


<b>Chapter Positions</b>	 <p><b>RICHMOND CHAPTER</b>  <b>BOARD OF DIRECTORS MEETING MINUTES</b>  <b>October 8, 2015, Thursday</b>  <b>5:30PM – 6:40</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>John Spain</b> Membership Chair: <b>Joe Oglesby</b> Awards Chair: <b>Cindy Cordo</b> Public Relations Chair: <b>Jon Anderson</b> Scholarship Chair: <b>Stephen Weisensale</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, Steve L'Heureux, Norman Jacobs, Winnie Sung, Andy Richmond, Mary Ann Petry, Tony Hawkinson and Kevin Riley.  Quorum was present.  <b>Opening Comments:</b> Welcome <ul style="list-style-type: none"> <li>• Construct 2015 – Chapter Commendation Award was received and delivered to Tony Hawkinson by Winnie Sung.</li> <li>• New Membership Meeting was a success. Joe is following up with 50/50 winners.</li> <li>• No Quorum</li> </ul>	Oglesby
<b>Approval of Minutes</b>	Secretary (Hawkinson)	<b>Meeting minutes</b> for the September Meeting Minutes were emailed to all the board members. <ul style="list-style-type: none"> <li>• Meeting Minutes were approved by the BOD for September.</li> </ul>	Hawkinson
<b>Corresp.</b>	Secretary (Hawkinson)	<b>Correspondence to be Read:</b> Tony Hawkinson was present and had the following to report: <ul style="list-style-type: none"> <li>• Barbe Shaffer's emails regarding LOS, Holiday Party and Certificate of Completion were read. See additional notes below.</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>• Mike needs final cost for the September Chapter Meeting.</li> <li>• Final Budget – No Update.</li> <li>• Need to produce monthly budgets for programs to keep better cost control. No Update.</li> </ul>	Bricker

		<ul style="list-style-type: none"> <li>• Will send invoices to current newsletter sponsors for renewal. Follow up on sponsors from last year.</li> <li>• Major sponsorships are needed. Continue to push and forward and leads toward this task.</li> <li>• Mary Ann Petry will scrub the Product Show list from any potential companies to follow-up on sponsorships.</li> </ul>	Petry
<b>Committee Reports</b>	Education (Spain)	<p><b>Education Chair Update:</b> John Spain was not present.</p> <ul style="list-style-type: none"> <li>• Lunch &amp; Learn Series <ul style="list-style-type: none"> <li>- Friday October 9, 2015</li> <li>- Architectural and Structural Painted Metal Roofing Systems by Pual Goldrick of Englert, Inc.</li> <li>- James Monroe Building, Conf. Room B.</li> <li>- Joe Oglesby presented updated L&amp;L schedule for the year. Stephen Weisensale will update this information on the website calendar.</li> <li>- James Monroe Building will not be available in February. This event will need to be at the alternate Boulders location.</li> <li>-</li> </ul> </li> </ul>	Spain
	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>• October Meeting will be in combination with AIA Front Porch schedule for October 15th. <ul style="list-style-type: none"> <li>- Event will be at Legends Brewery</li> <li>- Check for sponsorship has been given to AIA Richmond.</li> <li>- Follow up with AIA Richmond on providing a table.</li> <li>- Need to have membership forms, sponsorship forms, chapter award and banner for table. Tony Hawkinson will bring these.</li> <li>- Jon Anderson to send out email reminder.</li> <li>- Flyer will be given to CSI from AIA for distribution</li> </ul> </li> <li>• November 19<sup>th</sup> Chapter Meeting will be the Controlling Risk through Information Management: Strategies for Handling Documents and Communications at Mosley Architects Office. <ul style="list-style-type: none"> <li>- This will be a joint meeting with ASPE</li> <li>- Need to finalize food and beverages</li> <li>- Flyer with associated cost can be completed once the final cost for food and beverages are established. This needs to be completed within a week.</li> </ul> </li> </ul>	Oglesby
		<ul style="list-style-type: none"> <li>• December 10<sup>th</sup> Chapter Meeting will be the Holiday Party at Westwood Club. <ul style="list-style-type: none"> <li>- Reviewed Barbe Shaffer's email regarding food and beverages. BOD decided Heavy Hors d'oeuvres and two drink tickets to be included in the cost of \$30.00 per person and \$45.00 for a couple.</li> <li>-</li> </ul> </li> </ul>	Hawkinson Anderson
		<ul style="list-style-type: none"> <li>• January 28, 2016 Chapter Meeting will be Long Term Planning <ul style="list-style-type: none"> <li>- Steve L'Heureux will assist in planning this meeting.</li> </ul> </li> </ul>	Mulan  Shaffer  L'Heureux

