



Hartford Chapter - Board Meeting Minutes

Location: Elizabeth's Restaurant

Date: August 9, 2010

Commencement: 5:22 PM

Attendance - Board Members & Committee Chairs: Dave Newman (DN), Scott Bergsbaken (SB), Lori Morrow (LM), Jennifer Casedy (JC), and John Robataille (JR).

Absence - Board Members & Committee Chairs: Scott Cellella (SC), Ashley McCurdy (AM), Jim Langlois (JL), Ken Best (KB)

Quorum is present.

Previous minutes: A motion was made by Jennifer Casedy to accept the minutes of the July 12, 2010 Meeting, seconded by Dave Newman.

Presidents Report: None.

Treasurer's Report: DN on CSEF: The e-postcard is turned on. Explanation is that a letter from the IRS stated that we continue to be classified as a non-profit organization.

Region Report: DN: Upcoming August training sessions will most likely be a rerun of last year's. Both DN and JC are not thrilled with the program/format. JC will attend the Board Meeting on our behalf. (Last Training Session/Board Meeting ran three hours, including budgetary talks. Absent CSI Hartford Chapter board members will be emailed inquiring as to their availability for this event. Previous Action Items are complete.

Action Item for JC: Contact Dick Eustis to address problems with attending this training.

Programs:

September Chapter Dinner Meeting: JC to confirm availability of speaker Roger Grant for September 13th to be held at Elizabeth's Restaurant in Rocky Hill.

Christmas Party from 12/09 was found to be lacking in the socializing, networking areas. Evening did not congeal well, needed more promotion. SB will spearhead a concentrated effort at organizing this year's. LM has volunteered to work with SB on this.

Trade Show: the board will query the membership on this.

Further discussions: We should be taking advantage of the slipping AIA memberships due to an overall opinion of decreased value in membership. It was reiterated that we need to promote the value of CSI membership very aggressively.

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

Action Item for LM: research surveygizmo and survey monkey for our chapter use.

Dates of our fiscal year's programs; 9/20/10, 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.



Electronic Communications:

New website: JC, SB and DN have all successfully logged in to our new website. JR tried a copy and paste of the address sent to him by AM and it failed. LM, JL, SC, and KB have not yet attempted a login and submitting a test sample. SB adds that we must empower our chapter members to spread the word and continuously improve the website, ask for feedback and have it posted on the site. AM (in absentia): What would we like to see on the website other than the upcoming events and applicable organizations calendars? Some ideas: Chapter minutes, job postings, Presidents address, list of board members are these good for people, what else would you like to see. Discussion followed regarding adding our Board Members contact information.

DN reports that the Paypal account is set up and there will be no processing fee for using Paypal. We will leave in place the policy that if they are not paying with Paypal to contact a board member with their intention. There was the discussion regarding no-shows and addressing that directly with attendees that will be paying with cash or check the night of the event.

Action Item (new) for all board members and committee chairs: must log in to admin, 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. We are looking to be resourceful and proactive with our site.

Ongoing Action Item for McCurdy: Within 24 hours of a dinner meeting, remove meeting announcement from website.

Certification: No report. Comments: Do we need to ask SC if he needs another person? DN will speak with SC. JC believes Mark Benedetto would step up.

Awards: LM report on pins: According to David Metzger with the DC CSI Chapter (contact for lapel pins) we would need to get approval from the national board if we alter the design of the standard CSI lapel pin. He directed LM as to where on the national site these are and LM is to research further the cost and report back to the board. JC called for a motion to buy 60 pins for our members, SB seconded. JR will process and mail to our membership. Method of incorporating printed up name tags with CSI logo and attendees name for each meeting discussed and will be implemented by JR.

Action Item for LM: further research on lapel pins availability and costing through national's website.

CSEF: No report.

Academic Liaison: AM (in absentia) Education Team is AM, SB and JL. I have been working with a couple other chapters in the region to really pump up our efforts to get more student involvement or at this point even interest level in CSI. I have been working with Boston and RI and we are trying to coordinate attending job fairs and to put together a program (across these chapters) for students who are interested in CSI to get one free meal for the first meeting they attend. During the meeting we feel it would be a good idea to assign them a mentor. This person will make sure they are introduced to the people at the meeting, give them a call after the meeting to get their reaction and see first hand what benefits they got out of it. This of course would help us to better target this group of members that is certainly lacking in our membership. One of the other items we have noticed missing from national are solid marketing pieces targeting this group. We are currently working as a joint effort to create some of these pieces using what national has as a base. During our last board meeting we also discussed a new way to use our CSEF funds to have more control over who receives the money. I have asked a number of other people in the region what they do and each chapter does something a little different. Specification writing I was cautioned on as it is not necessarily taught in every program. We may want to stick to an essay type



HARTFORD Chapter

The
Construction
Specifications
Institute

format about CSI: What is CSI? What does it mean to you as an Emerging Professional? This encourages some effort on their part to investigate what CSI even is.

Schools we are targeting are CCSU; U of Hartford and UCONN.

Action Item for JR: investigate where UCONN could hold the meetings, there is potential on the lower level of the Performing Arts Center.

Golf Outing: No report.

Adjournment: 6:46pm A motion was made by JC to close the meeting, seconded by SB.