

**MIDDLE ATLANTIC REGION
FALL BOARD MEETING
AUGUST 10, 2013**

CALL TO ORDER: 9:19 AM Margaret G. Chewning FCSI CCS

INTRODUCTION OF FELLOWS: Mike Lechleitner CSI CDT

Gail Nagie welcomed guest – Peggy Sweigart

ROLL CALL: Region President	Margaret Chewning
1 st Vice President	Mike Lechleitner
2 nd Vice President	Gail Nagie
Secretary	John Sweigart
Treasurer	Tom Feulner
Institute Director	Ray Gaines
Allentown	Tina Montone
Baltimore	Marc Held
Blue Ridge	not present
Central PA	Brightbill, Eric Hardenbrook, Pres. Elect
Central VA	Ray Gaines, Advisor
DC Metro	Julian Master
Erie-Northwestern	not present
North Central PA	Eric Laughrey, VP
Northern VA	Luigi Grande
PA Railroad	Mike Lechleitner
Philadelphia	Walt Zapor
Pittsburgh	Gail Nagie, Treasurer
Richmond	Ken Cordo,
Tidewater VA	Eric Guran, George Luce, VP
Education Chair	Mary Ellen Pfeister
Certification Chair	Steve Weisensale
Membership Chair	Mitch Miller
Academic Programs	not present
Awards Chair	Richard Rivin
Electronic Communications	not present
Planning Chair	Barbe Shaffer
Nominations Chair	not present
Conference Oversight	David Lorenzini

PRESIDENT'S REMARKS: Margaret G. Chewning

What does it mean to be Chapter President: Since some new members to this Board, we will discuss what are Regions for especially since accessibility to the internet? No more than 10 regions, and originally established to elect and have 2 Institute Directors and be on Board of the Institute. The Directors were to effectively express opinions and present recommendations for approval. This area was Region 2. In 1988 a committee established to incorporate the Region with business structure and identity. The Directors then became the President, and Vice president of the Region. Bylaws were established. Since changes in governance in 2000, now 1 Institute Director to be severed from the governance of the Region. Now officers, and Chapter Presidents as members of Board of Directors for the Region. The purpose of the Region is to provide a medium at the Region level for the advancement of the objectives of the Institute. This gives the Region direction to advance the mission of CSI which is to advance building information management, and education of projects to improve facilities performance.

For discussion today are the means and tools to help those new to the President's Chair to get a kick start for the next year. The first job is to find someone to replace yourself within the year. The important item is to train the persons coming behind

you.

Several proposals for review this afternoon. One is the Region Allocation Program a primary source of funding for the Region. At the June Board meeting in Atlanta, a challenge was given as to how to deal with allocation and respective funding?

There is a 7-page handout about what it means to be a Chapter President: The office of President starts with Vice President or President Elect. Your countdown begins to the office of President. Keeping in constant contact with the President and Vice President is paramount. Copy each other with any correspondence that you have.

The Chapter President is the one that sets the policy and direction which may be forwarded to the Region, and not any of the ideas that may come to the VP or Pres. Elect. Ask questions about what's going on so that when you are in that position you know the policies and direction for the Chapter. Use your position to know what is happening by talking to people within the Chapter. As a VP or Pres. Elect you should mirror the President and it is your chance to know the issues. It is all part of the preparation for the next office. There is a lot of information on the Institute website to assist each officer that should be discussed, i.e. the RAP issue, revitalization program, and anything the Institute is doing because it will affect the Chapter. As Pres. Elect or VP it is recommended that you work with the Planning Chair for planning all the programs. It is good training to be able to establish a direction for you Chapter. Listen to your members for program ideas.

As President or VP you should make sure the bylaws are current and that ultimately becomes your guide. Even though there may be a Bylaws Chair it is still the responsibility of the President for having and maintaining same. You should also have a Chapter Operations Guide as recommended by the Institute. Please create one if none exists for the Chapter. See the Chapter Administrative Guide that is in the packet you received and use this to set down policy, and how Chapter is run in addition to the bylaws. Use these living documents regularly but it can be changed as needed.

Gail reported that Pittsburgh just did a strategic plan by asking volunteers to come to a meeting and review the results of a questionnaire previously sent out by a facilitator. The information yielded where there were problems which then the volunteers developed solutions, and then broke into smaller groups to develop finite work on solutions. This process has been ongoing for more than 3 years, and has provided in-site into what the membership really wants and what they don't want. Another meeting will be scheduled to see what was accomplished and what further items need to be addressed. A great way to learn about yourself. Mike asked how the survey was done? They did the survey by email. The facilitator brought the items to the Board without the leaders knowing who responded with what issue. The response percentage was lower than 30%. Determine what is a viable comment or not? Unfortunately the members who maybe had the biggest gripe possibly did not respond. There are some members that belong only to have the CSI initials behind their name and have never attended a meeting. I wouldn't know them if we passed on the street even after being a member for 23 years since they have never been to a meeting. What are we doing wrong that they do not come to a meeting? One comment was that the board was too cliquish! So now each board member sits at a different table and invites a non-board member to sit with them. Some people remarked that they felt special because they got to sit at your table. Really? A simple little thing that made them feel welcome.

