


<b>Chapter Positions</b>	 <p><b>RICHMOND CHAPTER</b>  <b>BOARD OF DIRECTORS MEETING MINUTES</b>  <b>August 20, 2015, Thursday</b>  <b>5:30PM – 6:30</b>  <b>Emerald Construction Office</b>  2219 Dabney Road  Richmond, VA</p>	<b>Chapter Officers</b>
Programs: <b>Carissa Mulahn/Winnie Sung</b> Editor Richmond Report: <b>Norm Jacobs</b> Technology: <b>Stephen Weisensale</b> Product Show Chair: <b>Kevin Riley</b> Certification Chair: <b>Steve L'Heureux</b> Education: <b>Robert Vaughn</b> Membership Chair: <b>Joe Oglesby</b> Awards Chair: <b>Cindy Cordo</b> Public Relations Chair: <b>Jon Anderson</b> Scholarship Chair: <b>Paul Sweet</b> Technical Chair: <b>John Spain</b> Hospitality : <b>MaryAnn Petry</b> Audit Chair: <b>Gib DeShazo</b> Finance Chair: <b>Mike Bricker</b> Long Term Planning: <b>Winnie Sung</b>		President: <b>Joe Oglesby</b> Past President: <b>Winnie M. Sung</b> President Elect: <b>Steve L'Heureux</b> Vice President: <b>Jon Anderson</b> Treasurer: <b>Mike Bricker</b> Secretary: <b>Tony Hawkinson</b> Directors: <b>Steven L'Heureux</b> <b>Anne Durkin,</b> <b>Mary Ann Petry,</b> <b>Cindy Cordo</b> <b>Gib DeShazo</b> <b>Andy Richmond</b>
		<b>Regional Representatives</b>
		MAR Region Planning Chair: <b>Barbe Shaffer</b>

Item	Topic	Discussion	Required Follow-up
<b>Call to Order</b>	President (Oglesby)	Joe Oglesby called the meeting to order at 5:30PM with the following in attendance: Stephen Weisensale, John Hancock, Mike Bricker, Steve L'Heureux, Norman Jacobs, Winnie Sung, Andy Richmond, Kevin Riley, and Cindy Cordo.  Quorum was not present.  <b>Opening Comments:</b> Welcome  <ul style="list-style-type: none"> <li>- Meeting will follow the format of the CSI Richmond Chapter FY2016 distributed early this week.</li> </ul>	Oglesby
<b>Approval of Minutes</b>	Secretary (Hawkinson)	<b>Meeting minutes</b> for the July Meeting Minutes were emailed to all the board members. <ul style="list-style-type: none"> <li>• Meeting Minutes were not approved by the BOD due to quorum was not present.</li> </ul>	Hawkinson
<b>Corresp.</b>	Secretary (Hawkinson)	<b>Correspondence to be Read:</b> Tony Hawkinson was not present. <ul style="list-style-type: none"> <li>• No Update</li> </ul>	Hawkinson
<b>Treasurer's Report</b>	Treasurer (Bricker)	<b>Treasury Report:</b> Mike Bricker was not present. <ul style="list-style-type: none"> <li>• Joe Oglesby will email the FY2016 Budget to the BOD and Officers for approval.</li> </ul>	Bricker  Oglesby

<b>Committee Reports</b>	Education (Vaughn)	<p><b>Education Chair Update:</b> Robert Vaughn was not present. :</p> <ul style="list-style-type: none"> <li>Lunch &amp; Learn Lecture Series: Next L&amp;L will be in September. Joe Oglesby to contact Robert for additional information.</li> </ul>	Vaughn
	Program & Meetings (Mulahn)	<p><b>Program Chair Update:</b> Carissa Mulahn was not present.</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> <li>The Programs and Meetings for the remainder of 2015 and 2016 year were discussed by the BOD. The Gray Area Between Disciplines has been moved from September to November.</li> <li>September will be the Membership Meeting at Ardent. Meeting time tentatively for 5:30PM. Food truck will be Hard Pressed.</li> <li>October Meeting will be in combination with AIA Front Porch. Cindy Cordo will contact Cory Clailborne on coordination of the event.</li> <li>December Meeting will be the Holiday Party at Westwood Club. Winnie Sung to coordinate with Westwood Club.</li> <li>Kevin Riley will contact Jacob Dyer and Ron Smellie regarding future joint meetings ASPE.</li> </ul>	Mulahn
	Certification (L'Heureux)	<p><b>Certification Chair Report:</b> Steven L'Heureux was present.</p> <ul style="list-style-type: none"> <li>Deadline to take fall certification exams is August 28th.</li> <li>Steven will follow-up on distributing information regarding Specguy with the Institute for certification assistance.</li> </ul>	L'Heureux
	Membership (L'Heureux)	<p><b>Membership Chair Update:</b> Joe Oglesby was present and had the following to report:</p> <ul style="list-style-type: none"> <li>Chapter will do a 50/50 Membership at the Chapter Membership meeting this fall. Joe Oglesby has offered to name this in honor of Jim Snowa in place of the paid membership discussed in the June meeting. Joe will contact Henry Zirkle to follow up with Jim regarding this.</li> <li>List of expiring memberships was distributed. BOD to review list and contact members to discuss renewing.</li> <li>Discussed that if chapter members have contact with perspective new members, that individual will follow-up with those potential new members.</li> </ul>	L'Heureux
	Hospitality (Petry)	<p><b>Hospitality Chair Update:</b> Mary Ann Petry not was present.</p> <ul style="list-style-type: none"> <li>No update</li> </ul>	Petry
	Award (Cordo)	<p><b>Award Chair Update:</b> Cindy Cordo was present</p> <ul style="list-style-type: none"> <li>Region award application due at the end of the year.</li> </ul>	Cordo
	Technical (Spain)	<p><b>Technical Update:</b> John Spain was not present.</p> <ul style="list-style-type: none"> <li>Follow up on technical article for September article for RR.</li> </ul>	Spain

