

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

October 16, 2019

Board of Directors Meeting Minutes

Members	Attendees	Members	Attendees
Jon Lattin, Interim President, Awards, Nominating, Sponsorship	X	T.J. Chambers, Director, Punchlist	
Kevin Grega, President-Elect, Expo Chair, Academic Affairs	X	Janet Grazul, Director, Communications Co.	X
Jeff Surovi, Vice-President, Program Co.	X	Tim Durso, Director, Education	X
David Fenstermacher, Secretary	X	Jason Betar, Director	
Roxanne Verrastro, Treasurer		Mitch Miller, Director, Fiscal Planning, Certificat.	X
Clint Newton, Immediate Past President Advisor	X	David Hausman, Historian, Scholarship Co., Fiscal Planning	X
LeeAnn Slattery, Advisor		Mich Hessinger, Technical	
Tina Montone, Sr. Advisor, Publicity, LRP	X	Mark Lewis, Membership, Communications Co.	
Carmen Beinhauer, Hospitality	X	David Wrigley, Program Co.	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning			

The Greater Lehigh Valley Chapter CSI Board of Directors held a meeting on Wednesday, October 16, 2019 at Madeline's Restaurant, Foglesville, PA. President Jon Lattin opened the meeting at 4:44pm.

President's comments:

- Congrats to Clint for a good job with Construct.
- Construct, held last week was a good conference for all who attended, not sure about attendance.
- Institute has established an on-line learning library.
- Spring exams for CSC & CCCA; Fall for CDT; CCPR will return in the future.
- Passed around info from Terry Dunkan for The Green Building Challenge, Nov. 18 @ Broughal Middle School. looking for volunteers.

Board Minutes:

- The minutes from the September 2019 Board meeting were reviewed and accepted as presented.

Treasurer's Report:

- The treasurer's report for September was not available.

Committee Reports:

Academic Affairs: Kevin Grega

- No report

Awards: Jon Lattin

- Jon reported that the chapter received both the institute Communications Award the Outstanding Chapter Commendation at Construct. He also noted that award nominations for the Middle Atlantic Region will be needed soon.

Certification: Mitch Miller

- Classes will begin in January. Mitch Miller and Clint Newton will be leading.

**Greater Lehigh Valley CSI
Board of Directors meeting
October 16, 2019
page two**

Education: Tim Durso

- Both October & November sessions were submitted to AIA.
- October presentation (Mitch Miller) Approved for 1LU.
- November presentation (Chris Bussi) approved for 1 LU/HSW

Electronic Communications: Janet Grazul (CSI GLV Chapter Website), Mark Lewis

- No report.

Expo 2020

- EXPO 2020 will be held April 15, 2020 at the Homewood Suites Conference Center in Center Valley.
- Roxanne & Kevin will finalize the contract with the Homewood Suites.
- Planning meeting scheduled as a call-in meeting at noon on Wednesday, October 23.

Fiscal Planning Committee: Mitch Miller, Dave Hausman, Sal Verrastro

- No report.

Historian: David Hausman

- Continuing to gather data.

Hospitality: Carmen Beinbauer

- The November meetings will again be held at Madeline's Restaurant.
- Carmen stated she will be stepping down as hospitality chair after planning the January meeting. Looking for a replacement to chair the committee.

Long Range Planning: Tina Montone

- No report.

Membership: Mark Lewis

- No report

Nominating Committee: Jon Lattin

- No report.

Program: David Wrigley, Sal Verrastro

November 20 Meeting at Madeline's Restaurant. Topic: "Grenfell Tower Fire; can it happen here" presented by Chris Bucci from Laminators Inc.

December 11 GLV CSI Holiday Party at the House & Barn in Emmaus.

January 15, 2020 Meeting in conjunction with AIA .Topic to be determined.

And looking ahead...

August 10, 2020 Iron Pigs Outing (Monday night)

Publicity: Tina Montone

- No report.

Punchlist: T.J.Chambers

- No report
- Next issue is set to be released soon.

Scholarship: Sal Verrastro, Dave Hausman

- No report.

Sponsorship: Jon Lattin

- No report

Technical: Micah Hessinger

- No report

**Greater Lehigh Valley Chapter CSI
Board of Directors Meeting
October 16, 2019
page three**

Young Professionals

- Next event: Wednesday, Oct. 22, 2019
- Pints & Pumpkins @ Lost Tavern Brewing, 782 Main Street Hellertown, PA

Unfinished Business

07/1/18 **Update: 04/23/19:** President Clint distributed the “Chapter Structure & Committee Review” document for for board review and application as part of the annual review of the Chapter ByLaws. This will be discussed at the May meeting. **Update: 05/15/19:** Chapter Structure and Committee Allocation being reviewed in conjunction with Chapter ByLaws and continue to be discussed at the Long Range Planning Meetings. **Update: 06/19/19:** ByLaws review continuing in conjunction with the “Chapter Structure and Committee” discussion being moderated by President Clint. No changes to the current bylaws are necessary at this time. **Update: 08/20/19:** to be continued. **Update: 09/30/19, 10/16/19:** Tabled.

12/1/18 Clint suggested the chapter obtain several “a-frame” lawn-type name and logo signs to be used at chapter meeting locations, events, etc. Roxanne to verify if People Signs can provide printing on PVC boards, approximately 24” x 36”, printed on two sides. Discussion will continue. **Update 01/16/19:** Pricing for inserts will continue. **Update: 03/20/19:** Clint will get alternate pricing pending input from Roxanne. **Update: 04/23/19 & 05/15/19:** Prices being discussed, tabled until next month. **Update 06/19/19:** Action pending on purchase of signboards; **Update: 08/20/2019:** to be continued. **Update 09/30/19, 10/16/19:** Tabled.

08/1/19 Star Chapter Update. Kevin shared additional information about “Star Chapter”, a management software system and organization that works with chapters to organize their efforts in communication, membership. Kevin is comparing pricing of tools currently used to Star Chapter costs, including web hosting, email hosting, and domain registration via Network Solutions, event and emailing via Constant Contact, membership lists via CSI, and Boomset for EXPO. Star Chapter is currently used by 21 CSI chapters.

New Business

10/01 Not totally “new” business, but a discussion will be initiated on membership and, more specifically, membership involvement in the chapter This topic will be discussed at length in the near future.

Upcoming Events

Pints & Pumpkins: October 22, 2019 @ Lost Tavern Brewing, Hellertown, PA

Middle Atlantic Region Conference (MARC2020): April 2 – 5, 2020 in Harrisonburg, Virginia.

EXPO’20: April 15, 2020 at the Homewood Suites in Center Valley.

CONSTRUCT’20: Sept. 30- Oct. 3, 2020 at the Gaylord National Resort & Convention Center, Grapevine, Texas (www.constructshow.com)

Institute Website: csiresources.org

There being no further business, a motion was made by Janet, second by Tina to adjourn the meeting at 5:50.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary