


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES May 14, 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)	Winnie Sung called the meeting to order at 5:30PM with the following in attendance: Norman Jacobs, Gib DeShazo, Steve L'Heureux, Stephen Weisensale and Joe Oglesby. Quorum was not present. Opening Comments: Welcome <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> - CSI Academies in San Francisco (April 16- 18). Winnie Sung attended and stated was a good program. - Chapter Directors list will need to be submitted to the Institute by April (this has been done) - Mid-Atlantic Region Conference (MARC) 2015 in Philadelphia on April 30. Barbe Shaffer attended. No report to date. - LOS will be in Heritage Hills Golf Resort in York, PA on Aug 14-15 – Steve L'Heureux is attending. Tony Hawkinson may attend. 	Oglesby
Approval of Minutes	Secretary (Hawkinson)	Meeting minutes for the April 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 present and had the following to report: <ul style="list-style-type: none"> • Financials were distributed including the Checking Account Ledger, 2015 Product Show Exhibitors and the May 14, 2015 Financial Statement. 	Bricker

		<ul style="list-style-type: none"> - Budget is in good shape. Have started to receive the chapter dues and disbursements 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. - Need to keep watch over the money in the account so we do not exceed amount permitted to maintain non-profit status with IRS. - Budget for plaques for the awards has exceeded the \$300.00 budget. May need to allocate additional funding. - Chapter should purchase gift for Kevin Riley for the excellent job as Chairman of the Product Show. - Holiday Party venue and associated cost was discussed. This will be on next year's fiscal budget and brought back up at the July BOD. - Stephen Weisensale brought up that the chapter should be making \$2,000.00 contribution to the scholarship fund before year end. Chapter has been withholding pending status of the scholarship. Stephen will follow up on this. 	Weisensale
Officers Reports	President (Sung)	<p>Winnie Sung – was present.</p> <ul style="list-style-type: none"> • No Update 	Sung
	President Elect (Oglesby)	<p>Joe Oglesby – was present and had the following to report.</p> <ul style="list-style-type: none"> • Chapter Directors list will need to be submitted to the Institute by April – this has been completed. • MAR Teleconference meeting – no meeting in May. 	Oglesby
	Vice President (Spain)	<p>John Spain – was not present.</p> <ul style="list-style-type: none"> • No Update 	Spain
	Immed. President (Cordo)	<p>Ken Cordo – was not present.</p> <ul style="list-style-type: none"> • No Update 	Cordo
Committee Reports	Education (Spain)	<p>Education Chair Update: John Spain was not present. BOD discussed had the following to report:</p> <ul style="list-style-type: none"> • Lunch & Learn Lecture Series: Brick Revisited – Just How Green is It? By Leroy Danforth with the Brick Industry Association held on May 8th apparently was not well attended (12). <ul style="list-style-type: none"> - Stephen Weisensale suggested that we need to do a better job of describing the topic to be discussed to add interest and boost attendance. 	Spain

	<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>	<ul style="list-style-type: none"> • Outstanding Chapter Commendation FY15 – due 7/15/15 by 5:00PM. Joe has volunteered to prepare the submission for this award. • Awards at the recent MARC were as follows: <ul style="list-style-type: none"> - Organization / Certificate of Merit – F&R (Lunch & Learn) Alan Tuck received the award. - Robert P. Brosseau Memorial Award was given to Robert Vaughan - Distinguish Service Award was given to Barbe Shaffer - Region President’s Certificate of Appreciation was awarded to Barbe Shaffer and Stephen Weisensale. <p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Follow up on technical article for June article for RR. <p>Public Relation Report: Jon Anderson was not present.</p> <ul style="list-style-type: none"> • No Update. <p>CSI Product Show Update: Kevin Riley was not present.</p> <ul style="list-style-type: none"> • See Program & Meeting Update. <p>Richmond Report: Norm Jacobs was present and had the following to report.</p> <p>Deadline: Monday, June 01, 2015.</p> <p>Project Spotlight: Mary Ann Petry will submit for June RR.</p> <p>Technical article: John Spain will follow up for the June Report.</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"> • Forward information regarding ideas on updating and improving the website so Stephen can forward to Mitch Ayers for input. • Will also look at getting proposals for updating and improving website. <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>Anderson</p> <p>Riley</p> <p>Jacobs</p> <p>Petry Spain</p> <p>BOD</p> <p>Weisensale</p>
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CSI Regional Reports	Regional Planning (Shaffer & Weisensale)	<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) 	
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. Account appears to be too small for most companies. Will investigate a rider through the Institute. Steve L'Heureux is also looking into options. • 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 has expressed with Joe Oglesby that he would like to see meetings at the club continue. • The BOD discussed the possibility of having the Past Presidents roll into the September event Gray Area Between Disciplines. 	BOD
New Business		Evaluations and Suggestions:	BOD
	Schedule Next Meeting	The next board meeting will be held on June 26th at 5:30PM at the <u>Awards Banquet at the Nash River House.</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			