

Greater Lehigh Valley Chapter C.S.I.

The Construction Specifications Institute

August 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.		Tim Durso, Director, Education	
David Fenstermacher, Secretary	X	Jason Betar, Director	
Roxanne Verrastro, Treasurer		, Director	
Clint Newton, Immediate Past President Advisor	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		Micah Hessinger, Technical	
Sal Verrastro, Program Co., Scholarship Co. Fiscal Planning		David Wrigley, Program Co.	

The Greater Lehigh Valley Chapter CSI Board of Directors held a conference meeting via phone on Tuesday, August 20, 2019. President Jon Lattin opened the meeting at 3:06 pm.

Board Minutes:

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

Treasurer's Report:

- The treasurer's report for the months of April, May, and June was distributed, along with a report on the finances for EXPO 2019, held in April. Roxanne reported that she will have the final numbers for MARC at the next meeting. After review, the reports were filed for audit.

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

- Jon announced that our chapter won the institute Communications Award, which will be presented at Construct. (Note: it was later reported that GLV will also be receiving the Outstanding Chapter Commendation Award)

Certification: Mitch Miller

- 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.

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

- No report.
- Clint noted he needs dates and places of chapter events to include on the chapter electronic communications network.
- Per discussion, the marc19 website will be taken down.

Expo 2020: Kevin Grega

- Kevin indicated date will be April 15, 2020.
- After review and input from several board members, Kevin has determined that EXPO2020 will be held at the Homewood Suites, a newer, smaller venue that can accommodate approximately 47 booths.
- Kevin stated a committee meeting will be scheduled.

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

- No report.

Historian: David Hausman

- Continuing to gather data.

Hospitality: Carmen Beinhauer

- July CSI/AIA picnic/kickball “tournament” was a success. Everyone had fun. Some comments about the food (how we used to have steak) were taken care of on the spot, keeping costs down to increase attendance. All-in-all very little food was left over. The kickball game was fun and would have been a real tournament if the AIA hadn’t organized a rainstorm to come up since they were getting beaten so badly.
- It was determined previously that the October and November meetings will be held at Madeline’s Restaurant.

Long Range Planning: Tina Montone

- LRP meeting was held on June 28th at Bravo Restaurant.
- Highlighted items include:
 - Goal 1: education (about CSI) to local firms.
 - Goal 2: Engagement and recruitment YP/EP.
 - Goal 3: Re-engage lapsed and current members.
- All items will be discussed further with specific Board action items at a future board meeting.

Membership: Mark Lewis

- Mark presented current membership renewal information for July and August. According to Jon current membership is 105 (117 a year ago).

Nominating Committee: Jon Lattin

- No report,

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Program: David Wrigley, Sal Verrastro

- September 18 Topic: Tour of "Revolution Recovery" Recycling Center; a location for dinner is being verified (probably Hi-Jinx Brewery).
- 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 4 GLV CSI Holiday Party

Publicity: Tina Montone

- No report.

Punchlist: T.J.Chambers

- Next issue is set to be released in late August/early September.
- 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

- No report.

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.
- 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.

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New Business

08/01 Star Chapter Update. Kevin shared information about “Star Chapter”, a for profit organization that works with chapters to organize their efforts in communication, membership,

Upcoming Events

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

There being no further business, President Jon adjourned the meeting was adjourned at 4:09.

Respectfully submitted,

David R. Fenstermacher, CSI
Secretary