically held from 5 pm to 6 pm. Our sign-in desk is manned by rotating board and chapter members. A social hour is held from 6 pm to 7 pm including a cash bar with non-alcoholic beverages, juice and water provided free of charge. A sit down, multi-course dinner is served from 7 pm to 8 pm. Before the program begins, the President may call for a brief round of introductions and announce chapter news and upcoming

Region and Institute events. Table Top display sponsors have five minutes to present an abbreviated promotion of their products before the program as well. The monthly programs run from 8 pm to 9 pm including a brief question and answer session.

Most programs are registered with AIA for continuing education credits. Beginning with last year's Coordinated Technical Meeting (CTM), many speakers' presentations are posted on our website and the Institute micro-site.

The cost of 6 dinners per fiscal year is included with the annual chapter membership dues for all "standard" (Professional, Industry and Associate) members. Dinner costs \$40 for non-members paying at the door or prepaying at the website as well as for those who have exceeded their 6 prepaid meals. Due to an imbalance in the budget, the number of dinners in chapter dues has been decreased from 8 to 6 as of FY 2012. Retired, Intermediate and Student members of the chapter have reduced rates for chapter membership. Retired and Intermediate members initially receive up to three prepaid meals per fiscal year. After that, they pay the current dinner rate. Student members pay for each dinner they receive at a 50 percent discount. We currently have 2 members with waived dues due to unemployment, both members were previously approved by the Institute.

Table top displays, limited by space to two, are exhibited during the social hour. Those presenting a tabletop pay \$275 for the sponsorship opportunity. The fee includes dinner for one person; a prominent space to mount and present a company's information, a 12-month link to the company's website on the CSI NOVA website, and a five minute presentation immediately before the evening program begins.

### 3. STANDING COMMITTEES

Committee	Chairperson/C ordinator	Number of Members	Projects and Goals
Awards	Deborah MacPherson	1	Recommend and prepare Chapter, Region, and Institute awards.
Certification	John Geniesse and Alan Geary	2	Promotes CDT, CCS and CCCA certification exam preparation classes.
Education	Alan Geary and John Geniesse	2	Coordinates with Programs Committee to ensure educational value and continuing education credits for programs.
Electronic Communications	Eric Anest	2	Maintains Chapter website. Transitioning to CSI Microsite.
Finance	Diane Pittman	2	Presents a fiscally responsible budget for annual board approval and maintains Chapter finances.
House	Jason McKay	3	Coordinate dinner arrangements at monthly meetings. Collate advance dinner reservations. Liaises with Dulles Marriott for monthly meetings and negotiates contract.
Historian	Deborah MacPherson and Paul Brosnahan	2	Maintain the Chapter archives. Maintain digital documents on Google Docs.
Membership	Luigi Grande, Robert Trafton	4	Maintain membership list for use by other committees. Respond to inquiries for membership information. Welcome and recognize new members at Chapter meetings. Create a spreadsheet to track status of various months attendance ship throughout the year. Follow up with non-renewed members for reinstatement.
Table Tops	John Geniesse	1	Arrange for table top displays at Chapter meetings. Solicit new sponsors to support special Chapter activities. Generate income to benefit the chapter.
Planning	Deborah MacPherson	13	Incorporate and publish the goals and objectives of each committee into the Chapter Strategic Plan. Assess and report on the value of Chapter activities and programs, both in progress and as proposed, in relation to the Chapter Strategic Plan.
Programs	Grant Rogers, Cynthia Heimann, Jesse Oak, Mike Montgomery, Deborah MacPherson	3	Coordinate monthly program topics with board members assigned to arrange for presenters. Register for and maintain Continuing Education credits for Chapter programs; work with coordinators of each program and with Education Committee.
Technical	Deborah MacPherson	2	Participate in CSI and industry working groups..

### . CHAPTER PROGRAMS

2011-2012 Programs have centered around themes related to the project "High Performance Based Design for Building Envelopes" at the National Institute of Building Sciences (NIBS) sponsored by the

Department of Homeland Security (DHS) with a special emphasis on attributes identified for the Owner's Performance Tool. A program coordination and finalization meeting is to be held next Friday August 26.

