

**MIDDLE ATLANTIC REGION  
SPRING (FY 13) BOARD MEETING  
MARCH 8, 2013  
FREDERICK MARYLAND**

CALL TO ORDER **5:10 PM**

INTRODUCTION OF FELLOWS AND GUESTS Ronna Prindible

ROLL CALL:

**President** Chewning, **1VP** Prindible, **Secretary** Nagie, **Treasurer** Feulner, **Institute Director** Gaines, Miller

**Allentown** Montone, Lattin, Petro, **Baltimore** Howe & Held, **Central Pa** Myers, **Central VA** Gaines, **DC Metro** Pfiester, **NOVA** Lorenzini, **Philadelphia** Stutzman, Zapor, Ringer, Kleinschmidt, **Pittsburgh** Vargo, **Richmond** Shaffer, **Tidewater** Guran.

Committees: **Certification** Weisensale, **Communications** Miller, **Planning/Operations** Shaffer, **Conference Oversight** Lorinzini, **Education/Technical** Pfiester

Region Conferences: 2013 Central Pa Beauduy  
2014 Tidewater Guran  
2015 Philadelphia Stutzman  
2016 Baltimore Howe

ADDITIONS TO THE AGENDA None

**PRESIDENTS REMARKS:** Margaret Chewning

Margaret passed out flash drives with reports and needed documents for and from this meeting.

Margaret has received word the Region slate was elected as per the February Ballot.

The Directors on the Region Board are the Chapter Presidents. If a President is unable to attend the meeting they must appoint someone from their Board to attend and represent their Chapter at a meeting. Please notify Margaret prior to the meeting if someone other than the Chapter President will represent the Chapter.

LOS is ready for tomorrow. Margaret hopes everyone will stay and attend.

**VICE PRESIDENTS REPORT** None

**SECRETARY REPORT** Gail Nagie

The approval of January and February minutes was tabled till next month.  
Motion Gaines Seconded Guran. Motion approved

## **TREASURERS REPORT** Tom Feulner

All accounts are balanced. All bills have been paid.

### **Review of proposed FY 14 Budget**

Motion to accept FY 14 Budget Guran Seconded Stutzman.

#### Discussion/Questions

Alex Howe inquired if there was any money in the Budget for Baltimore to send someone to Nashville to advertise their Regions Conference. They will receive seed money of \$2,000. This money can be given to them later this year if they request it.

Ray Gaines suggested the Region Fund a second or third members to attend the Institute Leadership Meeting in June 2014. (Margaret's costs are covered by the Institute). This increase would increase the budget line from \$1,000 to \$3,000.

Under Other he would like to see a new line item to fund "Fellowship Recognition" in the amount of \$1,000

**Motion** Gaines **Seconded** Vargo

#### Discussion

Charlie Beauduy inquired if Ray was a voting member of the Board. He was as the Member of Central Virginia.

Charlie would like to see at least two prior years actual numbers on the budget sheet to refer to as past experience.

LOS is fully funded this year for the first time by the Region.

Approval of amendment to the Budget. Passed by hand vote 100%

David Stutzman question about seed money.

Motion Eric Guran Seconded Time Montone to start and pay 2 years in advance of Region Conference the \$2,000 seed money. \$2,000 extra will be placed in the FY14 budget. In the future only one Chapter will be paid in a Budget year.

Hand vote approval 100%

**Motion** David Stutzman to reduce the Administrative Operations Expenses budget to the FY 13 amounts. **Seconded** Miki Vargo.

Ray Gaines is not in favor of reducing the Admin. Op. Expense back to the FY 13 amounts as it discourages the Executive Committee from traveling more to the Chapters as well as the Institute Convention.

Gail Nagie told that her budget did not cover her Registration Costs to the Insitute Convention. Much of her costs had to be paid out of her pocket even though as Region Secretary she needed to attend the Convention.

Ronna Prindible suggested in the future if this happens again the Budget should be amended to cover these costs if necessary.

