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 MAR Region Certification / Electronic Communication: **Stephen Weisensale**
 Product Show Chair: **Kevin Riley**
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 Education Chair: **Lynden Garland**
 Programs Chair: **Carrisa Mulahn**
 Membership Chair: **Joe Oglesby**
 Awards Chair: **Taekia Glass**
 RJECT Liason: **John Hancock**
 Public Relations Chair: **Jon Anderson**
 Scholarship Chair: **Paul Sweet**
 Technical Chair: **John Spain**
 Hospitality: **MaryAnn Petry**
 Audit Chair: **Gib DeShazo**
 Finance Chair: **Mike Bricker**
 Long Term Planning: **Ken Cordo**
 CSI Institute Liaison: **Henry Zirkle**
 ASPE Liaison: **Jacob Dyer**
 AIA Liaison: **Lou Wolf**



**RICHMOND CHAPTER
 BOARD OF DIRECTORS MEETING MINUTES**

July 24, 2014

5:30PM – 7:00 PM

**Glave & Holmes Architecture
 2101 East Main Street
 Richmond, VA 23223**

President: **Winnie M. Sung**
 Immed Past President: **Ken Cordo**
 President Elect: **Joe Oglesby**
 Vice President: **Lynden Garland**
 Treasurer: **Mike Bricker**
 Secretary: **Tony Hawkinson**

Item	Topic	Discussion	Required Follow-up
Call to Order	President (Sung)	<p>Winnie Sung called the meeting to order at 5:35 PM with the following in attendance: John Hancock, Stephen Weisensale, Steve L'Heureux, Jon Anderson, Lynden Garland, John Spain, Joe Oglesby, MaryAnn Petry, Anne Durkin, Crissa Mulahn, Kevin Riley, and Barbe Shaffer.</p> <p>Quorum was present.</p> <p>Opening Comments: Introduction of the 2014-2015 BODs& Chairpersons.</p> <p>CSI History:</p> <ul style="list-style-type: none"> • First CSI meeting held in Washington, D.C., on April 15, 1948 (Incorporated in Baltimore). • Grown to more than 14,000 members and 146 chapters in 10 regions – 2 international. • The CSI chapters are the back bone of the organization. • Chapter Leaders are the heart that keeps it alive <p>Opportunities:</p> <ul style="list-style-type: none"> • Learn (www.csinet.org) • Attend monthly Chapter meetings • Attend lunch and learn meetings • Attend the CSI Show • Pursue a CSI Certification • Purchase a Practice Guide • Be a speaker at a CSI event • Write an article for the newsletter • Volunteer to help with a committee • Become a leader in the construction industry and in the 	

		<ul style="list-style-type: none"> community • Network with the fellow Chapter members <p>Richmond CSI History:</p> <ul style="list-style-type: none"> • Richmond, Virginia • Chartered, June 1959 • In 2013 - over 100 members <p>Chapter Structure:</p> <ul style="list-style-type: none"> • Revised Bylaws were approved by the Institute Secretary in 2012. • Conduct of business of the Chapter shall be govern by: <ul style="list-style-type: none"> ○ Chapter Bylaws ○ Provisions of the Institute Bylaws ○ Robert’s Rule of Order <p>Board Meeting:</p> <p>Ten regular meetings in the fiscal year.</p> <ul style="list-style-type: none"> • July & August – 2 planning meetings. • September through June – 10 regular meetings <p>Board shall consist of not less than 12 voting members:</p> <ul style="list-style-type: none"> • president, • President elect, • vice president, • Secretary, • Treasurer, • Immediate past president • Six directors. <p>(A majority of the Board shall constitute a Quorum – 7 members.)</p> <ul style="list-style-type: none"> • Nominating committee shall appoint the board no later than February 20. • Each electing board member shall take office on July 1. • Fiscal year shall be from July 1 to June 30. 	
Approval of minutes	Secretary (Hawkinson)	<p>Meeting minutes for the June Meeting were posted in the Richmond Report and it was emailed to all the board members.</p> <ul style="list-style-type: none"> • The approval of the June Meeting Minutes was accepted by the Board. 	Hawkinson
Treasurer’s Report	Treasurer (Bricker)	<p>Treasury Report: Mike Bricker was not present. Winnie stated that the transition from Gib DeShazo is still in progress and should have a report for the next meeting.</p>	Bricker
Officers Reports	President (Sung)	Winnie Sung – was present and had the following to report:	Sung