Month	Program	Coordinator
July 20, 2011	2011-2012 Summer Planning Meeting	Board Members
September 12, 2011	<b>Air Infiltration and Thermal Transfer</b>	Cynthia Hiemann
October 12, 2011	<b>Operational Considerations</b> - Construction Law - Gina Scharer	Grant Rogers
November 9, 2011	<b>Fire Resistance</b> - NIST Fire Research Lab	Deb MacPherson
December 14, 2011	<b>BIM GIS</b> - EcoBuild - Joint with DC - John Young with ESRI	Deb MacPherson
January 11, 2012	<b>Durability</b> - 20th Anniversary - WJE Seismic Inspection of the Washington Monument and National Cathedral	Deb MacPherson
February 8, 2012	<b>Form</b> - 3D Laser Scanning - Langan Engineering	Grant Rogers
March 14, 2012	<b>Smoke Seals</b> - Judd Ullom (new member)	Mike Montgomery
April 11, 2012	<b>Communications</b> - Telecom	Mike Montgomery
May 9, 2012	<b>Energy Conservation</b>	
June 13, 2012	<b>Functionality</b> - Chapter Awards Event	
July, 2012	Board Transition and Planning Meeting	Deb MacPherson

## 5. PRODUCT SHOW DATA

Not applicable

## 6. CHAPTER MEMBERSHIP

Category	Membership September 2010	Membership April 2011	Membership March 2012
Professional	45	45	66
Industry	14	18	N/A
Associate	10	9	
Emerging Professional	4	4	3
Other*	7	7	8
Totals	83	83	77

\* Other: Includes Student, Professional Retired, Professional Lifetime, and Professional Emeritus members

## 7. CHAPTER GOALS

Committee	Goals
Awards	Nominate deserving members, organizations, and businesses for Chapter awards. Recognize CSI NOVA Chapter members for Region and Institute recognition. Meet requirements for Institute's Outstanding Chapter Award.
Certification	Promote CSI certification to members and others in the construction industry. Convert non-member exam applicants to CSI members.
Education	Interpret the NIBS-DHS High Performance Building Program, attributes, and real world implementation as described above. Tie programs to industry working groups and standards development
Electronic Communications	Maintain NOVA website and CSI microsite. Upload scanned documents including minutes, budgets, and photos to Google Docs. Utilize Google docs to generate monthly agendas and minutes. Maintain valid email addresses for members and continue utilizing i-Contact.
Finance	Maintain fiscal soundness of the Chapter. Document current audit. Prepare Treasurer's Manual of Operations.
Historian	Maintain chapter records. Streamline all records and place on Google Docs and the website. Develop presentation materials suitable for display for 20th anniversary.
House	Maintain records of attendance coordinated with members' payment of chapter dues. Collect payments at meetings and issue receipts. Maintain members ID badges. Ensure dinners meet (and exceed!) expectations.
Membership	Promote Chapter activities to local professionals through cooperation with local AIA chapter. Retain present members. Recruit new members. Contact non-renewed members and encourage them to continue membership. Recognize new members.
Nominating	Document and publish nominating procedures and electronic files of nominating process. Provide slate of willing candidates for following Fiscal Year. Promote involvement in Chapter Board roles by members who have not yet served.
Table Tops	Solicit involvement of corporations and chapter members, promote website advertisements, and prepare information and graphics for promotion on website.
Programs	Provide timely and interesting programs that will attract the most attendance. Increase average attendance of Chapter meetings by 50 percent. Solicit ideas for programs from industry members, and request program recommendations from professional members.
Technical	Work with Education and Programs Committee to produce an annual Coordinated Technical Meeting of wide interest to the construction professional community. Identify important technical issues and report them to the Chapter membership.

## 8. REGION CONFERENCE

Discussions are on going when NOVA Chapter will host the Region Conference next. A committee will be formed upon notification.

## **9. REGION BOARD AGENDA ITEMS**

Our chapter does very well with finding interesting speakers. We have access to a lot of expertise and unusual projects in the DC area. We have also seen a rise in membership which is encouraging.

Our chapter's worst problem is overcoming the very large expense of our 20th anniversary gala, working on fund raising ideas that allow our dues and number of meals to remain as our members are used to.

Respectfully Submitted,

Deborah MacPherson  
President, Northern Virginia Chapter CSI CCS, AIA, FY 2011-2012