


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES April 16, 2015, Thursday 5:30PM – 6:30PM Emerald Construction Office 2219 Dabney Road Richmond, VA</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: John Spain Treasurer: Mike Bricker Secretary: Tony Hawkinson Directors: Steve L'Heureux Anne Durkin, Mary Ann 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)	<p>Joe Oglesby called the meeting to order at 5:30PM with the following in attendance: Norman Jacobs, Carissa Mulahn, Gib DeShazo, Kevin Riley, Steve L'Heureux, Andrew Richmond, Jon Anderson, Barbe Shaffer, Mary Ann Petry and Joe Oglesby.</p> <p>Quorum was present.</p> <p>Opening Comments: Welcome</p> <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> - Certification Boot Camp Wrap Up Report – 6 attendees with 2 passing the exam to date. - Jeopardy Night Re-cap – All agreed was a good time and may do it again next year. - Chapter Directors / Officers announced. List to be forward to Norm Jacobs to include in the next newsletter. - CSI Academies in San Francisco (April 16- 18). Winnie Sung is attending (not present at meeting). - Chapter Directors list will need to be submitted to the Institute by April - Mid-Atlantic Region Conference (MARC) 2015 in Philadelphia on April 30. Barbe Shaffer is attending. List of Officers and Chapter Report to be issued prior to this meeting. - 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 	Oglesby
Approval of minutes	Secretary (Hawkinson)	<p>Meeting minutes for the March Meeting were posted in the Richmond Report and it was emailed to all the board members.</p> <ul style="list-style-type: none"> • Meeting Minutes were approved by the BOD with noted corrections that Kevin Riley (Ripley) name correction and correct that the Hard Hat Tour will be at Libby Mill (Hill). 	Hawkinson

Corresp.	Secretary (Hawkinson)	<p>Correspondence to be Read: Tony Hawkinson was not present and had the following to be read:</p> <ul style="list-style-type: none"> All correspondences are reflected on the agenda. 	Hawkinson
Treasurer's Report	Treasurer (Bricker)	<p>Treasury Report: Mike Bricker was not present. Financials were forward to Tony Hawkinson prior to the meeting for distribution to the BOD.</p> <ul style="list-style-type: none"> Distributed updated chapter financial reports <ul style="list-style-type: none"> Budget is in good shape although the chapter has not received dues and disbursements recently from the Institute. Product Show Progress Report shows the budget is currently showing a \$4300.00 profit (per Kevin Riley). Will continue to sign up as many vendors as possible. Discussion of purchasing a card scanner for the Product Show. Not sure where this expense should fall within the budget. 	Bricker
Officers Reports	President (Sung) President Elect (Oglesby) Vice President (Spain)	Winnie Sung – was not present. <ul style="list-style-type: none"> No Update Joe Oglesby – was present and had the following to report. <ul style="list-style-type: none"> Slate of new officers and directors is as follows: <ul style="list-style-type: none"> Past President: Winnie Sung President: Joe Oglesby President Elect: Steve L'Heureux Vice President: Jon Anderson Treasurer: Mike Bricker Secretary: Tony Hawkinson Directors: Anne Durkin Mary Ann Petry Gib DeShazo Carissa Mulahn Cindy Cordo Andy Richmond Chapter Directors list will need to be submitted to the Institute by April – Note: Institute website is stilling having issues so this may be delayed. MAR Teleconference meeting April 13th Update: <ul style="list-style-type: none"> Institute website still has issues. Some chapters are not receiving dues disbursements. Membership list are available but may not be accurate because of the delay in processing new member applications. Awards: Chapter Presidents have been notified that awards will be issued at the MARC in April so recipients are asked to attend. John Spain – was not present. <ul style="list-style-type: none"> No Update 	Sung Oglesby Spain