Barbe Shaffer said that they don't want to sit by themselves so they cluster with those they came with. Avoid clusters to find out problems about the Chapter and also about CSI. Mike L. stated that sometimes a region may send out a survey and consider what it's like when you send out a survey and don't get any input? Sometimes a survey to the board of directors asking whether we are doing well or what are your concerns that did not get answered. Margaret stated that "be sure to have a strategic plan". Gail stated that the facilitator that they had was working on her Master's degree. No charge for her time and effort. We gave her a gift card to thank her for her effort. We now do it ourselves, but that was a simple way to get it going. It was an eye opener. Some comments were a real shocker and never occurred to me. Check your local colleges to see if someone is in a program that you can use. Use someone totally outside your organization. We never knew who commented so there could be no retaliation. We learned a lot.

Margaret stated to please keep the data bases current especially for the Institute. If you update national we get the changes at the region level. Be sure to have the Chapter President or Secretary make the changes.

Communication is vitally important. Use the Chapter newsletter to communicate. Put in a President's message.

Once in a while have the VP or the Pres. Elect write a report for the newsletter so people are prepared for what is going on. At the Region we have monthly telephone conferences. Your Chapter has a face to face meeting monthly. I want to hear you during the monthly conference calls, and it is your opportunity to bring up suggestions. Region officers are to be visiting each Chapter on a regular basis. If you have a special event let us know about it so that we can have a Region officer at that event. Do not let issues linger but address them immediately. The other officers down-line are in training so keep them up to date.

Keep data base up to date! See the website for help and information. Take advantage of the webinars for leaders, see "Tools". Check the Leader Reporting Tools as this will give you the roster. Also gives promo tools, news, and guidelines, etc. especially the new logo and old logo. Use the email tool for many items including promo items. There is also an enrollment form and just general news. See the monthly leadership webinar. You should be notified. All this information discussed in on www.leaders.csinet.org. A users name and password is needed.

A reward to serve as President and Vice -President. She is again rewarded for serving as Region President. Take an hour each week to evaluate your Chapter. Is the agenda for the meeting ready? Do you need to make phone calls to officers, directors or other leaders? Copy the officers with information. Check what other Chapters are doing. Margaret stated that she hopes that she gave you sufficient information to be President and inspired those who currently serving as President.

Membership: Mitch Miller discussed membership issues as sent in to the Region. Messaging triangle is about the message we are sharing as the Institute. As an organization we are evolving to meet the needs of a changing building and construction industry. This is the message that we should be sharing in our Chapters and elsewhere. We connect all members to the building team with the information they need to effectively communicate through project delivery. We should communicate that and people in the chapter should understand that. We are the only committees where you can collaborate with experts across the design, and materials construction disciplines. This is the reason I belong to CSI. I can anybody within CSI and get an answer. We don't have the competition that other singular group organizations have, and that makes it very important to belong to CSI. Our Region had 1800+ members at one time now 1338. I am sure we are all asking what is happening to the dwindling membership?

Why are members not renewing? -----My employer stopped paying my CSI dues! 17% stated that they could not afford another organizations dues. 11% unable to actively participate. 15% not satisfied with my CSI experience. 19% I retired, I moved away, and other answers. We need to look at what value we are giving them. Are we helping them? Institute did the survey. Many state that my job is not architectural. It is not relevant to my work as a contract administrator. Did not receive enough benefit from the time spent at the Chapter level. Everything happens at the Chapter, and that is what it is all about. Members stated that the were not contacted by a Chapter after moving 10 years ago. The meeting time is the only evening I have at home due to other obligations. We need to deliver value at the Chapter level. Is your Chapter functional or dis-functional? Is there infighting, disagreements, and people that are angry at each other. Sit down at a table, and work it out! We are all adults but sometimes we act like children. Let's act like adults.

What do people bring away from the Chapter? We talk about branding. Branding is more than a logo. It should be the experience that they get from coming to a Chapter meeting. What sets your Chapter apart from other organizations? Give value to attendees since they gave up valuable time with their families, or or other things. The monthly programs probably give the most value to make people want to attend. CSI educates! Set your programs up to a diversified audience from month to month to encourage attendees with different interests to want to come to the meeting. Know your audience. Special interests, professional development and special events are great. Product representatives are starting to be called trusted advisers. I don't want somebody to just push products at me. I want help to do my job. Do your programs address that proportionately to the diversity of membership. Are you offering any professional development programs? Mitch spoke about the various activities of the Allentown Chapter. We try to include families a some at the social events.

Barbe Shaffer spoke about how she made an extra effort to visit the Allentown Chapter's meeting when was visiting about a ½ hour away. She had a great experience while there. Think about visiting other Chapter even when you are on vacation in the area where you are?

George Luce asked as to how to define a Chapter brand? Ray Gaines responds that your Chapter brand is what people remember about your Chapter. Hopefully it is a good thing. Allentown has many activities, excellent product show. That is their brand. People will remember. It your Chapter is lackadaisical about things and operations that is your brand.

How to get members to contribute? Remember that we should be giving value through the programs, and leave knowing that received real benefit from attending. Find out their interests, and find members with similar interests. This may cause them to want to be more actively involved. Welcome and engage a new or newer attendee in conversation. Board members should not sit together in a clique. Be sure not to project the "good old boy network" because it a big turnoff. Go outside your comfort zone. Sometimes we rely on email and electronics.

Next generation: 10,000 baby boomers will retire every day each year. Who are they? They are the 30-35 year olds who will make up most of the workforce for the next few years. There are also graduates and others just coming into the workforce. Maybe 2 in this room under 50 years of age. We need to seek out, engage them, and value their input! Mitch stated that a long time ago he was trained to seek a replacement for himself. Does your Chapter aggressively seek them out or are they left standing by themselves? The 7 last words of a dying organization are "we never did it that way before". How many use Facebook, LinkedIn, or Twitter? Walt asks about any Chapters using these ways of communication? Ray states that even though he cannot be at the events he is able to keep up-to-date whereas others missed the sessions. He got something out of the meeting and was even able to contribute at the time. Walt asks since there are 4-5 different medias how do you know which to check? Ray says that he scans each for something that may pique his interest and skips over quickly those that like sufficient information at the time. Mitch states that Twitter is limited to 140 characters so you just can't ramble on forever.

Be discrete in how much information you put out here. Eric says that even though he cannot attend an event if the Chapter would put a recording on the website or on Twitter then he would be able to view/listen later. Embrace the technology of social media. Bill stated that the young people do not attend meetings and social media can keep them in touch. Mike said to be careful because the youth today are different in how they view things. Be cautious since we view things a lot different than the youth. Steve said that we must engage the youth in their realm. He notes that in the office they youth frequently seem to dislike direct communication. It was stated that a Chapter has totally revised how they operate and have programs from 2 years ago because we need to engage the young people in their realm.

Mitch spoke about an Intentional Knowledge Exchange meeting and to sum it up - it is really nothing more than mentoring. The youth want to understand what we know. Mitch states to lead by example! Don't ask someone to do something that you would not want to do yourself. Engage others! Be relevant in the marketplace by bringing value. Be contagious. Be positive. Love what you do. Have fun!

Margaret stated that it is important to contact members so make sure CSI has their email contact. Mitch said that CSI will not sell emails or information. Membership Chair and President needs to follow up. Please make sure to follow up with Chapter members way before they get their dues notice after 1 year of membership. They most likely will not renew if no Chapter contact. Walt stated that membership retention begins the day they join.

Break

Finances and Fund-raising – Mike Lichleitner, Region Vice President, and Tom Feulner, Region Treasurer

Tom- Celebrating Chapter special anniversaries, product shows, picnic for members, or events from suggestions from membership or maybe a money making project all require financial planning. The Institute is never short on good ideas from the membership, and they love the them. So a card game was created called Wish List Game by Matt Fox. "The object is to propose the most creative and exciting new ideas for CSI to focus on while crafting a balanced set of ideas, program, and resource card. Each new proposal will be judged by your peers based on the estimated net gain in or loss in a couple of different areas such as staff, budget, mission, and volunteer support." The Institute staff formed two separate groups at the meeting went to 2 different restaurants with diverse backgrounds, personality, and think differently. The idea was come up with the best idea to be presented the next morning. We had to justify why our idea from our table as the best one in approximately 1-1/2 hour. One idea was decided then as the best one or most likely to succeed. There are resources available from the Institute to help Regions and Chapters. The cards within the deck had different values such as the number of staff hours, actual finances, or how many volunteer hours. You had to use as many cards as needed to make your project float. Margaret said it was a fun project. Gail said it gave a better understanding to make a project work. It was great idea to see how an idea may work with the limited funds available. Using the various components within the card deck. Tom then gets involved as to whether you Chapter got an allocation of funds based on the Chapters dues each year. In some cases the allocation may not be enough especially if you have a social anniversary such as the 50th, and you want the Chapter to shine. The DC Metro 60th anniversary was underfunded, and had to extend beyond the hierarchy and their budget means. The financial committee is the one that can create your budget and help treasurer, and the event to be a success. Therefore a fund raising project is necessary maybe outside the typical meeting to acquire funds and a cash flow for the specific event. Allentown has a very successful product show that helps fund their annual needs and beyond. Philadelphia has special events for fund raising. DC Metro used Washington Nationals baseball game as a fund raising event. Form a separate committee for the special event. Eric asked about sponsorship driven event. Tom said that the attendee contribution amount would not fund the entire event especially the 60th Anniversary. Four industry members took on the responsibility of fund raising using their networks to create sponsorships. The sponsorships were rewarded. Thanking your sponsors is very important. Tom asked for fund-raising experiences for Chapters.

