



Hartford Chapter - Board Meeting Minutes

Location: [Elizabeth's Restaurant](#)

Date: [July 12, 2010](#)

Commencement: [5:27 PM](#)

Board Members & Committee Chairs Present: [Dave Newman \(DN\)](#), [Scott Bergsbaken \(SB\)](#), [Lori Morrow \(LM\)](#), [Jennifer Casedy \(JC\)](#), [Ashley McCurdy \(AM\)](#), [Jim Langlois \(JL\)](#), and [John Robataille \(JR\)](#).

Board Members & Committee Chairs Absent: [Scott Cellella \(SC\)](#)

Presidents Report: "Welcome all new board members, committee chairs, and directors thank you for your commitment to our chapter, your time and dedication are greatly appreciated. We all have a part to play in making this year of our chapter valuable and relevant to each member. *Relevant* - that is what we need to become to our members and that is to be at the forefront of our minds as we plan for this year's events and make our communications to our members better."

JC welcomes all and thanks them for their contributions to our chapter and these upcoming planning meetings – and she thanked SB for a great presentation at the June meeting.

"JC - It's a new year and new board members – let's be thinking about relevance and value to these meetings, communications, or we will continue to lose membership. We need a more diverse membership to include contractors, building owners as well. Tonight we will present some ideas ex: shorter programs (for product reps) to grow that target base. Types of meetings: panel discussions, building tours, day meetings, need to be integrated once we decide on topics. How do we re-present CSI? We need to distinguish CSI from other associations/organizations? We are CSI – an organization which was created to formalize the structure of specifications. How can we bring this back to our meetings while utilizing both CSI national and regional? "

Previous minutes: [None](#).

Treasurer's Report: DN - CCSU has paid their balance for the golf tournament. CSEF balance is \$11,768.44. CSI Hartford Chapter has a current balance of \$8322.88 IRS has notified us that our current status with them is correct.

Region Report: DN, Regional Liaison - Re: regional learning session in August has some pushback from other members regarding new learning. No one has replied with an agenda. Director's meeting on Sunday morning. JC experience with the regional learning session is that it was positive as a networking opportunity. AM experience was that there were small groups. **Action items for JC and AM email Dick comments on the region learning session, he needs feedback.**

Committee and Activities Reports: [No report](#).

Programs: "Types of next fiscal year's programs; open for discussion we need a mix of CSI specific meeting topics along with industry topics/tours/panel discussions. Do we want a golf outing again or do we want to do something different for our fundraiser? Do we want a holiday party? If yes it needs to be more



than just a dinner.” Dates of next fiscal year’s programs; 9/13/10, 10/12/10; 11/08/10, 12/13/10, 01/10/11, 02/15/11, 3/14/11; 04/14/11, 05/09/11; 06/13/11.

JC: One of our goals for this next fiscal year is to “re” present CSI to the members and attendees – What topics can we present to distinguish us? MasterFormat; GreenFormat; Spec-writing; Integrated project delivery.

Possibilities for Programs with panel discussions: GreenFormat, Spec writing/MasterFormat/BIM, Certification, Document Distribution.

Adding a short time before a regular program that is pertinent to CSI, i.e. History of CSI, CCCA certification, etc.

Action Item for the Board: reminder to forward each chapter meeting announcements to various individuals in your circle of influence to increase attendance and diversity of our meeting attendees.

General Industry Topics discussed were Sustainable Design, Geothermal, Legal issues/dispute resolution

SB: Feedback is that we need to do something other than “lunch and learns”. Bruce Boxtel submits: “Develop programs that can involve a multitude of the active member’s interest. It should not solely be oriented to any one of the individual industry components; i.e. architects or specific suppliers. ...” other ideas as submitted by Bruce – new estimating format re: assemblies, i.e. walls or waterproofing – source is Lew Finkel at lewis@proconstserv.com; project visits; national subject matter experts; rainscreens providing an opportunity for a day program with a panel discussion etc. similar to IMI’s masonry day.