David Stutzman withdrew his proposed amendment. Miki Vargo agreed to withdraw her second.

The FY 14 Budget was approved as amended by a 100% voice vote.

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**INSTITUTE DIRECTORS REPORT** Ray Gaines Mitch Miller

Re-branding is the big thing going on at the Institute. More details will be presented tomorrow at LOS. The Institute Board has approved implementation of the next phase.

Membership retention is very important. We are retaining about 78-79% when we need to retain a minimum of 85%.

Ray suggests everyone read the article in the Specifier regarding New and Retained Members. Emphasize the value of membership. We need to improve member experiences.

**What is the Mission of the Institute?** Advance Building Information, management, and education of project teams to improve facility performance.

Mitch reported Casey Robb will be our next Institute President beginning in July 2013. Robert Simmons was elected President Elect. Ron Guran will replace Mitch as Vice President.

## **COMMITTEE REPORTS**

**Education/Technical** Mary Ellen Pfiester

Her report is available on the rear table it is tomorrow's agenda.

**Membership** John Morgan Not at the meeting

Margaret checked the Institute Web and found we have 1359 members. We need to work on renewals. Call members and inquire why they are not renewing. See what we can do to help them renew.

DINNER BREAK

## **COMMITTEE REPORTS (Continued)**

### **Certification** Steve Weisensale

He will cover things tomorrow regarding recourses available. Some good, some not so good. His report is on the Flash drive

### **Awards** Alan Geary Not at the meeting.

Region Award submissions are due to Alan no later than March 20<sup>th</sup>. The third member of the committee was appointed. We welcome Steve Lawry to the committee.

Ray and Marvin are doing a program tomorrow at LOS.

### **Electronic Communications** David Miller

The Web is updated. He will post the new Reimbursement form. The Region Guide will be posted as adopted. The current copy has the water mark "DRAFT".

### **Planning/Operations** Barbe Shaffer

The Board Meeting and LOS are this weekend. All is ready.

The Fall Board Meeting will be August 10, 2013. at the Hilton Garden Inn, Frederick Maryland.

### **Nominations** Sal Verrastro

No report

### **Academic Affairs** Vaughn Excused

Margaret will talk to Robert about looking into Chapter Scholarships. We will discuss more at the August meeting.

### **Conference Oversight Committee** David Lorenzini

The Committee is looking for comments on the proposed Conference Guide. David requests comments a couple of weeks prior to Gettysburg so we can be ready to discuss.

## **CHAPTER REPORTS**

**ALLENTOWN** - Ordering new shirts with the new Institute Logo. Polo \$27 Long sleeve \$30 Blue, Black or White.  
50<sup>th</sup> Anniversary October 26<sup>th</sup>  
35<sup>th</sup> Annual Product Show April 17<sup>th</sup>.

- BALTIMORE - Nothing to add to report
- BLUE RIDGE - not in attendance
- CENTRAL PA - 50<sup>th</sup> Anniversary August 13<sup>th</sup> at Liberty Golf Course
- CENTRAL VA - no report
- DC METRO - 60<sup>th</sup> Anniversary April 6, 2013 All are welcome
- ERIE - no report
- NORTH CEN PA - no report
- NOVA - nothing additional
- PA RAILROAD - not in attendance
- PHILADELPHIA - Dave Stutzman has been attending meetings for Professional Woman in Construction. Their meetings are pure networking. They invite people who are hiring Architects to attend their meetings.
- PITTSBURGH - Their February meeting was again Speed Dating. They had 65 attend. It is very popular.
- RICHMOND - Product Show May 16<sup>th</sup>.  
They are doing Lunch and Learns at noon and networking in the evenings.
- TIDEWATER - Please take the magazines and brochures for Hampton. (He doesn't want to have to take them home).  
They are working on their conference next year.

## **REGION CONFERENCE REPORTS**

### **2013 Gettysburg, Pa May 2-5 2012.**

The full web site will be up no later than next week.