Tina reported that the Allentown Chapter held their 35th EXPO/product show in April as very successful. Meetings are held

the 3rd Wednesday of each month so the EXPO's help with year round costs. This year \$23,000 dollar profit with excellent committees probably highest profit ever. The EXPO Chair is always the President Elect so that is our prep for the presidency and they will know a great deal about the organization by then. The EXPO committee is subdivided with each having set goals such as sponsorship, marketing, facilities, speakers for seminars. Each sub-committee has at least 2 members. Sal Verrastro has done the registration for years having great repore with getting the vendors, and their requested locations within the exhibit hall. This gives each exhibitor a personal invitation and helps meets their specific needs for the booth. Marketing committee has the responsibility of getting good people to attend that will help the vendors to be satisfied with their experience. There are a lot of product vendors, architects, and other technical people involved to insure a quality show. Tickets are distributed to product reps for distribution to professional personnel to encourage attendance to the show, and also mailed out. Follow-up emails and personal contact to encourage attendance. We had 72 booths available. We continually are able to improve our show so that there is a waiting list for the next year. We also provide a hot lunch. This show effort help sponsor our leaders and members to attend the convention, LOS, and other seminars. We have a separate fund for scholarships. Mitch said that approximately \$12,000 is budgeted to help members attend the Convention, and other activities. Some years the profit was much less. Mike responded that the VP is in charge and that person will benefit from it in their future term not as a selfish reason but for the benefit of all members, and officers. Tina stated that the VP is for 2 years so they don't get burned out. Being a VP is harder then the President.

Steve said that he is in that position and is looking a changing the venue/ location to a larger space. We are getting a lot more interest. As the Pres-elect being in charge he sees the need to get a lot of product reps involved. A challenge to get all that contact. In Richmond the big ticket item is the cost of tables for the booths. What about different locations to overcome expenses? Tina responded that the Allentown Chapter has their shoe in a Holiday Inn Conference Center, and is easily located off I-78 for East & West. It was stated that city areas are often a problem for unloading and loading. Directions must be clear for all to find the location. Important to do the best for the exhibitors and gain the best attendees by continually striving to seek responses for future improvement. Outstanding seminars will attract the specific targeted people.

Gail said that Pittsburgh gave up on products shows because they could not get Architects and Spec Writers out of their offices. Timing and spacing of programs is very important. A spec writer for the Allentown Chapter manages the seminar topics and programs. Tina said she feels it is important to have an architect or spec writer head up the seminars since they have everybody at their fingertips, and knows how to place them to achieve a greater attendance. A free breakfast, lunch an a time of wine and cheese help keep the people there and be able to talk to the vendors.

Walt said that the economy is on an uptick which is allowing for some improvement in attendance. Products nights in some Chapters have been a benefit in getting more interest and better attendance. Allentown makes all the money on exhibitors and sponsors. Vendors see value in the crowds that attend in one day compared to contacting and visiting offices for a small group. Mitch said that Allentown configures the seminar area so that attendees must exit into the exhibit hall. Attendees get a bingo type card to get signatures at booths, and when completely filled out the attendee has a chance for a nice significant door prize such as a \$500.00 gift card, ipad , etc. Vendors provide door prizes and then the winner announced on the floor must go to the vendors booth giving the vendor another personal contact with the attendee. The key is programs, programs, programs! Allentown does cross-marketing to different organizations to attract additional attendees. Mitch said that several years ago we had a special speaker costing \$5000.00 and they still made money but not as much. Be careful of the dates that you schedule your show so as not to conflict with local or national events that people will chose to attend instead.

Barbe asked about the amounts of money for taxation? Mitch states that as long as a 990 Form is filed for non-profit organizations that will be acceptable. Steve stated that you should be cautious on how the money is spent so that you maintain the not-for profit status. Reimbursements for expenditures is important instead payment to individuals. Gail said that they use the wording to say that they are "broadening the education of members throughout the construction industry." If you are putting money aside for an upcoming activity, then you need to state something to the effect that it is set aside for a "future event" so that the IRS understands about possible excess amounts/balances. Jim asks about Institute Guidelines? for fund raising. Tom said to check with your local authorities about activities within the law. Some events require licensing from local authorities for certain types of raffles, chances, etc. outside the Chapter. There are guides/cheat sheets on the Institute website for just about everything. The treasurer and finance committee should be able to provide or check on requirements, and policies. Margaret showed on the website under "financial resources" the place and where to find the answers. Some venues may require special insurance (such as liability insurance) for a specific event. Individual chapters may require a standard liability insurance. Tom said that insurance is another venue as a separate issue away from the financial discussion now. Gail stated to check out the individual Chapter reports for fund-raising. There will be a lot of little hints and information. Mike said to contact the chapter president or others to get answers on questions. We should all work together for the betterment of all of CSI. Weigh all venues and support CSI with the end goal to help and support your Chapter. Listen to your membership. The all kinds of ways to make money. Some may work and some may not.

Leader's Tool Box Tour- website- Margaret stated this is something new and is live. As a leader the site is available. Webinars are a great source of information. Go to "Events", "Leader training", etc. Steve said accessible to directors, officers and committee chairs after log-in, and a password setup initially. Margaret-go to : "Archives" and find all seminar for previous months. Find out about responsibilities for officers, and look for specific training. There are guides for all types of meetings. Be sure to update officer changes during the year when occur. Make sure you have the latest member application form to get credit for new members. Make sure you put your membership number on the form so you get credit for the new member. Use the survey forms to get members input on how the various aspects of the chapter is doing. It is important to follow up why members leave just like an exit interview. Have someone "call" to find out why such as change jobs, or move out of area, or what is their dissatisfaction. At your leisure check out this website, you will find a lot of good things.

Approval of minutes- Gail. Steve made a motion to approve the minutes of teleconference meeting in June. Eric 2nd the motion. All approved "aye".

Treasurer's Report- Tom explained the report, and the reviewed the 2012 the report. South Jersey Charter terminated and the assets from them. Marc asked about transfers with Tom explaining the details, and also the line items. Change of resident agent was due to to Maryland due to Dick Weatherby's retirement. DC Chapter, and Baltimore did not file Maryland tax forms as a corporation. Tom requested that each chapter check their respective state website for Chapter status, and send a copy to Tom within 2 months. Tom receives a status report for the Institute each month. Ray recommended an audit committee. Tom stated that there is a conflict of data with the Institute numbers and facts. Tom will look for a better interest rate on the bank accounts. Margaret thanked Tom for the report.

Lunch break

Institute News- Ray. The CSI Mission Statement can be found on the Institute website under the Strategic Plan. The CSI Mission is - To advance building information management, and education of project teams to improve facility performance. CSI's 4 Core Values – diversified membership base, continuous development and transformation of standards and formats, education certification, professionals, and creation of practice tools.

Diversity of membership the president is promoting the concept of Trusted Advisor, as represented by product reps. Ray states that trusted advisers should also be the professionals in the design community. We can all learn from one another. At the Atlanta Conference and Board meeting 2 books were required reading. "Networking like an introvert", and "The end of membership as we know it", by Terrence Laydeck. The internet has the potential to render the professional association obsolete. The younger generation has to be sold on the value and to be convinced to join. In order to survive as an association we have to change. This is my segway into intentional knowledge transfer. By virtue of the age of the persons now involved if we do not get the younger generation involved the membership will drop. 1. Find a way to reach out to the next generation. There will always somebody to take our place, but they need to realize and understand the the organization is worth their time and effort to invest into it. We need to understand that that we have a lot to learn from our newer members. Hopefully by our actions newer members will learn from us. Ray also had a book- "Mind Shift" a comparison of the first 20 years of the 20th century to the 21st century. Currently this time period is making a radical shift to internet based society. This is totally different than previously, and we need to stay relevant or we will cease to exist. This is what the Institute Board is focusing on right now, and the emphasis is about the intentional knowledge transfer. Emphasis is also that our group is trusted advisers. We can be of tremendous value to each other.

Chapter Reports- Margaret. See the reports via internet and handouts today.

Allentown -Tina Montone reported that the 50th Anniversary gala is October 26th , and CSI shirts are for sale. Mitch said that the 1st 50 people to sign up will get a hard hat tour of a minor league hockey arena under construction on the afternoon preceding the gala. See the Zip file. Sent to you for latest Chapter Information.

Baltimore - Marc Held putting together final list of attendees to go to Nashville to sit at table to give f handouts for the next convention in 2014 in Baltimore. Discussions with Hanley Wood about events. A large project right now is about attracting new members and retention. Apparently the meeting dinner costs too high, and looking for other things to do for members such as training with heavy o'dorves hoping to attract new members and emerging professionals.

Membership is fairly stable. Steve said that his Chapter has completely scuttled the evening meetings, and now have technical seminars at lunchtime. Also planning "Lunch and Learn" with free lunch by presenter. In evening more social things. There are 2 meetings each month. Our past president visited a Chapter in New York with that Chapter meeting in showrooms which are delighted to have guests and they cover the costs of food. Northern VA- Luigi reported that we give 6 free with membership costs of \$175.00 at a convenient location, but costs are rising. Proposing additional fees to attend

meetings to offset costs. Participation is great. Margaret said to look at the Blue Ridge report since no one is present.

Central PA- Bill Brightbill reported that there are significant changes due to Jan Myers resigned. We have 2 years terms, and so I am serving as interim President in addition to Treasurer. Bill's goal for the next year is to prepare Eric for his Presidency. The 50th Anniversary date was moved to November 12th. The Region Conference was completed in Gettysburg hoping all had a good time that attended. The report is nearly completed so it can be passed on to the Tidewater Chapter. Eric Guran suggested that a new item is business card readers. One of the goals for next year is to re-structure and ramp up the product show, (38 years) , considering it to shorter hours since the after word crowd is lessening.

Central Virginia- Ray Gaines reported that he would characterize the Chapter as a struggling Chapter, and at risk. He is somewhat optimistic with several new energetic directors, with one going to establish a certification program, (a CDT Course), a UVA Facilities Management because he has got his boss to buy into it for next Spring. This will be a benefit to all the in-house managers, and hopefully a kick-start for the Chapter.

DC Chapter- Julian Master stated that they had their 60th Anniversary Gala which was a great success. This event brought people out, otherwise they have the same issues as others especially getting people to the meetings. There is a lot of competition from other organizations. They provide the meal and the drinks within the dues. Margaret reported that **Erie-Northwest PA** -not represented but that they are providing an expanded scholarship program, and developing their CDT course.

North Central PA- Eric Laughrey, VP, reported that the President is working out of the area so now is trying to get up to speed. They have a student member initiative award, and students attend that are going to a local college for construction type education. There will be a scholarship type award for them being on the Board and meeting attendance. They also have a student affiliate group, and many of the teachers are attending. Margaret said to get in contact with Roger Bond who is our advocate for student affiliate.

Northern VA- Luigi Grande said that they are trying to develop a newsletter so members know what the offices are doing. Receiving others newsletters is helpful to formulate their own. Also, trying to double the membership within 2 years to match what total of 5 years ago. They are preparing to have CDT classes and seminars with charging a small fee but help the Chapter get some funds. Margaret interjected that the Institute has available a power-point presentation available for \$100.00 for 10 seminars. Someone stated that they used it but students unhappy, and wanted one on one teaching. Eric Hardenbrook said that they partner with a local community college for setting up the program through them for training. Mitch stated that the program will be changed for 2014. Mitch will also be doing a CDT boot camp next spring in Connecticut for 40 persons. Get a corporate partner to help with the costs. This is being done through the country. Mac said that Baltimore has been giving training for all certifications each year during January to March. The certification chair is good at finding instructors that have more than 2 "C's" behind them. A high pass rate was achieved.

Pennsylvania Railroad- Mike Lechleitner said their Chapter has a past president of the Institute, 2 retired members, an emeritus member so out of 16 people we have a few members that are paying the freight. The experience factor is extremely valuable, but they have been warned by the Institute about the few number of members. The Chapter membership is about 70 miles long by 50 miles wide. This is a large geographical area with few professionals, and spread out. Few product reps within the area so they all fight over us due to the universities and colleges in the area. Attendance is about a dozen. Wind farm technicians, and college department heads provide good programs. Very hard to get new leaders to step up. Mike is looking for a replacement after his serving more than 5 years.

Philadelphia- Walt Zaporstated that they have a student lighting competition that is very successful. They had some very successful meetings with packed rooms. Attempting to reach reach out to all construction trades with social networking. Striving for a lively up-to-date website. Obtaining new members and having others continue is a typical problem.

Pittsburgh – Gail reported that they had a different type meeting in April with 60? Carnegie Mellon Institute students that would graduate in 3 weeks. A game was played with them titled "Are you smarter than a specifier?" The table had a student, a specifier and a product rep which proved to be an interesting concept. The students got a real eye opener about what they did not know. Expanding the student outreach program to 7 schools in western PA to get students more involved. Gail is pushing the CDT, but some members strongly think that getting an RA license is more important than the CDT. Gail said even though treasurer she does not anything about, but hopefully at learn about at the meeting next week.

Richmond – Julian said that they have separated the technical programs to lunch time from the dinner meetings but they don't want just a social meeting in the evening. Moving around the meeting location to different new buildings is being tried. Also trying breakfast meeting with panel discussions using people from schools of higher education construction personnel. Planning for joint meetings with AIA and ASHRAE. Steve said a meeting with other groups such as ASLA, IFMA, and IIDEA will have a student design competition using reclaimed old wood from a company that will sponsor it. Posters will be put up to announce it, and the winner will receive a \$5,000.00 grant. No more golf so we can concentrate of education, and one fundraiser through a product show. Asking the same people for money all the time gets old.

