


Chapter Positions	 <p data-bbox="630 453 1141 520">RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES</p> <p data-bbox="699 533 1073 562">December 11, 2014, Thursday</p> <p data-bbox="776 611 997 638">5:30PM – 6:00PM</p> <p data-bbox="761 648 1008 737">Westwood Club 6200 West Club Lane Richmond, VA 23226</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: Stephen Weisensale, Kevin Riley, 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 December 12th. - Strategic Planning Meeting for 2015 on January 22nd - Gray Area Between Disciplines on February 26th 	Sung
Approval of minutes	Secretary (Hawkinson)	Meeting minutes for the November 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"> • All correspondence are reflected on the agenda. 	Hawkinson
Treasurer's Report	Treasurer (Bricker)	Treasury Report: Mike Bricker was not present. Winnie Sung stated that we need to follow up on the following: <ul style="list-style-type: none"> • Sponsor update • Expenses 	Bricker
Officers Reports	President (Sung)	Winnie Sung – was present and had the following to report: <ul style="list-style-type: none"> • No Update 	Sung

	<p>President Elect (Oglesby)</p> <p>Vice President (Garland)</p> <p>Immed. President (Cordo)</p>	<p>Joe Oglesby – was not present.</p> <ul style="list-style-type: none"> No Update <p>Lynden Garland – was not present.</p> <ul style="list-style-type: none"> No Update <p>Ken Cordo – was present.</p> <ul style="list-style-type: none"> No Update 	<p>Oglesby</p> <p>Garland</p> <p>Cordo</p>
<p>Committee Reports</p>	<p>Education (Garland)</p> <p>Program & Meetings (Mulahn / Sung)</p>	<p>Education Chair Update: Lynden Garland was not present.</p> <ul style="list-style-type: none"> Lunch & Learn Lecture Series: Large Format & Stone Tile Installation by Terry Ohara with Custom Building Products is schedule for Friday, December 12th at noon. Per Winnie Sung 20 attendees are currently signed up. <p>Program Chair Update: Carissa Mulahn was not present.</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> Holiday / Past President Party (Today) Strategic Planning Meeting for 2015 (Jan 22) <ul style="list-style-type: none"> Chair – Joe Oglesby / Winnie Sung Meeting / Dinner at the Robin Inn Happy Hour from 5:30PM Dinner to start after 6:00PM Program to start after dinner Cost will be \$20.00 per person. This will include dinner, wine and dessert. Happy Hour will be paid by attendees. Joe will have flyer ready for the RR Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> Chair – Anne Durkin Panel has been confirmed as follows: <p>General Contractor: Mike Cagle, MB Contractors</p> <p>Architect / Landscape Architect: Jill Nolt, Glave Holmes</p> <p>Engineer: Dawn Lu, Lu+Smith Engineers</p> <p>Insurance: Kathy Blanchard, BB&T Insurance</p> Venue still needs to be determined. UR, City Bar, Library of VA, were all discussed. This will be a joint meeting with WID. Number of potential attendees could determine location of the event. Over 50 will need larger venue. Alcohol at this event TBD. Note, this will have impact on cost of the event. WID typically do not 	<p>Garland</p> <p>Oglesby</p> <p>Durkin & Mulahn</p>

		<p>charge for events. If we do not charge, then sponsors will need to be lined up to cover cost.</p> <ul style="list-style-type: none"> • Certification study group / Jeopardy Night (Mar 26) <ul style="list-style-type: none"> - Chair - Steve L'Heureux & Barbe Shaffer - Per email from Barbe Shaffer, she has received the Jeopardy game and she is working on compiling questions. She will get up with Steve after the first of the year to review. • 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. - No Update • 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>L'Heureux & Shaffer</p> <p>Oglesby / Bricker</p> <p>Riley</p> <p>Glass</p>
	Certification (L'Heureux)	<p>Certification Chair Report: Steven L'Heureux was not present.</p> <ul style="list-style-type: none"> • No Update 	L'Heureux
	Membership (Oglesby)	<p>Membership Chair Update: Joe Oglesby was not present.</p> <ul style="list-style-type: none"> • No Update 	Oglesby
	Hospitality (Petry)	<p>Hospitality Chair Update: MaryAnn Petry was present and had the following to report:</p> <ul style="list-style-type: none"> • No update 	Petry
	Award (Glass)	<p>Award Chair Update: Taekia Glass was not present.</p> <ul style="list-style-type: none"> • Award Deadlines is quickly approaching. • 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 	Glass

		<p>not think we have anyone that meets the 15 year minimum requirement, so we will not be applying for this.</p> <ul style="list-style-type: none"> - 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 January 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. <p>CSI Product Show Update: Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> • Planning on having another meeting in January to work on show. • Sending out email blasts on the event to vendors. Stephen Weisensale suggested sending out a the beginning of the week rather than later when it get lost over the weekends. • Have already confirmed payment from first vendor to sign up. • Need to coordinate with Mike Bricker on PayPal method of payments for event. <p>Richmond Report: Norm Jacobs was present and had the following to report:</p> <p>Deadline: December 23rd.</p> <p>Project Spotlight: Jon Anderson shall submit for January RR.</p> <p>Technical article: John Spain will follow up for the January Report. .</p> <p>BOD Bios – Get them to Gib so we can get them up on the website.</p> <p>Articles – BOD please submit articles to RR on area of expertise.</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> <ul style="list-style-type: none"> • No Update. 	<p>Spain</p> <p>Anderson</p> <p>Riley</p> <p>Jacobs</p> <p>Anderson</p> <p>Spain</p> <p>BOD</p> <p>BOD</p> <p>Weisensale</p>
	Technical (Spain)		Spain
	Public Relations (Anderson)		Anderson
	Product Show (Riley)		Riley
	Richmond Report (Jacobs)		Jacobs
	Technology (Weisensale)		Weisensale
	Scholarship Fund (Sweet)		

	<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: 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"> • Per Stephen Weisensale – no new news from the Region Teleconference. • 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 \$119.00 (This is a change) 	
Old Business		<ul style="list-style-type: none"> • The chapter cannot currently find Liability Insurance through former contacts. Ken Cordo is following up on possible contact. • 	BOD
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> • Winnie Sung stated that Mid-Atlantic Institute Director election is coming up in February, so all members need to remember to vote! <ul style="list-style-type: none"> - Margaret Chewning and Marvin Kemp are the candidates. 	BOD
	Schedule Next Meeting	The next board meeting will be held on January 8th at 5:30PM at the Glave & Holmes Architectural office at 5:30PM	BOD
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 6:00 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			