


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES August 14, 2014, Thursday 5:30PM – 6:15 PM Glave & Holmes Architecture 2101 East Main Street Richmond, VA 23223</p>	Chapter Officers
Programs: Carissa Mulahn/Winnie Sung Editor Richmond Report: Norm Jacobs Technology: Stephen Weisensale Product Show Chair: Kevin Riley Certification Chair: Steve L'Heureux Education: Lynden Garland Membership Chair: Joe Oglesby Awards Chair: Taekia Glass 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		President: Winnie M. Sung Past President: Ken Cordo President Elect: Joe Oglesby Vice President: Lynden Garland Treasurer: Mike Bricker Secretary: Tony Hawkinson Directors: Steve L'Heureux Anne Durkin, MaryAnn Petry, Jon Anderson Gib DeShazo
		Regional Representatives
		MAR Region Planning Chair: Barbe Shaffer

Item	Topic	Discussion	Required Follow-up
Call to Order	President (Sung)	<p>Winnie Sung called the meeting to order at 5:30 PM with the following in attendance: Steve L'Heureux, Lynden Garland, Crissa Mulahn, Ken Cordo, Taekia Glass, Gib DeShazo, John Hancock and Tony Hawkinson.</p> <p>Quorum was present.</p> <p>Opening Comments: Welcome</p>	Sung
Approval of minutes	Secretary (Hawkinson)	<p>Meeting minutes for the July 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 July Meeting Minutes was accepted by the Board with corrections as noted: <ul style="list-style-type: none"> - Ken Cordo was not present as previously noted. - Holiday / Past President Party (Dec.) – Ken will assist Winnie Sung with notification to past presidents. 	Hawkinson
Corresp.	Secretary (Hawkinson)	<p>Correspondence to be Read: Tony Hawkinson was late to the meeting, so Winnie Sung read the email correspondence.</p> <ul style="list-style-type: none"> • Winnie read email correspondence from members who could not be present at the meeting as follows: • Stephen Weisensale reported the following: <ul style="list-style-type: none"> - The electronic report new test format went out and people can forward comments to Stephen or Winnie. - Chapter Calendar will be posted soon. - Product Show files and templates have been forwarded to Kevin Riley for his use. Venue still needs to be reserved this month. It appears that May 14, 21 or 28th do not conflict with any events on the AIA or AGC calendars. • Norm Jacobs report the following: <ul style="list-style-type: none"> - All input for the Richmond Report should be received by August 21st. 	Hawkinson

		- Richmond Report is scheduled to be out by August 28 th .	
Treasurer's Report	Treasurer (Bricker)	<p>Treasury Report: Mike Bricker was present and the following to report:</p> <ul style="list-style-type: none"> Presented Winnie with the financial reports Presented a check to Tony Hawkinson to deliver to Joe Oglesby for reimbursement for the chapter awards presentation in June. Presented a check to Winnie to cover the deposit for the Science Museum event for Nov. 	Bricker
Officers Reports	<p>President (Sung)</p> <p>President Elect (Oglesby)</p> <p>Vice President (Garland)</p> <p>Immed. President (Cordo)</p>	<p>Winnie Sung – was present and had the following to report:</p> <ul style="list-style-type: none"> No Update <p>Joe Oglesby – was not present.</p> <ul style="list-style-type: none"> No Update <p>Lynden Garland – was present and had the following to report.</p> <ul style="list-style-type: none"> No Update <p>Ken Cordo – was present and had the following to report.</p> <ul style="list-style-type: none"> Follow up with Tony Hawkinson on corrections to the July Meeting Minutes 	<p>Sung</p> <p>Oglesby</p> <p>Garland</p> <p>Cordo</p>
Committee Reports	<p>Education (Garland)</p> <p>Program & Meetings (Mulahn / Sung)</p>	<p>Education Chair Update: Lynden Garland was present and had the following to report.</p> <ul style="list-style-type: none"> Lunch & Learn will be September 12th where the topic will be Addressing ACI 530-11 Special Inspections presented by Alan Tuck of F&R at the James Monroe Building at 12:00 noon. <p>Program Chair Update: Carrisa Mulahn was present and had the following to report:</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> CM at-risk joint meeting with WID and CMAA is scheduled for September 3rd at the Patrick Henry Building East Reading Room to begin at 5:30PM. Please RSVP MaryAnn Petry. Event needs another sponsor. AIA Front Porch (Oct) – have not been contacted by the AIA regarding this event. Joint Meeting with ASPE – Jacob Dyer & Taekia Glass (Oct) – Ken Cordo suggested this be a 50/50 membership event. Joe Oglesby will need to put in the request with CSI. 	<p>Mulahn</p> <p>Taekia</p>

