

**MIDDLE ATLANTIC REGION CSI
REGION BOARD MEETING
August 14, 2015
York, PA**

CALL TO ORDER: Opened by Region President Gail Nagie at 5:04 pm.

ROLL CALL - CHAPTERS: (only President, VP, names from signed attendance sheets shown)

Allentown- Lee Ann Slattery,
Baltimore – Jim Lewis
Blue Ridge - excused
Central PA – Robert Loftin
Central Virginia – Ray Gaines
DC Metro - Lauren Anderson
Erie-Northwestern – Patty Downey
Northcentral Penn – Eric Laughery
Northern Virginia – Jesse Oak
Pennsylvania Railroad - None
Philadelphia – Brian Conroy
Pittsburgh – Bill Vernon
Richmond- Barbe Shaffer
Tidewater – George Luce

President Gail Nagie declared a quorum is present with 12 of 14 chapters represented.

Additions to Agenda - None

President Nagie called on Region Vice president Tom Feulner to introduce the Institute Fellows. Tom asked all to stand. Applause.

VP Feulner requested guests to stand and introduced themselves. Those guests were Dave Aquadro, Shawn Crouthamel, Janet Grazul, and Peggy Sweigart.

PRESIDENT'S REPORT:

Gail Nagie welcomed everyone, and reported the following:

We have many people from the Middle Atlantic Region appointed to the Institute Committees and Task Teams. A full report will be given tomorrow. We are blest to have so many serving because this shows how strong the Middle Atlantic Region is to so many appointed.

Gail reported that a third member has been appointed to the Awards Committee.

A few Chapter's have not submitted reports as of this meeting. Please submit quickly!

The issues that chapters listed in their reports will be used tomorrow for the activities to see if we can solve each others problems. Next year please submit earlier!

VICE PRESIDENT'S REPORT:

Tom Feulner reported the following:

Gail asked him to look at several struggling chapters. Tom contacted Central Virginia Chapter and Woody Parish indicated the things are beginning to get under control with a new group of leaders. Tom will continue to be in touch with them to check on progress. Tom will also be in touch with the Blue ridge Chapter which seems to be having leaders recycling around numerous times. Tom stated that it is important to include new members to get started on the board with Director positions.

Tom other projects assigned by Gail include inquiring about Chapter Operating Guides and their status. How old is it, is it accurate, is it up to date with current laws and regulations? Also do chapters have up-to-date bylaws?

Gail reported that the only chapter that responded previously was DC Chapter having an Operating Guide. Pittsburgh has a Policy Guide that is updated frequently. No other chapter responded.

Gail stated that on the Institute website there is a Chapter Manual Suggestion that could be used in developing a Guide.

SECRETARY'S REPORT:

Acting Secretary John Sweigart does not have a copy of the July Teleconference Minutes from Steve Lawrey. Gail tabled the approval of the past meeting minutes until next months teleconference call.

TREASURER'S REPORT:

George Luce new treasurer gave Thomas Feulner to present the following:

All allocations for 2015 have come from the Institute totaling \$14, 486.00. Adding interest from bank receipts amount to \$14,500.00 total income. Expenses amounted to \$15,600.00. Loss of \$1,100.00. Savings account has \$52,625.00. Checkbook balance at end of fiscal year was \$8,570.00. George Luce has verified that all accounts balance.

Tom talked with Matt Fox at the Institute and found out the the Institute is distributing 7% of the amount of dues paid to Institute as opposed to the previous calculations. Now the amount is rounded to the next dollar up or down in lieu of previous receiving amount in dollars plus change. Tom unsure what the effect will be to future allocations for Region Treasury?

Gail posed the question to those present if the they know from their Treasurer if the Institute (this summer) reclaimed from the chapter checking account taking money back? Pittsburgh had \$1,100.00 removed from their account without notice or warning. They did not even tell them after-the-fact so Gail called to inquire and spoke to a "temporary" which said they had a glitch in the system. Money will be returned when straightened out?? No clear answers as to who authorized it? Apparently Pittsburgh was only chapter hit. This is not the first time it has happened. Also occurred in 2010. Philadelphia Chapter apparently hit also. More checking is necessary.

REGION COMMITTEE REPORTS:

Academic Affairs: Chair open. Looking for names for possible chair.

Awards: Patricia Russell said that Steve Lawrey made some changes to Chapter 6. This is mostly housekeeping changes as we told the Awards committee last year that they could change the submission end date to December 31.

The new item is that everything needs to be typed and submitted electronically.

Pat raised the question about qualifications for the Distinguished Service Award whether CSI member in good standing or not? After a discussion it was decided to leave alone with nothing about CSI membership.

Steven Weisensale questioned about the selection of a person to receive the George C. Neuhausel Award.? Margaret said that the award was intended to be given to someone that had not received any other awards either by their chapter or the region. Someone that worked in the background without any real recognition. Charlie Beaudy said it was created for people that are a stalwart that does not look for recognition has not been active a t region board level. It was decided to strike the word "Region" out of the Robert P. Brosseau Award.

Pat continued with stating that after Chapter VI is cleaned up then the region calendar in appendix "K" ?

Tom discussed Part IV, item "K" reception for incoming fellows at Convention. There is money available for the reception. Recommend that wording be included for the event. Gail stated that the Pittsburgh Chapter includes a line item in their budget to contribute for a reception should the Pittsburgh Chapter have a successful "Fellow" candidate at CONSTRUCT to acknowledge the special occasion. Tom suggested working on new wording for "K".

Ray will be forwarding a single comment by email.

Gail questioned the "Neuhausel" Award (page 6-6) item III. C. that states only two such awards may be granted. After a discussion it was decided to leave as stated.

Gail asked that chapters submit more applicants for awards! There are about 19 awards available.

Marvin also asked that we reach out to our chapter awards chairs to have submissions. It is not that difficult to fill out the forms. Contact Dave Wrigley at Allentown Chapter or seek help from the region or reach out to Marvin.

Steve asked should the Education and Technical awards be combined or separate promoting objectives of the Institute?

Marvin stated that the Institute does not have an Education Award even though some lend themselves to that kind of award application. The three cornerstones of CSI currently are: Education, Technical, and Certification.

Marvin recommended that the Region keep those awards separate because there are those the deserve that kind of recognition.

Gail asked that under the circumstances the committee needs to do a little rewriting and bring the revisions to the September teleconference. Hopeful to pass the proposed changes at the teleconference.

The date for final awards submissions is December 31, 5 pm EST each year which was approved last year.

Certification: Mary Ellen reported that the written reports are on the table to be picked up. Exam dates for Certification are September 30, to October 31, 2015. Registration is still open with an August 28, 2015 deadline.

The Institute does not currently have anyone handling the registrations.

Exam preparation classes can only be found on the various chapter websites.

The "pass list" is obscure on the Institute' website but can be found under the Leader's Reports location.

Education/Technical: Steven Weisensale noted that some changes obvious already at this year LOS meeting. The education session held in the afternoon prior to the evening Board Meeting.

Desires feedback from all attendees so planning can be started for next year.

Steve noted that the "calendar" needs updating in the Guide.

Gail wants your thoughts from the postmortem email that she will send out next week.

Membership: Mitch reported there are currently 1,235 members.

Conference Oversight: Barbe Shaffer reported that MARC 2019 will be done by the Allentown Chapter.

After this Conference is over Barbe will looking to the future and how to handle and streamline things going forward.

Will be providing chapters with information and resources for them to develop conferences.

Planning: Barbe has various activities planned for this conference and hope you enjoy and learn.

Golf event was a success. Tour enjoyed by participants and will be discussing about should we have in the future?

Communications: Marc Held reported that the website home page is up-to-date. All officers, leaders, and chapter contacts are listed. Under documents see listing for meeting minutes to April 2015. See the MAR Board needs updating.

Budget is given. Secure areas available. Supply your chapter reports to Marc so he can add them to the website for information to share.

Take off New Jersey Chapter which has been gone for a long time, and add Blue Ridge on the map.

REGION CONFERENCE REPORTS:

MARC 2015: Philadelphia--Only a handful of reimbursements still outstanding.

MARC 2016: Baltimore--Jim Lewis reported that conference is scheduled for April 8,9, 2016 at the historic Lord Baltimore Hotel, 20 W. Baltimore Street, Baltimore, MD.

Great rates with committee working on programs, and sponsorships.

MARC 2017: Pittsburgh --Had to reschedule due to Pittsburgh activities. Date will be third weekend in May.

MARC 2018: NOVA-- Dave Lorenzini- Had to start over due to family issues with committee member. Possible location is Reston, VA as was successful in 2002. Need program suggestions.

MARC 2019: Allentown-- yet to be determined.