	Immed. President (Cordo)	Ken Cordo – was not present. <ul style="list-style-type: none"> No Update 	Cordo
Committee Reports	Education (Spain)	Education Chair Update: John Spain was not present. BOD discussed had the following to report: <ul style="list-style-type: none"> Lunch & Learn Lecture Series: Continuous Insulation: Code Compliance and the NFPA 285 in Commercial Wall Assemblies by Sean Titanish of Roof and Wall Solution, Inc. was held on April 10th. Kevin Riley reported it was well attended. 	Spain
	Program & Meetings (Mulahn / Sung)	Program Chair Update: Carissa Mulahn was present. Discussions on Chapter Programs Updates: <ul style="list-style-type: none"> Carissa Mulahn was inquiring about the schedule of events after June for planning purposes. Next year's agenda of events were discussed and decided that further detail could wait for the July BOD Meeting. 	Durkin & Mulahn
		<ul style="list-style-type: none"> Hard Hat Tour (April 23) <ul style="list-style-type: none"> Chair – Mike Bricker Location: Henrico Library at Libby Mill ACEC has notified us that they have four attendees to date. Discussed parking and decided to park behind Southern Season's at the back of the lot and walk over to the site. Tony Hawkinson will communicate this to ACEC. Do not forget your PPE. 	Bricker
		<ul style="list-style-type: none"> Product Show (May 28) <ul style="list-style-type: none"> Chair – Kevin Riley with assistance from Stephen Weisensale 32 vendors have paid for tables. Seminars to be finalized at Committee meeting immediately following the BOD meeting. We are currently making a profit on this event. Kevin reported he will continue to send out emails and try to fill all vendors' tables before the event. 	Riley
	<ul style="list-style-type: none"> Award Banquet (June 25) <ul style="list-style-type: none"> Chair - Joe Oglesby Location: Nash's River House Food: Discussed everyone bringing a dish. Could possibly have a cook out. Tony Hawkinson has a tailgate type grill that he could bring. Awards: TBD 	Glass / Oglesby	

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. • Steve stated that he would like to see improved attendance for next year's CDT Boot Camp. 	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 – still issues from Institute • Recruit New Members – make the October Meeting a New Membership with possibly giving away a free membership at the meeting for a new member. 	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 (Oglesby)	<p>Award Chair Update: Taekia Glass is not longer in this role. Joe Oglesby will fill in for the remainder of the year with any volunteer assistance as can be provided. Joe Oglesby reported the following:</p> <ul style="list-style-type: none"> • Award Nominations for Region and Institute Awards have been submitted. • Institute Award application due 5/1/15. Chapter does not have enough time to complete the application and will not submit for this year. • Outstanding Chapter Commendation FY15 – due 7/15/15 by 5:00PM. Joe has volunteered to prepare the submission for this award. 	Oglesby
Technical (Spain)	<p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Follow up on technical article for April article for RR. 	Spain
Public Relations (Anderson)	<p>Public Relation Report: Jon Anderson was 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 • Stephen Weisensale is working on AIA credits for seminars. • 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: April 23th.</p> <p>Project Spotlight: Gib DeShazo will submit for May RR.</p>	Jacobs
		DeShazo

	<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>Note: Will a project spotlight be required for the June RR? No one is currently signed up for this.</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> <p>Technology Report Update: Stephen Weisensale was not present.</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</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>BOD</p> <p>Weisensale</p>
<p>CSI Regional Reports</p>	<p>Regional Planning (Shaffer)</p>	<p>CSI Regional Planning Report: Barbe Shaffer was 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. 	<p>Shaffer</p>
<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. Account appears to be too small for most companies. Will investigate a rider through the Institute. 	<p>BOD</p>
<p>New Business</p>		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> • Mary Ann Petry stated that the PayPal for chapter events on the website needs to be more specific to the event so individuals know what they are signing up / paying for. Suggested possible moving to a Sign-Up Genesis type application for meetings, etc. Many thought this was a good suggestion and should be follow-up on. • Jon Anderson stated that he recently attended a NOVA chapter meeting and noted the high cost / low membership considering the area the chapter covers. This encouraged a discussion of our chapter meetings, costs, venue, etc. Westwood Club was brought up as venue for meetings with similar situation. Norm Jacobs 	<p>BOD</p>

		<p>has expressed with Joe Oglesby that he would like to see meetings at the club continue.</p> <ul style="list-style-type: none"> The BOD discussed the possibility of having the Past Presidents roll into the September event Gray Area Between Disciplines. 	
	Schedule Next Meeting	The next board meeting will be held on May 14th 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 6:50 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			