Here is a preview of what Gettysburg has planned for us:

May 2<sup>nd</sup> Ron Nattress Memorial Golf Outing at the Links of Gettysburg.  
Ken Nagie Memorial Sport Clay Shoot at Central Penn Sporting Clays

Bus to Downtown Gettysburg for Historic Waking Tour of Downtown Gettysburg.

Welcome Reception/Product Show

Dinner on your own.

May 3<sup>rd</sup> Bus to Battlefield for a Battlefield Tour and the National Military Park Museum Visitors Center

Lunch Downtown Gettysburg at the Dobbin House. Keynote Speaker will be the Architect that designed the Visitors Center. Also a presentation by the National Parks Service. (AIA CEU's)

Pella Manufacturing Distribution Plant behind the hotel technical Tour

#### OPTIONAL TOURS

Eisenhower Estate Farm, Land of Little Horses and Outlet Mall

4:45-5:30 Staff Member from the Institute Matt Foches to talk to Members on (TBD)

6:30 Bus to Farnsworth House for dinner. Followed by Walking Ghost Tour of Gettysburg.

10:30 Tidewater Hospitality Suite

May 4<sup>th</sup> Technical Seminars all day

Keynote Speaker at Lunch – Steven Reed (Mayor of Harrisburg for 28 years). He will talk about the Battlefield Preservation.

**OPTIONAL TOURS** for Spouses, Children and Members “who don't want to learn anything”.

Progressive Winery Tour with lunch

Historic Gettysburg Tour with lunch

58<sup>th</sup> Annual Apple Blossom Festival (on your own)

Outlet Mall on your own

Region Business Meeting

Cocktail Hour

Banquet and Region Awards

May 5<sup>th</sup> Farewell Breakfast  
Specifier Meeting

### **OPTIONAL TOUR**

Apple Blossom Festival on your won

Registration -- Early Bird \$215 Members  
\$190 Spouse  
\$75 Children 12 & under (includes Saturday day care)

A La Carte Registration will be available

Optional Tours are extra

Hotel Wyndham \$134/night Code CSI

Gettysburg is the #1 Tour Destination for 2013. Come visit us and bring good walking shoes.

2014 **Tidewater** Nothing additional to report. See you in Gettysburg.

2015 **Philadelphia** No report

2016 **Baltimore** No report.

### **OLD BUSINESS**

Archiving of Region Records

Motion to Table Barbe Schaffer Seconded Dave Stutzman.

Margaret to reassign this project.

### **NEW BUSINESS**

**Determine dates and locations for the Fall Board Meeting and LOS 2014.**

The Fall Board Meeting will be August 11<sup>th</sup>.

The Spring 2014 LOS and Board Meeting.

We should consider having smaller Chapters who do not feel they can host a Regions Conference host LOS. This would allow LOS to move around the Region. The Region would still run LOS but the local Chapter could help as much as they wanted to do so.

Chapter could include: Erie, Blue Ridge, Pa Railroad and North Central Pa.

Barbe will approach these Chapters Presidents for their reactions. Local Chapters would research Hotels. There would be no expense to local Chapters.

### **Corporation Papers**

**Receive nominations/volunteers for Registered Agent for purposes of By Laws.\\(needs to be a Maryland resident)**

Alex Held volunteered to do this job.

### **REVIEW OF ACTION ITEMS:**

Margaret to talk to Robert Vaughn about various Chapter Scholarships

All Chapter Award Submissions due to Alan Geary by March 20th.

Barbe Schaffer to report about Fall Meeting and LOS Spring locations.

Margaret to check with Erie and Pa Railroad about Chapter By-Laws updates.

**Our next Region Business Meeting will be May 3<sup>rd</sup> Gettysburg**

**Next Region Teleconference Meeting April 15<sup>th</sup> Noon**

**Next Region Board Meeting Fall 2013 TBD**

**Motion to adjourn Tina Montone 2<sup>nd</sup> Miki Vargo**

**Meeting Adjourned 8:40 pm**

Respectfully submitted,

Gail L. Nagie, CSI, CDT  
Region Secretary