

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### May 15, 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.	
David Wrigley Vice-President, Program Co.		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	X
LeeAnn Slattery Advisor	X	Mitch Miller, Fiscal Planning, Certification	X
Tina Montone, Sr. Advisor, Publicity, LRP	X	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 CityView Diner, Allentown, PA on Wednesday, May 15, 2019. President Clint Newton opened the meeting at 7:10am.

#### **Board Minutes:**

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

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

- Account balance information for the months of February (as of 02/28/2019) and March (as of 03/31/2019), as well as a list of transactions 02/01/2019 thru 03/31/2019 were presented. After discussion the reports were filed for audit.
- Roxanne reported that one of the Certificates of Deposit is coming up for renewal. On a motion by Jeff Surovi, second by Kevin Grega and unanimous approval, the Board has elected to roll-over this subject CD for another term.

#### **Committee Reports:**

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

- The 2019 BEPrep Workshop (Increasing Technician Preparedness in the Build Environment) is being held this Thursday and Friday, May 16 & 17 at Temple University. Kevin will attend along with Steve Lawrey from the Philadelphia chapter.

##### **Awards: Jon Lattin**

- Congratulation to all nine (9) winners of Middle Atlantic Region awards presented at the region conference.
- The winners are: LeeAnn Slattery – Distinguished Service Award  
T.J. Chambers – Rising Star Award  
T.J. Chambers – Communications Award – Periodical  
Janet Grazul – Communications Award – Electronic  
Clint Newton – Communications Award – Electronic  
Mitch Miller – Education Award  
Dave Wrigley – Education Award  
Sal Verrastro – Technical Award  
ATAS International – Ogranizational Certificate of Merit
- Submittals for Institute awards are due May 29.
- Submittal for Outstanding Chapter Commendation is due July 15

**Greater Lehigh Valley CSI  
Board of Directors Meeting  
May 15, 2019  
Page two**

**Certification: Mitch Miller**

- No report.
- Mitch is looking for someone to take over the CDT classes, or possibly splitting responsibilities.

**Education: Tim Durso**

- No report.

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

- The Institute website has improved greatly. Will continue to monitor to see if switching is beneficial.

**Expo 2019: Kevin Grega**

- One check is still outstanding. When that is received the final report will be generated.
- Kevin is looking into finalizing dates and locations for EXPO 2020.

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

- No report. A budget meeting will be scheduled.

**Historian: David Hausman**

- Continuing to gather data.

**Hospitality: Carmen Beinhauer**

- Decisions concerning selection of a venue for meetings is becoming critical. Carmen has researched and reported on potential venues, including cost and presented a list of options for monthly meeting. After discussion it was determined to recommend reserving the Holiday Inn for June, but tabling October and November for further discussion.

**Long Range Planning: Tina Montone**

- Tina reported the Bravo restaurant at the Lehigh Valley Mall has been reserved for the LRP meeting on June 28<sup>th</sup> at 1pm. Invitations have been sent out.

**MARC 2019 Committee: Roxanne Verraastro**

- The conference has concluded and all reports indicate that it was a huge success.
- The chapter thanks Roxanne for her leadership in the planning and execution of the conference.
- Roxanne thanked all of those who participated for their help throughout the entire planning process and for helping the conference to run smoothly and efficiently.

**Membership: Mark Lewis**

- Mark presented current membership information. Chapter membership varies between 125-135 and is holding fairly steady. April was a busy month for renewals with 4 – 7 every month.
- It was noted that there are quite a few CDTs around who are not members of CSI. A plan will be developed to contact these individuals and encourage them to become members.

**Nominating Committee: Jon Lattin**

- Clint previously 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 will be implemented when the resignation is official.
- On a motion by Jon Lattin, second by Roxanne Verraastro, the following slate will be presented to the membership for election at the June meeting. Directors Janet Grazul and T.J.Chambers; Treasurer Roxanne Verraastro; Secretary David Fenstermacher. The office of Vice President has not been confirmed.

**Program: David Wrigley, Sal Verraastro**

- June 19 Meeting at the Holiday Inn, Breinigsville. 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
- September 18 Topic: Tour of "Revolution Recovery" Recycling Center; a location for dinner is being verified.

**Greater Lehigh Valley Chapter CSI  
Board of Directors Meeting  
May 15, 2019  
page three**

**Publicity: Tina Montone**

- Review and discussion of what we can publicize, i.e. Let's build, construction, EXPO. using the Lehigh Valley Business Journal as a prime source.

**Punchlist: T.J.Chambers**

- No report.

**Scholarship: Sal Verrastro, Dave Hausman**

- Two applications have been received. One is studying engineering, the other interior design. The applications will be reviewed and appropriate awards made.

**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.

**Unfinished Business**

07/01 **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. **Update: 05/15/19:** Chapter Structure and Committee Review will be reviewed and discussed at the Long Range Planning 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 & 05/15/19:** Prices being discussed, tabled until next month.

**New Business**

None reported.

**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)**

**Institute Website: csiresources.org**

There being no further business, the meeting was adjourned at 8:40am on a motion by Kevin Grega, second by LeeAnn Slattery.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary