

Dated: August 9, 2017

1. CHAPTER ADMINISTRATION

Office	Name	Phone	Email
President	Robert W. Vaughn	804.357.2051	rvaughn@shadeandwise.com
President-elect	Mary Ann Petry	804.441.6369	mapetry@kjellstromandlee.com
Vice President	Jon Anderson	804.922.7008	jon@sixsidesbec.com
Secretary	Cindy Cordo	804.254.6677	ccordo@wileywilson.com
Treasurer	Christian Reinke	804.612.6127	creinke@emeraldconstruction.com
Imm. Past Pres.	Steve L’Heureux	804.200.7175	slheureux@comarchs.com
Directors: 1yr.	Mike Bricker	804.794.1967	Mbricker#balzer.cc
	Tony Hawkinson	804-644-4690	t.hawkinson@ha-inc.com
	TBD		
2yr.	Sharon Clark	804.728.3101	sclark@baskervill.com
	Trevor Buckley	804.200.6477	trevor.buckley@timmons.com
	Connie Owens	804.649.9303	Cowens@glaveandholmes.com

2. CHAPTER MEETING INFORMATION

The monthly Chapter membership meetings are typically held at 5:30 pm on the fourth Thursday of the month at varying locations, depending on the topic. We plan to hold two Hard-Hat tours this year as we find these to be cost effective, educational and attract a diverse crowd. We expect to partner with other local organizations, when applicable, for a few events as an effort to promote CSI beyond our current crowd and potentially gain new members. The Chapter has experienced consistent attendance at our monthly member meetings, with 25 to 30 people in attendance.

The Chapter typically provides either appetizers or dinner with drinks (including beer and wine) at monthly member meetings. In the past, we have been fortunate to utilize free venues, brought in our own food, nonalcoholic beverages, and beer and wine. We typically break even by charging \$15-20 per person.

Our December event is our Annual Christmas party where we reserve a space and utilize onsite food and beverage. Our plan is to duplicate last year’s event, held at a local restaurant and price fixe menu. This year we expect to charge \$30 per person and \$45 per couple, same the previous year. The Chapter had record attendance in 2016; however, the Chapter recognizes this event as a one where we do not make money. The cost is offset by annual business sponsorships. Also, aligning this event with our annual past-presidents’ recognition has increased attendance.

The Chapter Board meeting is held at 5:30 PM on the second Thursday of the month at the office of Emerald Construction in Richmond. The December, January, and June board meetings are held prior to the monthly event as a relief to the officers and directors. We typically have a quorum at all our board meetings.

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3. STANDING COMMITTEES

Committee	Chairperson's Name	Number of Members	Number of Projects
Awards	Trevor Buckley	1	1
Certification	Winnie Sung	1	1
Education	Winnie Sung/ Andy Richmond	2	10
Finance	Gib/ Mike	2	
Products Show	Thomas/?	Multi	1
Membership	Steve L’Heureux/ Jon	1	1
Newsletter	Norm Jacobs	2	10
Nominating	Mary Ann Petry	3	
Program	Tony Hawkinson	1	10
Technical	Andy Richmond	2	

4. CHAPTER PROGRAMS

Month	Date	Program Title
JULY	7/12/2017	Board Planning Meeting- no event
AUGUST	8/17/2017	Board Planning Meeting- no event
SEPTEMBER	9/28/2017	New Member and Networking event
OCTOBER	10/26/2017	AIA Front Porch (joint meeting with AIA) and Hard-Hat tour (TBD, AIA HAS NOT SET DATE AS OF 8/9/2017)
NOVEMBER	11/16/2017	Educational Program- details TBD
DECEMBER	TBD	Christmas Party
JANUARY	1/17/2018	Short-Term Strategic Planning
FEBRUARY	2/22/2018	TBD
MARCH	3/22/2018	Hard Hat tour- Details TBD
APRIL	4/26/2018	Education Program- details TBD
MAY	TBD	Annual Products Show
JUNE	6/28/2018	End of Year Picnic/Awards Banquet

5. SPECIAL PROJECTS:

Sponsorship: This year the Chapter simplified its sponsorship and advertising package. One price of \$350.00 provides our sponsors exposure on the CSI Richmond Chapter website, in the monthly Richmond Report newsletter, and at all Richmond Chapter events. Also included in this price is the opportunity for sponsors to provide project spotlights in the Richmond Report. This is intended to give our sponsors multiple opportunities to place their brand in front of our membership, as well as all of our website visitors, and includes a direct live link to the sponsor’s website. Except for Chapter officers and directors volunteering project spotlights, no sponsors have provided anything for the newsletter as of yet. In our August newsletter, we will be calling for project spotlight entries from our general membership as an effort to develop interest from the general membership.

Our first event of the season, held in September, will be a new member recognition and networking event. As of this report, we have not set a location for this event, board meeting will be on 8/17/2017. As part of the event, the Chapter pays for one 50/50 CSI memberships.

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Spring: The Chapter's primary fundraiser is the Annual Products Show to be held on May 2018. Our product show chairman, Thomas Schwartz of Sherman Williams, has started his planning for the event. Last year we had a superb lineup of speakers. We sold out the vendor tables and had record attendance. We hope to meet this mark again this year. Our venue, The Westin Richmond has proven to be a successful location and we feel confident this will be our 2018 location.

Committee meetings will start in early 2018.

Our new website is up and running! Please take a look at: www.csirichmond.org

Richmond Chapter is also planning a CDT Bootcamp in February 2018. We have also discussed "expanding" this into the additional certifications for members to increase their knowledge base. We have tossed around the idea to involve other close in chapters, if they so wish. More to come on this.

We have also instituted the "TEAMS" acronym into this year's planning. Training, Education, Awards, Membership and Social helping the board become a group working together toward the advancement of our Chapter's goals.

Lunch and Learn educational seminars: We currently have several program spots filled for our Second Friday of the month event. We allow our members who are product representatives to have priority booking. We are locking down our venue, with hopes to be located on different sides of Richmond so more people can attend. We typically have 15-25 people turn out for each event.

6. THREE DISCUSSION ITEMS FOR MEETING:

- 1) Declining Chapter membership and growth.
- 2) Retaining members, value of CSI.
- 3) Continuing education seminars and their value to the growth of a chapter.

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