


Chapter Positions		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		 RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES March 12, 2015, Thursday 5:30PM – 6:30PM Emerald Construction Office 2219 Dabney Road Richmond, VA	
		President: Winnie M. Sung Past President: Ken Cordo President Elect: Joe Oglesby Vice President: John Spain 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: Winnie Sung, John Hancock, Norman Jacobs, Mike Bricker, Carissa Mulahn, Gib DeShazo, Stephen Weisensale, Kevin Riley, Anne Durkin, Steve L'Heureux, and Joe Oglesby. Quorum was present. Opening Comments: Welcome <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> - Project Spotlight - April - Voting for Chapter Directors (Vote March 16 - 26) - 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 - All future chapter BOD meetings will be held at Emerald Construction Office, through June 2016. 	Sung
Approval of minutes	Secretary (Hawkinson)	Meeting minutes for the February Meeting were posted in the Richmond Report and it was emailed to all the board members. <ul style="list-style-type: none"> • Tony Hawkinson was not present. Joe Oglesby recorded the meeting minutes. • Meeting Minutes were approved by the BOD with noted correction that Carissa Mulahn was reported not present in the Program & Meetings Committee report which in fact she was present at the BOD February Meeting. 	Hawkinson

<p>Committee Reports</p>	<p>Education (Spain)</p> <p>Program & Meetings (Mulahn / Sung)</p>	<p>Education Chair Update: John Spain was not present. Winnie had the following to report:</p> <ul style="list-style-type: none"> • Lunch & Learn Lecture Series: Specifying Door Hardware by Sean King with Allegion on March 13th. <p>Program Chair Update: Carissa Mulahn was present.</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> • Gray Area Between Disciplines (Rescheduled for next September 2015) • Certification Boot Camp (Mar 21) <ul style="list-style-type: none"> - Chair - Steve L'Heureux - Location: Emerald Construction's Office - Attendance Update: 6 individuals have signed up. - Breakfast / Lunch - Budget is still good even with this number attending. - All matters for boot camp are complete. • Certification Study Group / Jeopardy Night (Mar 26) <ul style="list-style-type: none"> - Chair – Steve L'Heureux and Barbe Shaffer - Location: Emerald Construction's Office - Need to set up PayPal for Certification Study Group. - Jeopardy Game - Pizza & Beer • Hard Hat Tour (April 23) <ul style="list-style-type: none"> - Chair – Mike Bricker - Location: Henrico Library at Libby Mill - Mike Bricker has updated flyer to state that attendees will meet at Strangeways following the tour for food and beverage. • Product Show (May 28) <ul style="list-style-type: none"> - Chair – Kevin Riley with assistance from Stephen Weisensale - 18 vendors have paid for tables. - Speakers to be selected. - Need at least 10 more vendor tables to be sold. This needs to improve if this event will be a success. - Winnie Sung requested all BOD members to call vendors and associates to put the word out on this event. WE NEED MORE VENDORS! • Award Banquet (June 25) <ul style="list-style-type: none"> - Chair - Taekia Glass with assistance from Joe Oglesby 	<p>Spain</p> <p>Durkin & Mulahn</p> <p>L'Heureux</p> <p>L'Heureux & Shaffer</p> <p>Bricker</p> <p>Riley</p> <p>Glass / Oglesby</p>

		<ul style="list-style-type: none"> - Location: Nash's River House - Food: TBD - Awards: TBD 	
	Certification (L'Heureux)	<p>Certification Chair Report: Steven L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> • 2015 Test dates March 30th to May 9th. • Registration deadline is March 13th. • Chapter will have another CDT boot camp on March 21st. • Providing financial assistance and educational resources 	L'Heureux
	Membership (Oglesby)	<p>Membership Chair Update: Joe Oglesby was present and had the following to report:</p> <ul style="list-style-type: none"> • Membership Update • Recruit New Members • Membership Orientations 	Oglesby
	Hospitality (Petry)	<p>Hospitality Chair Update: MaryAnn Petry was not present.</p> <ul style="list-style-type: none"> • No update 	Petry
	Award (Glass)	<p>Award Chair Update: Taekia Glass was not present. Joe Oglesby reported the following:</p> <ul style="list-style-type: none"> • Award Nominations for Region and Institute Awards have been submitted. • Outstanding Chapter Commendation FY15 – due 7/15/15 by 5:00PM. Joe has volunteered to prepare the submission for this award. 	Glass / Oblesby
	Technical (Spain)	<p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Follow up on technical article for March article for RR. 	Spain
	Public Relations (Anderson)	<p>Public Relation Report: Jon Anderson was not present.</p> <ul style="list-style-type: none"> • No Update. 	Anderson
	Product Show (Riley)	<p>CSI Product Show Update: Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> • Report on past and future notifications • Sponsor emails • Planning Meeting following BOD Meeting 	Riley
	Richmond Report (Jacobs)	<p>Richmond Report: Norm Jacobs was present and had the following to report.</p> <p>Deadline: March 26th.</p> <p>Project Spotlight: Carissa Mulahn has submitted for April RR.</p> <p>Technical article: John Spain will follow up for the April Report.</p> <p>Articles – BOD please submit articles to RR on area of expertise.</p>	Jacobs
			Mulahn
			Spain
			BOD

	<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>Technology Report Update: Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> • No Update. <p>Scholarship Fund Update: Paul Sweet was not present.</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>	Weisensale
CSI Regional Reports	Regional Planning (Shaffer)	<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) • BOD requested that Barbe Shaffer serve as the chapter representative at the MARC 2015 on April 30th. 	Shaffer
Old Business		<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. • MaryAnn Petry to provide BOD with 10 CSI members names to invite to CSI events. 	BOD Petry
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> • Mid-Atlantic Institute Director election – Marvin Kemp was elected. • Mid-Atlantic Secretary election – Ray Gaines was elected. • John Hancock reported the RJEC banquet was rescheduled for March 17th. 	BOD
	Schedule Next Meeting	The next board meeting will be held on April 9th at 5:30PM at the <u>Emerald Construction's office</u>	BOD

Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 6:30 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			