Tidewater – Eric Guran said that they have an event coming up in April with looking forward to it being successful. Six confirmed sponsors, and looking for more, with interesting tours. Venue is fantastic on the waterfront in Hampton next to the Air and Space museum, and beyond. A fishing tournament is planned. Program is about a historic road restoration with a presentation by state director of redevelopment prior to the tour. Hoping to have a panel discussion with federal and city

personnel to talk and answer questions about the sea level rising, and ground settlement occurring within the next 50 years. A presentation on the new Nexus security system. Almost 2 days of seminars. We had presentation 3 times on blast protection as developed for the DOD with a free webinar being developed, and individuals will be able to get credits for a fee. Looking for guidance from other Chapter, etc. on this idea. A very successful product show was held in terms of revenue, light on attendance. Luncheon meetings have a sponsorship fee for the presenter as well as having a very low lunch menu creating a positive cash flow. The April event will include the 50th Chapter Anniversary celebration.

Margaret thanked each one individually after they gave their respective report.

Ice cream break, and thanks to Mitch.

REGION COMMITTEE REPORTS

Educational and Technical- Mary Ellen Pfiester said that the Chapter committee chairs were to submit a report to the Institute.

The primary reason for this to prepare for LOS to have topics that are near and dear to your heart so that the training is effective. Margret received 2 suggestions. Allentown suggested that each that had a product show or EXPO bring their materials that they used for marketing, and also the materials for putting together be brought to LOS to share. Also the need for a speakers bureau within the Region. There are excellent speakers within the region at low cost, maybe a hotel room and travel expenses. The Region Ed and Technical committee should handle these items. Tom stated that a topic might be about the fiduciary responsibilities of the Chapter Treasurer. Mary Ellen continued that as was suggested the issues brought here should be part of the monthly meetings. Then we can put together the topics for LOS from our meetings.

Certification- Steve Weisensale. All Chapter Certification Chairs are part of the Region Certification Committee. All chair people should fill out the spreadsheet that was sent out. This data will be put in a workbook so that all Chapters have access to other chairs to gather information for certification. Need update on what courses and materials used. Pittsburgh said that it is difficult to get timely exam results. The Institute should send then to the Region Chair without having to ask for them. Tidewater could not find suitable candidates for the CDT Exams, and requested info on how to market it to firms. Also continuing with the Format series, but looking for someone to carry forward.

Membership- Mitch Miller reported 1337 total members. 53 are emerging professionals, 1177 professionals, 26 emeritus, 2 professional lifetime, 27 professional retired, 52 other regions. Some Chapters do not have membership chairs. Are you using the Construct app for early bird registration until August 15th. CSI Academy end of March 2014. This is not a prep course.

Awards- Rich Rivin asked for Chapter Award Chairs contact information. This info is needed. Handed out paper about awards as a reminder that rewards submission is for the next region conference in April 2014 for the year ending June 2013. He explained what awards are available. See the Region Guide which also contain nomination forms. Deadline was 45 days prior to the region conference. The awards committee would like to make a recommendation to change the Region Guide to delete the 45 days as currently stated to make it the end of the previous calendar year. This gives 6 months to the actual deadline of December 31st. The proposed text is in the report and online. Take the letter home to the awards chair. Tina said that the Allentown Awards Chairperson uses a really great spreadsheet to compile all the data for the various awards. Motion approved all saying "aye". Reminder that the clock is ticking, and a reminder letter will be sent to the awards chair, if Rich has a contact person, in October. Margaret asked for a third person to volunteer be on the the Awards Committee. Please go back to your Chapter and look for a volunteer. It is a 3-year term. Rich said that Margaret has sent a request for Dave Stutzman's support for elevation to Fellowship for 2014 in Baltimore. Deadline is February 1st.

Electronic Communications- No one present. There are still outdated forms there. Go to the micro-site for better info. Barbe said that the Region Conference website. All agreed. Steve said that a temporary website for a Region Conference is not allowed. Use the micro-site. Barbe said the micro-site is easy to learn, use, and update. Pages are already set up so that everyone can look for updates on the Region Conference. It is consistent year after year. Don't reinvent the wheel every year. The CSI website is very slow. Consensus is to get David to some research into the website and bring item. back to the Board. Margaret's action item.

Planning/Operations- Barbe Shaffer said that we are all here so her job was done. Margaret said the dinner last night was great, and all agreed. Thanks so much.

Nominations- Margaret said the previous chair served 2 terms. Need persons for 2014 for a 2-year term. See the packet for information and the respective criteria. Contact Margaret if you can think of and find candidates.

Conference Oversight- Dave Lorenzini reported that there are 9 members on committee for up to 2017. The basic Conference Guide is finished. Parts 1, and 2. Working Part 3 consisting of electronic exhibits, budgets, and other documents to help Chapters plan their conferences. Estimated finished may be in the Spring. He has selected Barbe Shaffer to be the Chair Elect providing she can continue on the Planning Committee. There are 5 issues facing the committee. 1. Conf. Committee needs to start early with committee chairs. 2. Chapter Conference Committee needs to communicate and

coordinate with Dave. 3. Hoping to develop sponsorship database for sharing with Chapters. 4. Remind Chapters that they should schedule a postmortem to discuss any issues. 5. Need detailed report from Chapter after ward.

Region Conference Reports- Margaret Chewning

MARC 2014- Nothing further to report.

MARC 2015- Philadelphia. Walt Zapor reported that Dave Stutzman will be the Chair. Several members are searching out hotels. What is the number of participants, what meeting rooms quantity? It will be in the suburban Philly with a hotel that is flexible, easily accessible off main roads and interstates. Tom said that seed money has been budgeted just let him know when ready for it. It was stated that there possibly be may a joint Region Conference with the Central Region in 2015?

MARC 2016- Baltimore. Marc Held reported that they have had some very informal conversations but the same people are also working on the Construct 2014. There may be a different venue at a location away from downtown Baltimore.

Marc Lechleitner said an unofficial joint MARC 2017 is being investigated with Pittsburgh, Erie, and other smaller Chapters.

Old Business- Margaret spoke about archiving of Region records in many boxes. Gail said there is the equivalent of 5 file drawers. Some materials are starting to deteriorating. Gail said a major determination of what to archive or destroy. Suggest to purchase an exterior hard drive., and Gail will do the input into the hard drive. Then 2 backups would be done onto flash drives. One set to Margaret, she can determine should have the other set. Some will have to be documents kept. The hard drive would then go to the secretary. Purchase cost is less than \$380.00, but if wait for a sale the price would be less than \$250.00. It may be possible to do it within 6 months to a year. Gail stated a review committee consisting of Margaret, Ray, Mitch, Gail, and current secretary John. Gail would put together a description of the various documents year by year sent to the committee to review for archiving. Multiple indexes should be done to find a document. Ray Gaines made a motion to archive the Region material currently residing with Gail into an electronic archive. Bill Brightbill seconded the motion. "Aye" . Motion passed.

New Business-

RAP- Margaret spoke about the Region Allocation Program as stated was presented to the Institute Board in an effort to reduce the to the Region. The Institute Finance Committee was looking for more funds. Vote was taken but not passed because the Region Presidents lobbied for a vote against. A challenge went out to the Region Presidents to come up with a recommendation about the RAP and the Institute funding or lack thereof. See the 6 items in the packet about the topic dated August 12, 2013, on the last page. Jim Lewis questioned the value of knowledge to a person joining to know about what Region they are joining. \$40.00 of the members dues goes to the Region.

Any unused Rap funds/carryover in excess of \$5,500.00 be returned by the Region to the individual Chapters not later than 90 days after each fiscal year. This money shall be divided equally among the Region Chapters. In additions a certified letter from the Region Treasurer shall be sent along with a 2 page summary of the Regions budget and actual cost must be provided demonstrating the 0 to \$5,500.00 This addresses an issue from the Institute that we are not using the funds properly. See page 11. Margaret said we are. Margaret asked for a report from each Chapter to support a letter that Margaret drafted to be sent to the Institute. Gail made motion that Margaret have the authority to write a letter showing support by the Middle Atlantic Region Board. Eric Guran 2nd the motion. "Aye". Motion passed. Margaret will copy all with the letter.

LOS- Margaret reported due to the rearrangement of the schedules for conventions. Margaret motioned to schedule Mid Atlantic Regions LOS in association with the Fall President's meeting making it a 2-day event. Tom 2nd the motion. All "Aye". Motion passed.

Margaret made a motion is to rotate the location of LOS, and the Fall Presidents Meeting around the Region with hosting provided by small Chapters unable to host MARC. Hosting duties would entail assisting the the Planning Committee, and locating a suitable site for the meeting, and also a suitable restaurant for early arrivals the evening before. Steve Weisensale 2nd the motion. Motion passed with 1 against.

This would give the smaller Chapters the opportunity to host a MARC because of the planning and effort involved they would assist the Planning Committee in locating venue, etc.

Region Bylaws require 2 Board meetings and 2 business meeting each year. Trying to separate by 6 months.-

Brainstorming of Chapter Issues- Margaret asked about participating in the ARC Exchange in Richmond this year? This would be a combined booth with AIA. Steve said to early to tell, but he is not recommending.

Action items-Electronic website updating, nominating committee, letter about RAP meeting, and new presidents need to train their replacements, and keep your profile up-to-date.

Next business meeting Thursday, September 26th at 5:30 pm Room 202A.

Next teleconference in Monday, October 14th at Noon.

Spring Board meeting, April 3,4, and 5, 2014 in Hampton, VA

Meeting adjourned at 4:22 PM

Respectfully submitted,
John D. Sweigart, Secretary