


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES October 9, 2014, Thursday 5:30PM – 6:45 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 Taekia Glass
		Regional Representatives
		MAR Region Planning Chair: Barbe Shaffer

Item	Topic	Discussion	Required Follow-up
Call to Order	President (Sung)	Winnie Sung called the meeting to order at 5:30PM with the following in attendance: Lynden Garland, Stephen Weisensale, Steve L'Heureux, Joe Oglesby, Jon Anderson and Tony Hawkinson. Quorum was present. Opening Comments: Welcome <ul style="list-style-type: none"> • AIA Front Porch October 14th at Ardent Brewery. <ul style="list-style-type: none"> - CSI will volunteer at check-in desk - CSI voted to contribute \$200.00 to support the event. BOD voted that this would be covered by the \$250.00 Membership line item in the budget. 	Sung
Approval of minutes	Secretary (Hawkinson)	Meeting minutes for the September Meeting were posted in the Richmond Report and it was emailed to all the board members. <ul style="list-style-type: none"> • Meeting Minutes were approved by the BOD. 	Hawkinson
Corresp.	Secretary (Hawkinson)	Correspondence to be Read: Tony Hawkinson was present and had the following to be read: <ul style="list-style-type: none"> • No update 	Hawkinson
Treasurer's Report	Treasurer (Bricker)	Treasury Report: Mike Bricker was not present. Winnie was sent the reports to present to the BOD and she reported the following: <ul style="list-style-type: none"> • Presented the financial reports which included the financial statement, check accounting ledger, newsletter advertising, sponsors and current payments. • Mike needs to follow up on some outstanding payments due in regards to newsletter advertising. 	Bricker

		<ul style="list-style-type: none"> After review of the reports, it appears that there are some other line items that do not appear to be correct. Stephen Weisensale will discuss with Mike and get the reports up to date. 	
Officers Reports	President (Sung)	Winnie Sung – was present and had the following to report: <ul style="list-style-type: none"> No Update 	Sung
	President Elect (Oglesby)	Joe Oglesby – was present and had the following to report: <ul style="list-style-type: none"> No Update 	Oglesby
	Vice President (Garland)	Lynden Garland – was present and had the following to report. <ul style="list-style-type: none"> No Update 	Garland
	Immed. President (Cordo)	Ken Cordo – was not present. <ul style="list-style-type: none"> No Update 	Cordo
Committee Reports	Education (Garland)	<p>Education Chair Update: Lynden Garland was present and had the following to report.</p> <ul style="list-style-type: none"> Lunch & Learn Lecture Series: Suspended Ceilings and Acoustical Solutions using Stone Wool by Daniel Aiken, Rockfon, LCC is schedule for Friday, October 10th. Lynden reported that had only 11 sign-ups to date for this event. 	Garland
	Program& Meetings (Mulahn / Sung)	<p>Program Chair Update: Carissa Mulahn was not present.</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> BID Day Event Meeting with ASPE – Jacob Dyer & Taekia Glass <ul style="list-style-type: none"> Will be held Wednesday, October 22nd at Baskervill. Winnie presented the flyer to be available at the AIA Front Porch event. Sustainable Development & Rehabilitation – Breakfast Meeting scheduled for Nov. 13th at the Science Museum of Virginia <ul style="list-style-type: none"> Steve L’Heureux (Chair) with assistance from Carissa Mulahn. Scheduled Panel Speakers are Bob Burns with Commonwealth Architects, John Dunlap with Dunlap & Partners, Dave Aumund with Capstone, Rebecca Aarons Sydnor with SDC and Mimi Sadler with Sadler & Whitehead Architects Moderator will be Lori Garrett. Looking for at least 2 more sponsors to cover the event cost. Commonwealth Architects is the only committed sponsor to date. 	Mulahn Dyer & Glass L’Heureux & Mulahn

		<ul style="list-style-type: none"> - Discussed an email blast for event. Stephen Weisensale will get the AIA contact list to Jon Anderson who will add to email notification list. - Winnie Sung wants Steve to look at the budget and see what attendance is required to break even from a cost standpoint on this event. - Catering needs a final head count by 11/10/14. Carissa budget was for about 60 attendees. Payment to caterer needs to be worked out. - The current flyer does not have an RSVP. Winnie wants this added before Jon Anderson sends out email distribution of this event. <ul style="list-style-type: none"> • Holiday / Past President Party (Dec 11) <ul style="list-style-type: none"> - No Update <ul style="list-style-type: none"> • Grilling the Product Rep or Hard Hat Tour (Jan 22) <ul style="list-style-type: none"> - Chair - Jon Anderson - May move this event for tour of Virginia Historical Society renovation - Issue was brought up concerning Joe Oglesby planning session for President Elect for this event. - Suggestion was made that after tour could do planning dinner <ul style="list-style-type: none"> • Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> - Chair – Anne Durkin (not present) - Looking at maybe having this event at University of Richmond - No further update <ul style="list-style-type: none"> • Certification study group / Jeopardy Night (Mar 21) <ul style="list-style-type: none"> - Chair - Steve L’Heureux & Barbe Shaffer (not present) - No Update <ul style="list-style-type: none"> • Hard Hat Tour (April 23) <ul style="list-style-type: none"> - Chair – Joe Oglesby with assistance from Mike Bricker - Tour of the new VCU Children’s Hospital under construction. - Possible joint meeting with ACEC NextGen Group through Tony Hawkinson <ul style="list-style-type: none"> • Product Show (May 28) <ul style="list-style-type: none"> - Chair – Kevin Riley with assistance from Stephen Weisensale - Meeting on October 15th at 5:30 at Kevin’s office for planning session. - Need to sell at least 35 booths to vendors to make this event successful. - Stephen presented the layout of the hotel area where event will take place. This information 	<p>Weisensale & Anderson</p> <p>Mulahn & Bricker</p> <p>L’Heureux & Anderson</p> <p>Sung / Cordo</p> <p>Anderson Sung</p> <p>Durkin</p> <p>L’Heureux / Shaffer</p> <p>Oglesby / Bricker Hawkinson</p> <p>Riley</p>
--	--	---	--