	<p>President Elect (Oglesby)</p> <p>Vice President (Garland)</p> <p>Immed. President (Cordo)</p>	<p>September Chapter Meeting:</p> <p>CM at-risk joint meeting with WID – Sept 3, 6pm Patrick Henry Building - East Reading room. CSI – rental fee of \$135 WID – food CMA</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Blake V. Peck, PE, CCM, President and COO - MBP. • Fulton Sensabaugh, Partner and PIC - Kjellstrom + Lee, Inc. • James Watson, Esq., - Watson Trial & Litigation Group P.C. • Todd Donaldson, Executive VP - Hourigan Construction Corp. • Sandy Whitehead – State Review Architect – Commonwealth of Virginia, DGS <p>Moderator: Jennifer Wimmer</p> <p>Suggest Sponsors?</p> <ul style="list-style-type: none"> \$350 - event and business card advertisement \$200 - Business card advertisement \$185 - Event <p>October Meeting : ASPE –bid day event -joint meeting</p> <p>Discussion - Joint L&L meeting with AIA tentative for April.</p> <p>To date all L&L for the year are set. If you have potential speakers for L&L, please forward to Lynden Garland and he will add for next year L&L list.</p> <p>Joe Oglesby – had the following to report:</p> <ul style="list-style-type: none"> • No Update <p>Lynden Garland – was has the following to report.</p> <ul style="list-style-type: none"> • Richmond CSI lunch and learn meetings shall be held every second Fridays at the Monroe Building. <p>Ken Cordo – was present.</p> <ul style="list-style-type: none"> • No Update 	
<p>Committee Reports</p>	<p>Education (Garland)</p>	<p>Education Chair Update: Lynden Garland was present and had the following to report.</p> <ul style="list-style-type: none"> • Chair to update on lunch and learn programs • Arranges and plans for monthly lunch and learn program. • Program in its 3rd year and has grown every year. • L&L will continue to be held at the Monroe Building until the end of 2014. Meeting place for 2015 L&L TBD. 	

	Hospitality (Petry)	<p>Hospitality Chair Update: MaryAnn Petry was present and had the following to report:</p> <ul style="list-style-type: none"> • Chair to report on possible venues for chapter meetings. <p>(Assists the Programs committee by arranging for meeting space(s) and equipment. Handles event registrations.)</p> <ul style="list-style-type: none"> • Email notices regarding attendance for events will go to MaryAnn. 	Oglesby
	Award (Glass)	<p>Award Chair Update: Taekia Glass was not present. Winnie Sung and had the following to report:</p> <ul style="list-style-type: none"> • Chair to report on award deadlines. <p>(Prepares the annual list of chapter award recipients and nominations of chapter members for Region and Institute awards including outstanding chapter award.)</p>	
	Technical (Spain)	<p>Technical Update: John Spain was present and had the following to report.</p> <ul style="list-style-type: none"> • Chair to report on potential technical articles for RR. <p>(Prepares technical articles for the monthly newsletter, promotes Institute initiatives among the chapter's members, and encourages potential authors for articles in the Institute's monthly magazine.)</p> <ul style="list-style-type: none"> • John stated that he should have an article ready for the August RR. 	Spain
	Communications (Weisensale)	<p>Communication Report: Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> • Chair to report on past and future notifications. • June notification - Mid-Atlantic Sustainability Conference September 4-6 in Harrisonburg, Virginia. <p>(Maintains the Chapter's communications. Prepares 'Monthly Meeting Notice' for distribution via e-mail.)</p>	
	Public Relations (Anderson)	<p>Public Relation Report: Jon Anderson was present and had the following to report:</p> <ul style="list-style-type: none"> • Chair to report on public relations notifications. <p>(Maintains the Chapter's communications with media. Prepares 'Monthly Meeting Notice' for distribution via media.)</p>	
	Product Show (Riley)	<p>CSI Product Show Update: Kevin Riley was present and reported the following:</p> <ul style="list-style-type: none"> • Chair to report on May product show planning. 	

