

Chapter Positions	 <p data-bbox="630 453 1141 520">RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES</p> <p data-bbox="696 533 1073 562">November 13, 2014, Thursday</p> <p data-bbox="764 611 1005 636">9:30AM – 10:00AM</p> <p data-bbox="725 648 1045 737">Science Museum of Virginia 2500 West Broad Street Richmond, VA 23220</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 9:30AM with the following in attendance: Mike Bricker, Stephen Weisensale, Taekia Glass, Steve L'Heureux, Kevin Riley, Joe Oglesby, Norm Jacobs, Mary Ann Petry, Ken Cordo, Carissa Mulahn, Jon Anderson and Tony Hawkinson. Quorum was present. Opening Comments: Welcome <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> - Lunch & Learn Meeting on October 10th still had low attendance. - AIA Front Porch at Baskervil on October 14th had good attendance. - Product Show Committee Meeting on October 15th was very productive. - Bid Day Event joint meeting with ASPE on October 22nd had a great turnout. 	Sung
Approval of minutes	Secretary (Hawkinson)	Meeting minutes for the October 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"> • The only correspondence not included in the agenda was Stephen Weisensale email with the concern that BOD meetings be consistent with dates and places. 	Hawkinson
Treasurer's Report	Treasurer (Bricker)	Treasury Report: Mike Bricker was present and had the following to report: <ul style="list-style-type: none"> • Presented the financial reports. Chapter still in good standing financially. 	Bricker

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)	Education Chair Update: Lynden Garland was not present. <ul style="list-style-type: none"> • Lunch & Learn Lecture Series: Structural Glass Systems by Lauren Conners, Anderson Sentech Architectural Systems is schedule for Friday, November 21st. . 	Garland
	Program & Meetings (Mulahn / Sung)	Program Chair Update: Carissa Mulahn was not present. Discussions on Chapter Programs Updates: <ul style="list-style-type: none"> • Holiday / Past President Party (Dec 11) <ul style="list-style-type: none"> - Chair – Winnie Sung - The following update was provided by Barbe Shaffer per email: <ul style="list-style-type: none"> - Contract has been signed with the Westwood Club. - Need a check for \$2,071.98 sent to the Westwood Club by November 24th. - Cost is \$30.00 per person and \$45.00 per couple. This includes 1 drink ticket for either wine or beer. Cash bar will be available. - Event is scheduled for 6-8PM with the BOD Meeting at 5:30PM. - Winnie will send out the invite to the past presidents. • Strategic Planning Meeting for 2015 (Jan 22) <ul style="list-style-type: none"> - Chair – Joe Oglesby / Winnie Sung - Meeting / Dinner at the Robin Inn - This will be a joint BOD / Chapter Meeting. BOD at 5:30PM and chapter meeting at 6:00PM. • Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> - Chair – Anne Durkin (not present) - Capital Ale Downtown new venue 	Shaffer Sung Oglesby Durkin & Mulahn

		<ul style="list-style-type: none"> - Venue may waive minimum fee which will help with the cost of the event. • Certification study group / Jeopardy Night (Mar 26) <ul style="list-style-type: none"> - Chair - Steve L'Heureux & Barbe Shaffer (not present) - May still do a Boot Camp for CDT. Will need to sign up a minimum of 10 people to justify cost. - Barbe Shaffer is working on Jeopardy game. • 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 • Product Show (May 28) <ul style="list-style-type: none"> - Chair – Kevin Riley with assistance from Stephen Weisensale - No Update • Award Banquet (June 25) <ul style="list-style-type: none"> - Chair - Taekia Glass - 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. Dates for Spring Exam to be announced in December. <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. BOD members need to forward list of known contacts to Mary Ann. • CSI National is currently updating their data system, so there may be delays in current information regarding membership. <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 present and had the following to report:</p>	<p>L'Heureux & Shaffer</p> <p>Oglesby / Bricker</p> <p>Hawkinson</p> <p>Riley</p> <p>Glass</p> <p>L'Heureux</p> <p>Oglesby</p> <p>Petry</p> <p>Glass</p>
	Certification (L'Heureux)		
	Membership (Oglesby)		
	Hospitality (Petry)		
	Award (Glass)		

	<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>	<ul style="list-style-type: none"> • Award Deadlines • Nominations of chapter members for Region and Institute awards are due December 31st by 5:00PM • Outstanding Chapter Commendation FY 15 is due July 15th, 2015 by 5:00PM • Nominate members for Region or Institute Awards: <ul style="list-style-type: none"> - Communication – Jon Anderson - Technical – N/A - Organization / Certification of Merit – F&R (Lunch & Learn) - George C. Neuhausel Memorial Award – We do not think we have anyone that meets the 15 year minimum requirement, so we will not be applying for this. - Robert P. Brosseau Memorial Award – Robert Vaughan - Distinguish Service Award – Barbe Shaffer <p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Follow up on technical article for December 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. • FYI, Leadership Tool will not allow email attachments in the notices that Jon sends out. • Names of individuals that passed the Fall CDT Exam will be posted in the RTD. <p>CSI Product Show Update: Kevin Riley was present.</p> <ul style="list-style-type: none"> • No Update <p>Richmond Report: Norm Jacobs was present and had the following to report:</p> <p>Deadline: November 26th</p> <p>Project Spotlight: Taekia Glass shall submit for December RR.</p> <p>Technical article: John Spain will follow up for the November Report. .</p> <p>BOD Bios – Get them to Gib so we can get them up on the website.</p> <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>	<p>Spain</p> <p>Anderson</p> <p>Riley</p> <p>Jacobs</p> <p>Glass</p> <p>Spain</p> <p>BOD</p> <p>Weisensale</p>
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	<p>Liaison (Cordo, Wolf, Dyer)</p> <p>Directors (Anderson, Loinette, Durkin, Petry and DeShazo)</p>	<ul style="list-style-type: none"> No Update. <p>RJEC Report: No Update AIA Report: No Update ASPE Report: No Update</p> <p>Directors' Report: 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 but reported the following per email:</p> <ul style="list-style-type: none"> Region LOS and Board Meeting 2015 <ul style="list-style-type: none"> August 14-15, 2015 Heritage Hills Golf Resort and Conference Center, York, PA Room Rate is \$129.00 	
Old Business		<ul style="list-style-type: none"> No Update 	Board
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> The chapter cannot currently find Liability Insurance through former contacts. Please suggest any potential contacts as it is important that we get this issue resolved. Winnie Sung stated that Mid-Atlantic Institute Director election is coming up, so all members need to remember to vote! <ul style="list-style-type: none"> Margaret Chewning and Marvin Kemp are the candidates. Carissa Mulahn reported that MBA Contractors will be sending in check for sponsorship. 	BOD
	Schedule Next Meeting	The next board meeting will be held on December 11th at the Westwood Club prior to the Chapter Holiday Party at 5:30PM	Board
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 10:00AM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			