	Certification (L'Heureux)	<ul style="list-style-type: none"> <li>• Need to look at future joint meeting with ASHRAE.</li> </ul> <p><b>Certification Chair Report:</b> Steven L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Fall Exams need to be taken by October 31st.</li> <li>• Spring Boot Camp? Steve stated he does not think that Margaret Chewning will probably not be available for the Boot Camp. Stephen Weisensale suggested maybe changing the format to ½ day event this year.</li> </ul>	L'Heureux
	Membership (L'Heureux)	<p><b>Membership Chair Update:</b> Steve L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Follow-up on two 50/50 Memberships at the Chapter Membership last month.</li> <li>• Follow-up on list of attendees from last month's membership meeting to attend future meetings. Add their names to the newsletter distribution (see Technology)</li> <li>• Membership Renewal Update Reviewed. Steve suggested maybe listing members whose membership to coming up for renewal be listed in the newsletter. NOVA chapter does this with some success.</li> </ul>	L'Heureux
	Hospitality (Petry)	<p><b>Hospitality Chair Update:</b> Mary Ann Petry was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Coordinating the November event.</li> </ul>	Petry
	Award (Cordo)	<p><b>Award Chair Update:</b> Cindy Cordo was not present.</p> <ul style="list-style-type: none"> <li>• Region award application due December 31st.</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 October article for RR.</li> </ul>	Spain
	Public Relations (Anderson)	<p><b>Public Relation Report:</b> Jon Anderson was not present.</p> <ul style="list-style-type: none"> <li>• Follow-up on notices of chapter meetings and events in the Richmond Times Dispatch.</li> </ul>	Anderson
	Product Show (Riley)	<p><b>CSI Product Show Update:</b> Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Tom Swartz with Sherwin Williams is the new co-chair.</li> <li>• Kevin will place deposit with the Westin for the event.</li> <li>• Meeting was held after the BOD to discuss topics from the Wrap Up Dinner and next year's show.</li> </ul>	Riley
	Richmond Report (Jacobs)	<p><b>Richmond Report:</b> Norm Jacobs was present.</p> <p><b>Deadline: October 29, 2015</b></p> <p><b>Project Spotlight: November – Winnie Sung</b></p>	Jacobs

	<p>Technology (Weisensale)</p> <p>Scholarship Fund (Weisensale)</p> <p>Liaison (K. Cordo, Wolf, Dyer)</p> <p>Directors (C. Cordo, Petry, Durkin, Richmond Mulahn and DeShazo)</p>	<p><b>Technical article:</b> John Spain or Andy Richmond will follow up for the November Report. Joe Oglesby also stated that we could use CSI articles previously published in the newsletter.</p> <p><b>Articles</b> – BOD please submit articles to RR on area of expertise.</p> <p><b>Lunch &amp; Learn</b> – Need flyer for November meeting</p> <p><b>November Program Flyer</b> – Need to finalize ASAP</p> <p><b>President' Message</b></p> <p><b>Technology Report Update:</b> Stephen Weisensale was present and had the follow to report:</p> <ul style="list-style-type: none"> <li>• Updating information on website.</li> <li>• Need the chapter calendar of events for 2015-2016 to post on the website. Joe Oglesby provided updated calendar with L&amp;L.</li> <li>• Get names of attendees to the September Membership meeting and add these names to the newsletter distribution list.</li> <li>• Grant access to website to others so that revisions can be made by Chairs. Coordinate with Stephen and Mitch.</li> <li>• Stephen is working with Mitch to get the correct information on the front page of the website (newsletter, L&amp;L, Chapter Meetings, etc.).</li> <li>• Will be using Eventbrite for registration and payments. PayPal will still be accessible for sponsorships.</li> </ul> <p><b>Scholarship Fund Update:</b> Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• BOD Meeting next week (October 12<sup>th</sup>)</li> <li>• Stephen will provide list of new members.</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>Spain</p> <p>BOD Spain</p> <p>Oglesby</p> <p>Weisensale</p>
<p><b>CSI Regional Reports</b></p>	<p>Regional Planning (Oglesby)</p>	<p><b>CSI Regional Planning Report:</b></p> <ul style="list-style-type: none"> <li>• LOS August 19-20, 2016 in York, PA</li> </ul>	

<b>Old Business</b>		<ul style="list-style-type: none"> <li>• Chapter to concentrate on getting only major sponsors for the year program.</li> <li>• November Chapter Meeting Flyer Distribution</li> <li>• ArchEX East November 4-6<sup>th</sup>.</li> <li>• Chapter may look into having an Academic Liaison as a new Chair position.</li> </ul>	BOD
<b>New Business</b>		<p><b>Evaluations and Suggestions:</b></p> <ul style="list-style-type: none"> <li>• All BOD and Chair should check the CSI Institute website for individual's information and profiles. Some of the information is outdated. Only individuals can log in and change this information.</li> </ul>	BOD
	Schedule Next Meeting	<b>The next board meeting will be held on October 8th at 5:30PM at the <u>Emerald Construction's Office</u></b>	BOD
<b>Announcements</b>		List of upcoming events will be posted on the CSI Website!!	
<b>Adjournment</b>		The meeting was adjourned at 6:40 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			