		<ul style="list-style-type: none"> • Location & Time • Product exhibit hall • Technical/ educational seminars • panel discussions • door prizes • lunch horderves • committee <ul style="list-style-type: none"> • Stephen Weisensale suggested that the Westin reservation for this meeting be made in August. Stephen will forward all the information from previous years and will assist as needed. <p>Richmond Report: Norm Jacobs was not present. Winnie Sung has the following to report:</p> <ul style="list-style-type: none"> • Chair to report on submission deadline for August RR. • Notify Norm Jacobs and Mitch Ayers that the meeting minutes are moving from the RR to the website. The deadline for submission will remain the same as the RR. <p>Deadline: July 30th</p> <p>Project Spotlight: Winnie Sung passed around a sign-up sheet for the Project Spotlight for the year. Project Spotlights will begin with the September report.</p> <p>Technical article will be submitted by John Spain for the August Report.</p> <p>Electronic Report Update: Stephen Weisensale was present and reported the following:</p> <ul style="list-style-type: none"> • Chair to report on Updating Richmond CSI website& electronic communication. • Steven L’Heureux suggested placing notifications for CSI testing as the one on the national site is not user friendly. • Stephen stated that we need to place more on the website to pick-up traffic. The placing of the BOD Meeting Minutes is one example of improving the use. Will telecom with Mitch Ayers on other things we could do. <p>Scholarship Fund Update: Paul Sweet was not present, but reported the following via email:</p> <ul style="list-style-type: none"> • Barbe Shaffer and Robert Vaughn have agreed to serve on the committee to replace two members who dropped out of CSI and therefore are no longer eligible to serve on the committee. <p>RJEC Report: No Update AIA Report: No Update ASPE Report: No Update</p>	<p>Weisensale</p> <p>Hawkinson</p> <p>Weisensale</p>
	<p>Richmond Report (Jacobs)</p> <p>Electronic / Website (Weisensale)</p> <p>Scholarship Fund (Sweet)</p> <p>Liaison (Cordo, Wolf, Dyer)</p>		

	Directors (Anderson, Loinette, Durkin, Petry and DeShazo)	Directors' Report: Additional open positions: Open Board of Directors position Chapter's archives: No Update Chapter photographer: No Update	
CSI Regional and Institute Liaison	Regional Academic (Vaughn) Regional Certification (Weisensale) Regional Planning (Shaffer) Institute Liaison (Zirkle)	CSI Regional Academic Report: Robert Vaughn was not present; <ul style="list-style-type: none"> No Update CSI Regional Certification Report: Stephen Weisensale was present and had the following to report: <ul style="list-style-type: none"> No Update CSI Regional Planning Report: Barbe Shaffer was present and had the following to report: <ul style="list-style-type: none"> CSI Leadership Orientation Seminars at the Hilton Garden Inn in Frederick, MD on August 15-16. Seminar will start at 8:30AM. Barbe encouraged attendance by chapter leadership. CSI Liaison Report: Henry Zirkle was not present: <ul style="list-style-type: none"> No Update 	
Old Business		<ul style="list-style-type: none"> Please forward your photos and profiles to Gib DeShazo by August 1st for placing on the website. 	Board
New Business		Evaluations and Suggestions: <ul style="list-style-type: none"> Barbe Shaffer reported on a PM & Logistics course at Richard Bland College is anyone was interested. 	
	Schedule Next Meeting	The next board meeting will be held on August 14th at 5:30 PM at the Glave & Holmes Architecture office located at 2101 East Main Street.	Board
Announce- ments		List of upcoming events will be posted on the CSI Website!!	
Adjourn- ment		The meeting was adjourned at 7:08 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate – CSI Richmond Chapter Secretary			