	<p>Certification (L'Heureux)</p>	<ul style="list-style-type: none"> • Sustainable Development – Breakfast meeting (Nov 13) <ul style="list-style-type: none"> - Steve L'Heureux (Chair) gave update with topic on rehab in the Richmond Area. - Passed out flyers for event and sponsorship - Event is tentatively schedule for the Science Museum. - Looking for at least 2 sponsors to cover the event cost. Commonwealth Architects will one. - 4 panelists are currently confirmed. Looking for a 5th. Mike Bricker suggested approaching Rebkee to get a developer on the panel. Steve will forward information to Mike for discussing with Rebkee. - Forward information to Norm Jacobs and Mike Ayers to get into next month's Richmond Report. • Holiday / Past President Party (Dec 11) <ul style="list-style-type: none"> - Ken Cordo will assist Winnie Sung with follow up with notification to past presidents. - Carrissa Mulahn will coordinate a gift to present. • Grilling the Product Rep (Jan 22) <ul style="list-style-type: none"> - Chair - Jon Anderson - No Update • Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> - Chair – Anne Durkin - No Update • Certification study group / Jeopardy Night (Mar 21) <ul style="list-style-type: none"> - Chair Steve L'Heureux & Barbe Shaffer - No Update • Hard Hat Tour (April 23) <ul style="list-style-type: none"> - Chair – Joe Oglesby - No Update • Product Show (May 28) <ul style="list-style-type: none"> - Chair – Kevin Riley & Stephen Weisensale - Need to secure deposit on space at Westin this month – See Correspondence from Stephen Weisensale. • Award Banquet (June) <ul style="list-style-type: none"> - Chair Taekia Glass - Meet with Joe Oglesby and review with him from last June. <p>Certification Chair Report: Steven L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> • No Update 	<p>L'Heureux</p> <p>Sung / Cordo</p> <p>Anderson</p> <p>Durkin</p> <p>L'Heureux / Shaffer</p> <p>Oglesby</p> <p>Riley</p> <p>Glass</p>
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	<p>Membership (Oglesby)</p> <p>Hospitality (Petry)</p> <p>Award (Glass)</p> <p>Technical (Spain)</p> <p>Public Relations (Anderson)</p> <p>Product Show (Riley)</p> <p>Richmond Report (Jacobs)</p> <p>Technology (Weisensale)</p> <p>Scholarship Fund (Sweet)</p>	<p>Membership Chair Update: Joe Oglesby was not present.</p> <ul style="list-style-type: none"> Ken Cordo suggested the October Joint Meeting with ASPE with a 50-50 Recruitment Event. <p>Hospitality Chair Update: MaryAnn Petry was not present.</p> <ul style="list-style-type: none"> Send RSVP to for CM at Risk Joint Meeting with WID to MaryAnn <p>Award Chair Update: Taekia Glass was present and had the following to report.</p> <ul style="list-style-type: none"> Coordinate meeting with Joe Oglesby to review last year's Award event. <p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> Follow up on technical article for September articles for RR. <p>Public Relation Report: Jon Anderson was not present.</p> <ul style="list-style-type: none"> No Update <p>CSI Product Show Update: Kevin Riley was present and reported the following:</p> <ul style="list-style-type: none"> Westin reservation for this meeting needs to be completed 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 had the following to report:</p> <p>Deadline: August 21st</p> <p>Project Spotlight: Carissa Mulahn shall submit for September.</p> <p>Technical article: John Spain will follow up for the September Report.</p> <p>Technology Report Update: Stephen Weisensale was not present.</p> <ul style="list-style-type: none"> See Correspondence for Stephen report for this month. <p>Scholarship Fund Update: Paul Sweet was not present.</p> <ul style="list-style-type: none"> No Update. 	<p>Oglesby</p> <p>Glass</p> <p>Spain</p> <p>Riley</p>
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	<p>Liaison (Cordo, Wolf, Dyer)</p> <p>Directors (Anderson, Loinette, Durkin, Petry and DeShazo)</p>	<p>RJEC Report: No Update AIA Report: No Update ASPE Report: No Update</p> <p>Directors' Report: Additional open positions: Open Board of Directors position Chapter's archives: No Update Chapter photographer: No Update</p>	
CSI Regional Reports	Regional Planning (Shaffer)	<p>CSI Regional Planning Report: Barbe Shaffer was not present.</p> <ul style="list-style-type: none"> CSI Leadership Orientation Seminars at the Hilton Garden Inn in Frederick, MD on August 15-16. Winnie Sung, Joe Oglesby, Stephen Weisensale and Barbe Shaffer will be attending. 	
Old Business		<ul style="list-style-type: none"> Please forward your photos and profiles to Gib DeShazo by August 21st for placing on the website. Gib reported he only had 6 profiles to date. Winnie stressed to get these in so that can be posted on the website. Gib will follow up with Stephen Weisensale to coordinate. 	Board
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> No Update 	
	Schedule Next Meeting	<p>The next board meeting will be held on September 11th at 5:30 PM at the Glave & Holmes Architecture office located at 2101 East Main Street.</p>	Board
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 6:15 PM	
<p>BY : Tony Hawkinson, CDT, LEED Green Associate – CSI Richmond Chapter Secretary</p>			