


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES February, 2015, Thursday 5:30PM – 7:00PM Glave & Holmes Architecture 2101 East Main St. 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: Mike Bricker, Carissa Mulahn, Gib DeShazo, Joe Oglesby, Anne Durkin, Steve L'Heureux, Ken Cordo, Jon Anderson and Tony Hawkinson (arrived at 5:45). Quorum was present. Opening Comments: Welcome <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> - Robin Inn recap - Voting for Institute Directors (Vote by March 2) - CSI Academies in San Francisco (April 16- 18) - Chapter Directors list will need to be submitted to the Institute by April - Mid-Atlantic Region Conference (MARC) 2015 in Philadelphia on April 30 - LOS will be in Heritage Hills Golf Resort in York, PA on Aug 14-15 - MARC 2016 Conference in Baltimore - MARC 2017 Conference in NOVA - Next MAR TeleConference meeting will be on Mar 9th 	Sung
Approval of minutes	Secretary (Hawkinson)	Meeting minutes for the January 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 correspondences are reflected on the agenda. 	Hawkinson
Treasurer's Report	Treasurer (Bricker)	Treasury Report: Mike Bricker was not present. <ul style="list-style-type: none"> • Distributed updated chapter financial reports 	Bricker

		<ul style="list-style-type: none"> - Winnie Sung requested information regarding if the chapter made out financially regarding the Holiday Party. This is currently difficult to determine based on the current report. It was suggested by the BOD that maybe we should start tabbing each month to determine the chapter financials in a monthly basis with each month activities accounted for. - Steve L'Heureux could not determine what the current status of sponsorships are based on the spreadsheet. Mike will look into making this clearer. - Winnie also stated that she would like for Mike Bricker to distribute the financial reports along with the meeting agenda prior to the BOD meeting so that the BOD can review prior to the meeting to reduce time reviewing. 	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"> • Chapter Directors Nomination (Feb 2 – March 2) <ul style="list-style-type: none"> - Nominations Committee should be established by 2/20. • Voting for Chapter Directors (March 15- March 30) • Chapter Directors list will need to be submitted to the Institute by April • MAR TeleCnference meeting Feb 9th <ul style="list-style-type: none"> - Institute Electronic Voting is having issues due to website still having IT complications from the site revisions. • CDT Certification at Community College / ITT 	Oglesby
	Vice President (Garland)	Lynden Garland – was not present. Winnie had the following to report. <ul style="list-style-type: none"> • John Spain will be taking over Lynden's responsibilities for the remainder of the year (June 30th). 	Spain
	Immed. President (Cordo)	Ken Cordo – was present and had the following to report. <ul style="list-style-type: none"> • No Update 	Cordo
Committee Reports	Education (Garland)	Education Chair Update: Lynden Garland was present and had the following to report: <ul style="list-style-type: none"> • Lunch & Learn Lecture Series: Cancelled for this month as there is a conflict with a state holiday on January 16th. 	Garland
	Program& Meetings (Mulahn)	Program Chair Update: Carissa Mulahn was not present. Discussions on Chapter Programs Updates: <ul style="list-style-type: none"> • Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> - Chair – Anne Durkin 	

	/ Sung)	<ul style="list-style-type: none"> - Panel has been confirmed as follows: General Contractor: Mike Cagle, MB Contractors Architect/ Landscape Architect: Jill Nolt, Glave Holmes Engineer: Dawn Lu, Lu+Smith Engineers Insurance: Kathy Blanchard, BB&T Insurance May be adding another panelist for civil engineering - Venue will be Moseley Architects. Visited today to review space and set-up for event. - Catering choices we handed out for BOD review. BOD determined either Italian Feast Buffet or Chipotle would be good. - Alcohol (beer & wine) will be provided by MB Contractors. Charge for non-members of CSI / WID only. - Need to get CSI Membership info so this can be placed at the front table for potential new members. - Make sure names tags for attendees are provided. - We are anticipating 50-60 attendees. - Need to have a gift for the host / panel members. <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 - Venue for this event will be at Emerald Construction's Office - Food will be pizza for this event. - Need to set up PayPal for Certification Study Group. - Jon Anderson will send out notice to other chapter for study group. - Certification Study Group needs a minimum of 10 attendees. - Need to make plans for breakfast and lunch once attendance for the Study Group is confirmed. • 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. This needs confirmation. Contractor may limit attendees due to liability issues. Deadline to determine if this is a go is 2/20. Look at other tour possibilities should this fall through. New Henrico County Library at Libby Hill may be an alternate. - Prep flyer to include in the RR. - Look at having an informal gathering after the tour. - Tony Hawkinson will follow up with ACEC NextGen for coordination of joint meeting. 	<p>Garland</p> <p>Durkin & Mulahn</p> <p>L'Heureux & Shaffer</p> <p>Oglesby / Bricker</p> <p>Hawkinson</p>
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	<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>CSI Product Show Update: Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> No Update. <p>Richmond Report: Norm Jacobs was not present. Winnie had the following to report:</p> <p>Deadline: February 26th.</p> <p>Project Spotlight: Mary Ann Petry shall submit for March RR.</p> <p>Technical article: John Spain will follow up for the March Report.</p> <p>Articles – BOD please submit articles to RR on area of expertise.</p> <p>Technology Report Update: Stephen Weisensale was not present.</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>Riley</p> <p>Jacobs</p> <p>Petry</p> <p>Spain</p> <p>BOD</p> <p>Weisensale</p>
<p>CSI Regional Reports</p>	<p>Regional Planning (Shaffer)</p>	<p>CSI Regional Planning Report: Barbe Shaffer was not present.</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 \$119.00 (This is a change) 	
<p>Old Business</p>		<ul style="list-style-type: none"> The chapter cannot currently find Liability Insurance through former contacts. This is still an open issue per Gib DeShazo. Winnie Sung stated that Mid-Atlantic Institute Director election is coming up in February, so all members need to remember to vote. 	<p>BOD</p>
<p>New Business</p>		<p>Evaluations and Suggestions:</p>	

		- No Update.	BOD
	Schedule Next Meeting	The next board meeting will be held on March 12th at 5:30PM at the <u>Emerald Construction's office</u> PLEASE NOTE CHANGE OF MEETING LOCATION	BOD
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 7:00 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			