CHAPTER REPORTS:

Allentown: Report submitted. Lee Ann Slattery-- A "Canstruction" event with Lehigh Valley AIA Chapter in October. Chapter name is changing to CSI Greater Lehigh Valley?

Baltimore: Jim Lewis-- The chapter is in great shape. Just found a program chair. Need chair for membership. Working on retrieving/updating chapter membership information. Switching software for website. Virtual web meeting in the future?

Certification is a challenge.

Gail continued with the idea that we should be leading by example to get more persons certified and show the world that our certifications are valuable. Then we as chapters in the region need to get more people taking the exams.

Biggest issue is retention of members. Turning efforts to MARC 2016.

Central Pennsylvania: Bob Loftin stated that they had a joint ballgame outing with the Baltimore Chapter.

Central Virginia: Ray said the Chapter report was submitted, and he had nothing to add.

DC Metro: Lauren Anderson reported that they resurrected the student chapter program. They also will be changing venues in October to try to spice things up.

Erie-Northwestern: Pat Russell reported that they are trying to get a joint meeting with the local AIA Chapter and promote certification. The young architects need to get certified.

Gail promoted the idea that we definitely need to get the younger members certified but they rebut with the statement that they are trying to get their licenses and do not think CSI certification is important. Certification shows credibility.

Steven added that taking the CDT will fill in some of the holes which will help in passing the architectural exam. In most architectural offices the employees are not getting the necessary things for preparation for the exam. Therefore the CSI exam training is a benefit toward licensing.

Gail said in Pittsburgh they play the game once a year “Are you smarter than a specifier?”

Barbe has put together a group of “Lunch and Learns” for her office staff that has surprised many of the staff of their lack of knowledge on construction, etc., and administering documents.

Gail put out a proposal that chapters get 50% of the officers and committee chairs to obtain some kind of certification within the next two years.

North Central PA: Eric Laughery reported that nothing new happening until end of summer.

Northern Virginia: Jesse Oak said that report will be submitted. The chapter will be going through some changes in the coming year. New contact information will be forwarded. Planning to develop a policy manual.

Pennsylvania Railroad: Not present.

Philadelphia: Brian Conroy, President-Elect reported that Al Kleinsmith has three big points on how he wants to run the chapter. They are about organization, diversification, and participation. Brian is also looking as P-Elect on how to get the local AIA involved. He is asking for help.

Pittsburgh: Bill Vernon is looking for a different venue for the chapter awards ceremony/dinner. He is looking for suggestions.

Richmond: Joe Oglesby gave the following report: Had a surge in membership due to the 50/50 membership previously but now the chapter is looking to fund two membership using a drawing or raffle. Looking to use Pittsburgh's idea of “speed dating” and need further information from them. Struggle with getting architects, engineers, and specifiers to attend.

Gail said that one of the questions on the survey was-How do we get the manufacturer's representatives to feel as important as the professional members? Some responded not a problem.

Gail said that Pittsburgh's “speed dating” brings in the manufacturers reps at no more than the regular meeting cost but they are able to make contacts with the professional members, and specifiers.

Richmond had good speakers for the product show and therefore it sold out the tables for product reps, and had to add more tables.

Tidewater: George Luce reported that membership is 60 but they do not come to the events.

INSTITUTE DIRECTORS REPORT :

Marvin Kemp reported that we have Sal Verrastro has been awarded the "Distinguished Member" Award which is the highest honor in the Institute. If you see Sal be sure to congratulate him. The organization is going through a time of tremendous change. The staff and board are working hard, and we have some incredible staff. Marvin is pleased with the new director.

Gail saw a blog by Charles Hendricks stating that I am willing to serve and how can I help .
Gail asked others to step up to the plate and be willing to serve.

OLD BUSINESS: None.

NEW BUSINESS: Margaret Chewning said that Joy Davis is accepting a position with another organization.

ACTION ITEMS: Rewrite of the submittal for Chapter 6 of the CSI MAR Administrative Guide.

Marc Held needs the minutes from May, June, and July from the Region website, and also all chapter electronic reports.

Copies of chapter reports to Steve Lawrey.

Review of July teleconference meeting minutes at the September teleconference meeting.

Motion to adjourn by Steven Weisensale. Gail said meeting adjourned (at 6:42 pm). Let's go eat dinner.

(Next Region Teleconference: September 14, 2015 at Noon)

Respectfully submitted,

John D. Sweigart,
Acting Secretary