

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### November 20, 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	
LeeAnn Slattery, Advisor		Mich Hessinger, Technical	
Tina Montone, Sr. Advisor, Publicity, LRP		Mark Lewis, Membership, Communications Co.	X
Carmen Beinhauer, Hospitality		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, November 20, 2019 at Madeline's Restaurant, Foglesville, PA. President Jon Lattin opened the meeting at 4:40pm.

President's comments:

- The Railroad Chapter of the Middle Atlantic Region has been disbanded.
- Discussion at the region level of Region Bylaws being referenced in chapter bylaws.

**Board Minutes:**

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

**Treasurer's Report:**

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

**Committee Reports:**

**Academic Affairs: Kevin Grega**

- No report

**Awards: Jon Lattin**

- Award nominations for the Middle Atlantic Region are due December 31. Looking for ideas for nominations.

**Certification: Mitch Miller**

- Classes will begin in January. Mitch Miller and Clint Newton will be leading.
- Registration is now active.

**Education: Tim Durso**

- November presentation (Chris Bucci) approved for 1 LU/HSW
- AIA will handle the education credits for January

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

- No report, waiting for stuff to post.

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**Expo 2020**

- EXPO 2020 will be held April 15, 2020 at the Homewood Suites Conference Center in Center Valley.
- Next planning meeting to be scheduled.

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

- No report.

**Historian: David Hausman**

- Continuing....

**Hospitality: Carmen Beinhauer**

- The December Holiday party will be held on December 11 at the House & Barn.
- A replacement for Carmen is being sought. Jon will serve as interim hospitality leader.

**Long Range Planning: Tina Montone**

- No report.
- Meeting discussion: possible survey of recently-lost members to determine reasons for not continuing membership. Mitch proposed making a presentation to a/e firms to entice membership.

**Membership: Mark Lewis**

- Distributed membership information, including "Upcoming Membership Expirations" and Upcoming Membership Renewals".
- Meeting discussion: everyone needs to be pro-active with membership, including contacts.

**Nominating Committee: Jon Lattin**

- No report.

**Program: David Wrigley, Sal Verrastro**

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

January 15, 2020 Meeting at Madeline's Restaurant in conjunction with AIA

"Forensic Building Investigations" presented by Greg Mark, PE of Barry Isett & Associates.

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**

- This committee needs to be re-organized; Suggest looking for a newer member to re-invigorate and head-up the committee.

**Sponsorship: Jon Lattin**

- No report

**Technical: Micah Hessinger**

- No report

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**Young Professionals**

- Axe Throwing Event; February 12, 2020

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**Unfinished Business**

07/1/18 **Update 11/20/19:** The function of “Chapter Structure & Committee Review” has been assigned to be a function of the Long Range Planning Committee. Item closed

12/1/18 Update 11/20/19: On a motion by Jeff Surovi, Second by Mitch Miller and unanimous approval, Clint is authorized to purchase the proposed “A-frame” type lawn sign at a cost not to exceed \$400.00. Item closed

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. Update 11/20/19: Kevin shared a video outlining the benefits of using the Star Chapter management software system. On a motion be Mitch Miller, second by Jeff Surovi, and with unanimous approval, the chapter is authorized to move forward to engage with the Star Chapter system for chapter activities. Prior to formal registration and initial dispersing of funds, Kevin will inquire if there is a formal contract involved or how monies dispersed are to be documented. Item closed.

**New Business**

11/1/19 Mitch brought up a topic of discussion at the region level about tying Region LEAD to the same chapter hosting MARC to gain leverage on site, cost, etc. More discussion will follow.

**Upcoming Events**

**Axe Throwing Event: February 12, 2020.**

**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](http://www.constructshow.com))**

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

There being no further business, a motion was made by Tim, second by Dave to adjourn the meeting at 6:00.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary