

# Greater Lehigh Valley Chapter C.S.I.

## The Construction Specifications Institute

### September 30, 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.	
Jeff Surovi, Vice-President, Program Co.	X	Tim Durso, Director, Education	
David Fenstermacher, Secretary	X	Jason Betar, Director	
Roxanne Verrastro, Treasurer	X	, Director	
Clint Newton, Immediate Past President Advisor		David Hausman, Historian, Scholarship Co., Fiscal Planning	
LeeAnn Slattery, Advisor	X	Mitch Miller, Fiscal Planning, Certification	
Tina Montone, Sr. Advisor, Publicity, LRP		Mark Lewis, Membership, Communications Co.	
Carmen Beinhauer, Hospitality		Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		David Wrigley, Program Co.	X

The Greater Lehigh Valley Chapter CSI Board of Directors held a conference meeting via phone on Monday, September 30, 2019. President Jon Lattin opened the meeting at 12:06 pm.

#### **Board Minutes:**

- The minutes from the August 2019 Board meeting were reviewed and, with the exception of stated attendance, accepted as presented. The following were present on the call in August: Lattin, Grega, Surovi, Fenstermacher, Verrastro, Newton, Slattery, Montone, Durso, Lewis.

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

- The treasurer's report for the months of July and August was distributed. After review, the reports were filed for audit.
- A discussion was held on the merits of purchasing insurance as offered through the Institute. Given that the current insurance policy is paid-in-full for the current fiscal year, the investigation is tabled until April at which time it will be evaluated for next year.
- After a final look at the proposed budget, it was approved on a unanimous voice vote by the six officers present and through an email query to members not present conducted by President Jon.

#### **Committee Reports:**

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

- No report

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

- Jon confirmed that our chapter won both the institute Communications Award and the Outstanding Chapter Commendation. Both will be presented which will be presented at Construct.

##### **Certification: Mitch Miller**

- Classes will again be held at ATAS. As previously reported Clint is assisting Mitch and reported they are on schedule for the classes. As it stands Clint will be presenting the first four classes and Mitch will be presenting the last two.

##### **Education: Tim Durso**

- No report.

**Greater Lehigh Valley CSI  
Board of Directors meeting  
September 30, 2019  
page two**

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

- No report.

**Expo 2020**

- Kevin reported the website has been updated
- Roxanne & Kevin will finalize the contract with the Homewood Suites.
- Kevin stated a committee meeting will be scheduled.

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

- No report.

**Historian: David Hausman**

- Continuing to gather data.

**Hospitality: Carmen Beinhauer**

- The October and November meetings will be held at Madeline's Restaurant
- Jon will contact Carmen to begin planning for the December Holiday Gathering.

**Long Range Planning: Tina Montone**

- No report.

**Membership: Mark Lewis**

- No report (chapter currently has 103 member per Jon and the institute website).

**Nominating Committee: Jon Lattin**

- No report.

**Program: David Wrigley, Sal Verrastro**

October 16 Meeting at Madeline's Restaurant. Program TBT.  
Tabletop Displays: Pella Windows (Mark Lewis), tentative, and EDA Contractors (Cory Robbins), tentative.

November 20 Meeting at Madeline's Restaurant. Program not determined.

December ?? GLV CSI Holiday Party.

January 15. 2020 Meeting in conjunction with AIA.

**Publicity: Tina Montone**

- No report.

**Punchlist: T.J.Chambers**

- Next issue is set to be released soon.
- A recap of events as far back as MARC and from over the summer. Also highlighting of upcoming events.
- TJ is looking for images or content for this issue. Please contact him.

**Scholarship: Sal Verrastro, Dave Hausman**

- No report.

**Sponsorship: Jon Lattin**

- No report

**Technical: Micah Hessinger**

- No report

**Young Professionals**

- Two events planned.

**Greater Lehigh Valley Chapter CSI  
Board of Directors Meeting  
September 30, 2019  
page three**

**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. **Update: 08/20/19:** to be continued. **Update: 09/30/19:** Tabled.
- 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; **Update: 08/20/2019:** to be continued. **Update 09/30/19:** Tabled.
- 08/01 Star Chapter Update. Kevin shared information about “Star Chapter”, a management software system and organization that works with chapters to organize their efforts in communication, membership. A virtual demo and discussion will be held tomorrow 10/1. Kevin invited any board member to join in if interested.

**New Business**

09/01 None reported.

**Upcoming Events**

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

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

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

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

There being no further business, a motion was made by Jeff, second by Kevin to adjourn the meeting at 12:53.

Respectfully submitted,

David R. Fenstermacher, CSI  
Secretary