		<p>should be included in the vendor flyer.</p> <ul style="list-style-type: none"> - Discussed ideas on how to get more traffic through the vendor area. Next year's set-up with the hotel will assist with this. Possibly have prizes based on number of booths visited during event. <ul style="list-style-type: none"> • Award Banquet (June) <ul style="list-style-type: none"> - Chair - Taekia Glass (not present) - No Update <p>Certification Chair Report: Steven L'Heureux was present and had the following to report.</p> <ul style="list-style-type: none"> • Steve suggested placing the names of the individuals that passed the fall exam in RR. • Need to replace Fall exam ad in the RR and replace with Spring Exam ad <p>Membership Chair Update: Joe Oglesby was present and had the following to report:</p> <ul style="list-style-type: none"> • Mary Ann Petry distributed the current Richmond Chapter CSI membership list. • Winnie Sung suggested for future events, give members a cost break on attending as a benefit to membership. Lunch & Learns have been offered free of charge. Maybe start charging a minimum fee of \$5.00 to non-members. This could possibly generate additional income. • BOD is requested to review the list of current Richmond Chapter CSI membership list and follow up with Joe with a list of current members that BOD members have connections too. Then BOD members could contact those chapter members whose membership is coming up for renewal. <p>Hospitality Chair Update: MaryAnn Petry was present and had the following to report:</p> <ul style="list-style-type: none"> • No update <p>Award Chair Update: Taekia Glass was not present however Winnie Sung had the following to report:</p> <ul style="list-style-type: none"> • Need notifications for award deadlines • Nominations of chapter members for Region and Institute awards <ul style="list-style-type: none"> - Communication - Technical - Organization / Certification of Merit - George C. Neuhausel Memorial Award - Robert P. Brosseau Memorial Award - Distinguish Service Award • Outstanding Chapter award • Review Chapter 6 of the CSI Middle Region 	<p>Glass</p> <p>L'Heureux</p> <p>Jacobs</p> <p>Oglesby</p> <p>BOD</p> <p>Glass</p>
	<p>Certification (L'Heureux)</p> <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>Liaison (Cordo, Wolf, Dyer)</p> <p>Directors (Anderson, Loinette, Durkin, Petry and DeShazo)</p>	<p>Administrative Guide</p> <p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> Follow up on technical article for November article for RR. <p>Public Relation Report: Jon Anderson was present and had the following to report:</p> <ul style="list-style-type: none"> Forward anything you want to send out regarding notices to Jon so he can send out email blasts and publications. Winnie Sung suggested possibly posting the names of the new CDT certifications in the RTD. <p>CSI Product Show Update: Kevin Riley was not present.</p> <ul style="list-style-type: none"> See information under Programs and Meetings for update presented by Stephen Weisensale. <p>Richmond Report: Norm Jacobs was not present. Winnie Sung had the following to report:</p> <p>Deadline: October 23rd</p> <p>Project Spotlight: Steve L'Heureux shall submit for November RR.</p> <p>Technical article: John Spain will follow up for the November Report. .</p> <ul style="list-style-type: none"> Winnie Sung suggested taking a look at making the deadline for the RR consistent, 4th Thursday of the month. This would be two weeks following the BOD meeting. She will follow up with Norm Jacobs. <p>Technology Report Update: Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> Send everything to Stephen that you want posted on the website. He will coordinate with Mitch Ayers. <p>Scholarship Fund Update: Paul Sweet was not present.</p> <ul style="list-style-type: none"> No Update. <p>RJEC Report: No Update</p> <p>AIA Report: No Update</p> <p>ASPE Report: No Update</p> <p>Directors' Report:</p> <p>Chapter's archives: No Update</p> <p>Chapter photographer: No Update</p>	<p>Spain</p> <p>Anderson</p> <p>Riley</p> <p>L'Heureux</p> <p>Spain</p> <p>Sung</p>
--	--	---	---

CSI Regional Reports	Regional Planning (Shaffer)	<p>CSI Regional Planning Report:Barbe Shaffer was not present.</p> <ul style="list-style-type: none"> No Update 	
Old Business		<ul style="list-style-type: none"> MARC 2015 will be hosted by the Philadelphia Chapter on April 30th – May 3rd, 2015. Awards Dinners will be on May 2nd in Concordville, PA Taekia Glass has started teaching classes at ITT. Will pass on CSI and possibly get student members and promote CSI certifications. Tony Hawkinson is schedule to participate in a webinar hosted by Cvents that helps organizations such as CSI host events and improve participation. Will report at next meeting. 	Board
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> Mike Bricker with the assistance of Gib DeShazo will continue to look into the Chapter Liability Insurance renewal. Discuss the renewal of the AIA / CES subscription that is due and the associated cost. Is it worth it for the Chapter? If we decide on self reporting, we will need to provide Certification of Attendance to attendee for reporting purposes. 	
	Schedule Next Meeting	<p>The next board meeting will be held on November 13th following the Sustainable Development & Rehabilitation Breakfast Meeting at the Science Museum of Virginia.</p>	Board
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 6:45PM	
<p>BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary</p>			