

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### June 19, 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.		Tim Durso, Director, Education	
David Fenstermacher, Secretary	X	Jason Betar, Director	
Roxanne Verrastro, Treasurer, marc19		Jeff Surovi, Director	
Jon Lattin, Immediate Past President, Advisor, Awards, Nominating, Sponsorship	X	David Hausman, Historian, Scholarship Co., Fiscal Planning	X
LeeAnn Slattery Advisor	X	Mitch Miller, Fiscal Planning, Certification	X
Tina Montone, Sr. Advisor, Publicity, LRP		Mark Lewis, Membership, Communications Co.	X
Carmen Beinhauer, Hospitality Co.		Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		Tim Sisock, Communications Co.	

The Greater Lehigh Valley Chapter CSI Board of Directors held a meeting at the Holiday Inn Conference Center, Breinigsville, PA on Wednesday, June 19, 2019. President Clint Newton opened the meeting at 4:35 pm.

#### **Board Minutes:**

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

#### **Treasurer's Report:**

- Review of treasurer's report tabled until next month.
- Roxanne reported that she will have the final numbers for MARC and EXPO, as well as a preliminary budget, at the next meeting.

#### **Committee Reports:**

##### **Academic Affairs: Kevin Grega**

- Kevin reported that he attended the 2019 Built Environment Prep Workshop held May 16 & 17 at Temple University.
- There were 28 attendees from mostly community colleges and technical schools including New Jersey Institute of Technology, Univ. of Maryland Eastern Shore, Thaddeus Stevens College of Technology.
- The purpose of the conference was to share ideas on how to implement the CDT program into community colleges and openly discuss what is working well. Some community colleges have just started the implementation and others have been doing so for several years. At this time only a small percentage are taking the test.
- Importance of credentials:
  - Industry recognized, resume' enhancement, broadening of career opportunities
  - Continuing Education maintenance
- The Results:
  - Average \$5,000. Increase in starting salary with CDT credential
  - CDT moving to certification with continuing education
  - Many employers are beginning to favor students who have attained the CDT.
- CSI released a 57-page 2019 CDT Instructor's Guide which points to locations in the Project Delivery Practice Guide. The Guide will be available through the Institute.
- This is the last year for the BEPrep Conference. It is now in the hands of CSI to plan for the future.

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**Awards: Jon Lattin**

- Several nominations were made for Institute Awards, including the nomination of LeeAnn Slattery for Fellowship.
- Submittal for Outstanding Chapter Commendation is due July 15

**Certification: Mitch Miller**

- No report.
- Mitch is looking for someone to take over the CDT classes, or possibly splitting responsibilities. Clint indicated he will assist Mitch in teaching the classes.

**Education: Tim Durso**

- No report.

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

- No report.

**Expo 2020: Kevin Grega**

- Kevin indicated date will be April 15, 2020.
- Both the Holiday Inn and Homewood Suites are available. Kevin stated he is obtaining pricing from both venues.

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

- Treasurer Roxanne reported that reimbursement allotments for CONSTRUCT will be available this week and will be similar to last year.

**Historian: David Hausman**

- Continuing to gather data.

**Hospitality: Carmen Beinhauer**

- October and November meetings will be held at Madeline's Restaurant. Waiting on contract to reserve the space. \$25.++ per person.
- July Picnic will be "Kickball Summer Showdown" to be held on July 17 at Upper Saucon Community Park, 3231 Preston Lane, Upper Saucon Township, in conjunction with AIA. \$15.00 per person, kids under 15 free.

**Long Range Planning: Tina Montone**

- LRP meeting, June 28<sup>th</sup>, 1pm at Bravo Restaurant, Lehigh Valley Mall.
- Agenda to be out on Friday, June 21. Will be reviewing SWOT from last LRP, including accomplishments. Another SWOT will be performed to determine a continuation or a new path.

**MARC 2019 Committee: Roxanne Verrastro**

- No report.

**Membership: Mark Lewis**

- Mark presented current membership information from the Institute, including members renewed, memberships expiring soon, and new members in 2019. Current total membership is listed as 102 (106 as of 12/31/2018)

**Nominating Committee: Jon Lattin**

- The following slate will be presented to the membership for election at tonight's meeting. Directors Janet Grazul and T.J.Chambers; Vice President Jeff Surovi. Treasurer Roxanne Verrastro; Secretary David Fenstermacher.

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**Program: David Wrigley, Sal Verrastro**

- July 17 Summer Picnic; Kickball Summer Showdown, with the AIA, at Upper Saucon Community Park, 3231 Preston Lane, Bethlehem, PA.
- August 7 CSI night at the Iron Pigs. Party Porch opens at 6:30. Game @ 7:05pm.
- September 18 Topic: Tour of "Revolution Recovery" Recycling Center; a location for dinner is being verified.
- October 16 Meeting at Madeline's Restaurant. Possible program: The 2030 Initiative-Alex Dews from GBU. Tabletop Displays: Pella Windows (Mark Lewis), tentative, and EDA Contractors (Cory Robbins), tentative.
- November 20 Meeting at Madeline's Restaurant. Program not determined.
- December 4 GLV CSI Holiday Party

**Publicity: Tina Montone**

- No report.

**Punchlist: T.J.Chambers**

- Next issue is slated for publishing by end of July.
- Focus will be on MARC Recap/Preview to next year.
- Also highlighting of upcoming events.

**Scholarship: Sal Verrastro, Dave Hausman**

- The following two scholarships will be awarded tonight:
  - Thomas Perun, Schnecksville, PA; graduated from Central Catholic and headed to Penn State to study Electrical Engineering.
  - Mia Carroll, Easton, PA; graduated from NCC with a 2-year Interior Design Degree and headed to New York School of Interior Design. She works part-time for Dan Ebner Architect and Spillman Farmer Architects.

**Sponsorship: Jon Lattin**

- No report

**Technical: Micah Hessinger**

- No report

**Young Professionals**

- The following events are proposed and planning will commence:
  - Axe Throwing in August; Pumpkin Carving in October.

**Unfinished Business**

- 07/01 **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.
- 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 & 05/15/19:** Prices being discussed, tabled until next month. **Update 06/19/19:** Action pending on purchase of signboards;

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**New Business**

- 06/01 Mitch Miller brought up a topic of interest on the Institute level. Ralph Pittman of the Indianapolis Chapter has been acting as photographer at the Institute Convention (now CONSTRUCT) for many years. Due to health issues with his wife he will not be able to attend the 2019 event. Mitch is contemplating a “GoFundME” campaign to aid Ralph in attending the event and continue his sharing his photographic skills. According to Mitch, more information will follow.
- 06/02 LeeAnn shared information that the Dynamic Chapter Program is being continued and encouraged Board and Chapter members to get involved.
- 06.03 President Clint confirmed his intent to resign the presidency at the end of this fiscal year. After discussion, the Board, led by President Elect Kevin Grega, appointed Past President Jon Lattin as Interim President to fill the unexpired term of President Clint Newton as of July 1, 2019. The Board thanked Clint for his year as President.

**Upcoming Events**

**Middle Atlantic Region CSI LEAD: August 16-17 at Heritage Hills in York, PA.**

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

**Institute Website: [csiresources.org](http://csiresources.org)**

There being no further business, President Clint adjourned the meeting was adjourned at 5:45.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary

**ELECTION OF CHAPTER OFFICERS**

The election for chapter officers was held at the GLV chapter meeting on Wednesday, June 19, 2019 with President Clint Newton presenting the following nominations:

Director (two year term): Janet Grazul, T.J. Chambers

Vice President (one year term): Jeff Surovi

Treasurer (one year term): Roxanne Verrastro

Secretary (one year term): David Fenstermacher

The floor was then opened for additional nominations. Hearing none a motion to close the nominations was made David Hausman, second by Sal Verrastro, and with unanimous approval. Mitch Miller then requested the Secretary to “cast the ballot”.