	<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 (K. Cordo, Wolf, Dyer)</p> <p>Directors (C. Cordo, Petry, Durkin, Richmond Mulahn and DeShazo)</p>	<p><b>Public Relation Report:</b> Jon Anderson was not present.</p> <ul style="list-style-type: none"> <li>No Update.</li> </ul> <p><b>CSI Product Show Update:</b> Kevin Riley was present.</p> <ul style="list-style-type: none"> <li>No Update on outstanding payments.</li> <li>Still currently seeking a co-chair for Kevin.</li> <li>Show is scheduled for May 19, 2016.</li> </ul> <p><b>Richmond Report:</b> Norm Jacobs was present..</p> <p><b>Deadline: August 31, 2015</b></p> <p><b>Project Spotlight: September – Steven L’Heureux</b></p> <p><b>Project Spotlight: October – Carrisa Mulan</b></p> <p><b>Technical article:</b> John Spain or Andy Richmond will follow up for the September Report</p> <p><b>Articles</b> – BOD please submit articles to RR on area of expertise.</p> <p><b>BIOs</b> - BOD &amp; Officers BIOS almost complete</p> <p><b>Technology Report Update:</b> Stephen Weisensale was present:</p> <ul style="list-style-type: none"> <li>No Update</li> </ul> <p><b>Scholarship Fund Update:</b> Paul Sweet was not present. He did provide the following update in an email dated July 18, 2015:</p> <ul style="list-style-type: none"> <li>No Update</li> </ul> <p><b>RJEC Report:</b> No Update</p> <p><b>AIA Report:</b> No Update</p> <p><b>ASPE Report:</b> No Update</p> <p><b>Directors’ Report:</b></p> <p>Chapter’s archives: No Update</p> <p>Chapter photographer: No Update</p>	<p>Anderson</p> <p>Riley</p> <p>Jacobs</p> <p>Spain</p> <p>BOD</p> <p>Weisensale</p> <p>Sweet</p>
<p><b>CSI Regional Reports</b></p>	<p>Regional Planning (Shaffer &amp; Weisensale)</p>	<p><b>CSI Regional Planning Report:</b></p> <ul style="list-style-type: none"> <li>Steve L’Heureux distributed list of items that he presented to the BOD from attending the Region LOS. Items on list were discussed for future applications.</li> </ul>	

<p><b>Old Business</b></p>		<ul style="list-style-type: none"> <li>• 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. Options to be explored at LOS.</li> <li>• 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 Genius type application for meetings, etc. Many thought this was a good suggestion and should be incorporated on the website.</li> <li>• Need to find a committee member to take over the Product Show for FY 2017.</li> <li>• Chapter to concentrate on getting only major sponsors for the year program.</li> <li>• Document Cloud Storage Access – Stephen Weisensale stated that the website currently has a drop box and he will follow up with Mitch on utilizing this capability.</li> <li>• Chapter is going to get name tags for BOD and Committee Chairs. Mary Ann Petry is currently looking into this.</li> </ul>	<p>BOD</p>
<p><b>New Business</b></p>		<p><b>Evaluations and Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Chapter has been notified that we were given the Outstanding Chapter Commendation for FY2015. Winnie Sung will follow up on attendees to Construct 2015 to accept the award.</li> <li>• Stephen Weisensale suggested that chapter budget \$500.00 to become a sponsor for the ArchEx East event in November.</li> </ul>	<p>BOD</p>
	<p>Schedule Next Meeting</p>	<p><b>The next board meeting will be held on September 10th at 5:30PM at the <u>Emerld Construction's Office</u></b></p>	<p>BOD</p>
<p><b>Announcements</b></p>		<p>List of upcoming events will be posted on the CSI Website!!</p>	
<p><b>Adjournment</b></p>		<p>The meeting was adjourned at 6:45 PM</p>	
<p>BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary</p>			