JL: concrete promotions are working with programs that allow for networking ex. Repair and estimators. Changing this up re: venue – always trying to pull from different target audiences.

AM – more hard hat tours, tying in a site tour with a chapter dinner meeting, discussion.

Glenn Yeakel submitted via email the following suggestions – Paint and Architectural Coatings, Sustainable Design, Energy Simulation Software Tools for building analysis, and Construction Economist.

Idea brought up to promote some chapter meetings as a “member bring a guest for free” format. All agree this is a good idea, once programs are in place we will present this again and take a vote on which meetings to have this at.

Electronic Communications: AM – website: we currently have a “micro” site. CSI is to send us an the updated version. Editors currently are AM and DN only – she is not sure if the rest of us have 100% editing capabilities. It does draw from national news and place pertinent information on our site. We now have control over the ads that we host on our regional site and we can add pages. Vendors that want to run ads need to send JC the request. We can link to pertinent other sites and their meetings will go onto our calendar.

JC noted that the CSI webinar sign up is very efficient with return email, instant placement on your calendar. JC asked AM to ask Joy if CSI national has a web tool that we can utilize for our chapter meeting registrations that can be provided to the micro sites. Interface with Paypal, and calendars. On CSI national there is a way that you can email to all members due to having access to all current members.

New website: Action items for all board members and committee chairs: Try to log in, and if you get in, please submit something so that we can test the site. If you cannot log in please contact AM for

assistance. Per JC it is each board member's and committee chair's responsibility to update our microsite with information pertinent to your board/committee activities. AM is our microsite facilitator do not dump this responsibility on AM, we value her expertise in this area and wish to keep her as the valuable resources that she is. Ashley has previously emailed all members instructions and "how-to" guide for the Microsite. Discussion also occurred regarding other industry sites to place links at ours and share that input with Ashley. **Ongoing Action Item for McCurdy: Within 24 hours of a dinner meeting, remove meeting announcement from website.**

D.M. has set up a second account for Paypal for our chapter.

Certification: No report.

Awards: SB has the printed up awards to be delivered in September to kick off the new calendar year. While there are a lot of national awards that warrant more research, we can entertain more relevant regional awards. Brainstorm: what is different and unique to our Hartford chapter? What could be awarded? Meeting attendance; chapter member bringing in the most newbies; rookie of the year? Gifts could be restaurant gift card or our own Hartford pin; ideas for pins: skyline, twain; star; colt bldg; vote – colt bldg **Action Item for Morrow: contact CSI regarding logistics of this pin, as well as VT company that produces them.**

CSEF: Do we want to continue a Golf Outing? What other fund raisers can we do in lieu of golf?
JL: this tourney which raised \$3000 which is a good bet during this economic time. J.L's opinion is that the tourney in May is the way to go.
Housatonic chapter is hosting a fund raiser – mini golf in September on a Saturday. JC asks if our chapter should join them in this - asking us to consider a joint event with them. Nobody was opposed to us joining Housatonic? SB says what about an event around the holidays, i.e. wine tasting at a vineyard? Joining forces with CCSU or UofH and that we need to do a better job explaining our CSEF fund. DN says go direct to the top at CCSU. AM – need to design a competition (essay) spec contest with the winner award presentation at a meeting....winner gets CSI student membership, and regional recognition (see further notes below at Academic Liaison) SB: we could have an additional fund raiser event: discussion followed on the concept of a CSI Chapter Trade Show with CEUs offered, like 4 in one day; to be held at an academic facility; 1pm start for example, possibly May 2011.

Academic Liaison: AM – to direct selection of a committee to assist her in duties of liaison. SB and JL will work with AM on this.....who will get the money, criteria for this competition.,

Golf Outing: JL to still be chairman. Jennifer would like to see a more accelerated promotion schedule and more assistants to help Jim L. **Action item for JL: form a golf committee of at least 4 additional people to organize and implement the tourney, have in place by January 2011.**

Old Business: None.

New Business: We will have another planning meeting to finalize items for the year.

Next Meeting: August 9, 2010 5:00pm at Elizabeth's.

Adjournment: 7:10pm