

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

April 23, 2019

Board of Directors Meeting Minutes

Members	Attendees	Members	Attendees
Clint Newton, President	X	T.J. Chambers, Director, Punchlist	
Kevin Grega, President-Elect, Expo Chair, Academic Affairs	X	Janet Grazul, Director, Communications Co.	X
David Wrigley Vice-President, Program Co.	X	Tim Durso, Director, Education	
David Fenstermacher, Secretary	X	Jason Betar, Director	
Roxanne Verrastro, Treasurer, marc19	X	Jeff Surovi, Director	X
Jon Lattin, Immediate Past President, Advisor, Awards, Nominating, Sponsorship	X	David Hausman, Historian, Scholarship Co., Fiscal Planning	
LeeAnn Slattery Advisor	X	John Cannon, Scholarship Co.	
Tina Montone, Sr. Advisor, Publicity, LRP	X	Mark Lewis, Membership, Communications Co.	X
Carmen Beinhauer, Hospitality Co.	X	Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		Tim Sisock, Communications Co.	
Mitch Miller, Fiscal Planning, Certification	X		

The Greater Lehigh Valley Chapter CSI Board of Directors held a conference meeting via phone on Wednesday, April 23, 2019. President Clint Newton opened the meeting at noon.

Board Minutes:

- The minutes from the March 2019 Board meeting were reviewed and accepted with no changes.

Treasurer's Report:

- Tabled until next month.

Committee Reports:

Academic Affairs: Kevin Grega

- Kevin commented on the great Expo experience with the students from William Allen High School.
- The 2019 BEPrep Workshop (Increasing Technician Preparedness in the Build Environment) will be held at Temple University May 16 & 17 (Thursday and Friday) from 8:30 – 4:00pm. Kevin will attend along with Steve Lawrey from the Philadelphia chapter.

Awards: Jon Lattin

- Everything is set for MARC.
- Deadlines are approaching for submittals for Institute awards. Ideas and suggestions are welcome.

Certification: Mitch Miller

- No report.
- Mitch is looking for someone to take over the CDT classes for next year.

Education: Tim Durso

- No report.

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

No report.

Expo 2019: Kevin Grega

- Expo 2019 was a success and even though the numbers were down slightly, with 218 attending, the education sessions were well attended.

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

- No report.

Historian: David Hausman

- No report.

Hospitality: Carmen Beinhauer

- Decisions concerning selection of a venue for meetings is becoming critical.

Long Range Planning: Tina Montone

- Tina noted she is planning a meeting for a Friday afternoon in June (14, 21, or 28). She will select a venue and send out an invitation.

MARC 2019 Committee: Roxanne Verrastro

- The conference is next week, so all the planning is complete and final details are being worked out.
- Website is up and running. Attendee registration in progress.

Membership: Mark Lewis

- No report.

Nominating Committee: Jon Lattin

- Clint informed the board that he will be stepping down as president at the end of this fiscal year, June 30. Several options for filling the presidency for FY20 were discussed and tabled until next meeting.
- In addition, we are looking for candidates to fill positions, Vice President, Secretary, & Treasurer which are all one year terms.

Program: David Wrigley, Sal Verrastro

May 15 Topic: Tour of "Revolution Recovery" Recycling Center; a location for dinner is being verified
June 19 Membership Appreciation and Awards night
July 17(tentative) Summer Picnic; Carmen suggested the possibility of the Lehigh Valley Zoo as a location. She will be gathering more information prior to the next meeting. It was also reported that AIA may be considering joining us as a joint family event.
August 7 CSI night at the Iron Pigs

Publicity: Tina Montone

- The press release for MARC is ready.

Punchlist: T.J.Chambers

- No report.

Scholarship: Sal Verrastro, Dave Hausman

- No report.

Sponsorship: Jon Lattin

- No report

Technical: Micah Hessinger

- No report

Young Professionals

- Planning for events in progress. Considering regional approach with several more localized events.

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Unfinished Business

- 07/01 At the July meeting it was stated that significant time had been spent discussing the potential GLV CSI committee organization as presented by President Newton. The document “Chapter Structure and Committee Review” was distributed with the comment that everyone should review the contents and be prepared to begin a discussion next month. **Update: 10/17/18:** President Clint reported responses have not yet been received. He noted he will “re-send” the documents. **Update 12/12/18:** Clint reported he will resend the documents to committee chairs, edit info returned and will be prepared discuss at the next meeting. **Update: 01/16/19:** Tabled to February; please send responses for discussion. **Update: 03/20/19:** Tabled to next month. **Update: 04/23/19:** President Clint sent out the “Chapter Structure & Committee Review” document for review for board review. This will be discussed at the May meeting.
- 12/01 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:** Prices being discussed, tabled until next month.
- 12/02 Dave Wrigley reported he is running low on speaker gifts and would like input on ordering more gifts. An inventory will be made of leftover gift material from previous EXPOs, MARC, etc. **Update 01/16/19:** Roxanne has supplied Dave with “leftover” gift material.

New Business
None reported.

Upcoming Events

MARC’19: Ma y 2-4, 2019 at the Homewood Suites in Saucon Valley, PA, sponsored by GLV CSI.
www.marc2019.com

CONSTRUCT’19: October 9-11, 2019 at the Gaylord National Resort & Convention Center,
National Harbor, MD (www.constructshow.com)

Institute Website: csiresources.org

There being no further business, the meeting was adjourned at 12:59 pm on a motion by Dave Wrigley, second by Kevin Grega.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary