


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: John Spain Membership Chair: Joe Oglesby Awards Chair: Cindy Cordo Public Relations Chair: Jon Anderson Scholarship Chair: Stephen Weisensale Technical Chair: John Spain Hospitality : MaryAnn Petry Audit Chair: Gib DeShazo Finance Chair: Mike Bricker Long Term Planning: Winnie Sung		 RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES November 12, 2015, Thursday 5:30PM – 6:30 Emerald Construction Office 2219 Dabney Road Richmond, VA	
		President: Joe Oglesby Past President: Winnie M. Sung President Elect: Steve L'Heureux Vice President: Jon Anderson Treasurer: Mike Bricker Secretary: Tony Hawkinson Directors: Steven L'Heureux Anne Durkin, Mary Ann Petry, Cindy Cordo Gib DeShazo Andy Richmond	
		Regional Representatives MAR Region Planning Chair: Barbe Shaffer MAR Region Education Chair: Stephen Weisensale	
Item	Topic	Discussion	Required Follow-up
Call to Order	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, Gib DeShazo, Cindy Cordo, Tony Hawkinson and Mike Bricker. Quorum was present. Opening Comments: Welcome <ul style="list-style-type: none"> • AIA Front Porch well attended. The Chapter received some exposure to AIA Richmond. • Meeting did have a Quorum 	Oglesby
Approval of Minutes	Secretary (Hawkinson)	Meeting minutes for the October Meeting Minutes were emailed to all the board members. <ul style="list-style-type: none"> • Meeting Minutes were approved by the BOD for November. 	Hawkinson
Corresp.	Secretary (Hawkinson)	Correspondence to be Read: Tony Hawkinson was present and had the following to report: <ul style="list-style-type: none"> • All correspondence were included in 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"> • Mike distributed the most recent Check Account Ledger and Financial Statement. • Mike needs to forward \$350.00 check to AIA Richmond for the sponsorship of the Front Porch event. • Chapter has received income from the Institute for membership dues. Only income to date. 	Bricker

		<ul style="list-style-type: none"> - Need to locate the drink tickets to use at the event. Carissa Mulahn may have them. Joe will check with her. <ul style="list-style-type: none"> • January 28, 2016 Chapter Meeting will be Long Term Planning <ul style="list-style-type: none"> - Will have again this year at the Robin Inn. - Joe Oglesby will follow up with Carissa Mulahn to make the reservation. - Steve L'Heureux will produce the flyer based on last year's. - Cost TBD • February 25, 2016 Chapter Meeting may be the Grey Areas Between Disciplines at Moseley Architects. Joe is going to follow up with Anne Durkin. BOD expressed some reservations about this program. Maybe look at Product Rep Speed Dating that has been discussed in the past. <p>Certification Chair Report: Steven L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> • No Update <p>Membership Chair Update: Steve L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> • 12 renewals will be due prior to 12/31/15. • Membership Renewal Update Reviewed. 12 renewals will be due prior to 12/31/15. • Steve noted that John Spain is not currently listed as a current member to CSI. • Steve suggest that we add the non-CSI attendees from the Product Show seminars who expressed interest based on their evaluations to the chapter event distribution list as these could be potential new members. <p>Hospitality Chair Update: Mary Ann Petry was present and had the following to report:</p> <ul style="list-style-type: none"> • Coordinating the December event. • Currently the EventBrite notifications are not showing the cost of this event. Mary Ann will add this prior to the next reminder distribution. • Mary Ann noted that the notification for the November chapter meeting was distributed to over 200 individuals. <p>Award Chair Update: Cindy Cordo was present and had the following to report.</p> <ul style="list-style-type: none"> • Region award application due December 31st. • There will be a meeting after the BOD between Cindy, Joe Oglesby and Winnie Sung to review potential applications. 	<p>Mulahn / Oglesby</p> <p>Mulahn</p> <p>L'Heureux</p> <p>Oglesby / Durkin</p> <p>L'Heureux</p> <p>L'Heureux</p> <p>L'Heureux</p> <p>Petry</p> <p>Cordo</p>
--	--	--	---

<p>Technical (Spain)</p>	<p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> Follow up on technical article for November article for RR. 	<p>Spain</p>
<p>Public Relations (Anderson)</p>	<p>Public Relation Report: Jon Anderson was not present.</p> <ul style="list-style-type: none"> No Update 	<p>Anderson</p>
<p>Product Show (Riley / Swartz)</p>	<p>CSI Product Show Update: Kevin Riley was not present.</p> <ul style="list-style-type: none"> Stephen Weisensale suggested that the Product Show Committee should schedule the kick-off meeting for next year's show. 	<p>Riley / Swartz</p>
<p>Richmond Report (Jacobs)</p>	<p>Richmond Report: Norm Jacobs was present.</p> <p>Deadline: November 24, 2015</p> <p>BOD Bios – Stephen Weisensale is working on getting these onto the Website.</p> <p>Project Spotlight: December – Gib DeShazo</p> <p>Project Spotlight: January – Mike Bricker</p> <p>Technical article: John Spain or Andy Richmond will follow up for the November Report. Joe Olgesby also stated that we could use CSI articles previously published in the newsletter.</p> <p>Articles – BOD please submit articles to RR on area of expertise.</p> <p>Lunch & Learn – Need flyer for December meeting</p> <p>December Program Flyer – Barbe Shaffer has provided this.</p> <p>President' Message</p>	<p>Jacobs</p> <p>DeShazo Bricker</p> <p>Spain / Richmond</p> <p>BOD Spain</p> <p>Oglesby</p>
<p>Technology (Weisensale)</p>	<p>Technology Report Update: Stephen Weisensale was present and had the follow to report:</p> <ul style="list-style-type: none"> Updating information on website. See Membership Comment regarding adding the non-CSI attendees to the Product Show seminars to the distribution list. Also add names on business cards submitted for the 50/50 drawing from September Meeting. Carissa Mulahn should have these. Grant access to website to others so that revisions can be made by Chairs. Coordinate with Stephen and Mitch. Stephen is working with Mitch to get the correct information on the front page of the website (newsletter, L&L, Chapter Meetings, etc.). – Work Progressing. Will be using Eventbrite for registration and payments. PayPal will still be accessible for sponsorships. It was noted that the attendees are currently being accessed the associated fee in the cost of the event if pre-paying through Eventbrite. Tony Hawkinson and Barbe Shaffer expressed concern over this. BOD stated it was in the best financial interest of the chapter and if attendees did not want to pay the fee they could pay at the door. Barbe Shaffer noted that when the e-mail comes out each month, the link to our website is at the bottom of the 	<p>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>page. There should be a place near the top that can be easily seen to get to the Richmond Report or direct the reader to the website. Stephen agreed and will work with Mitch to have this corrected.</p> <p>Scholarship Fund Update: Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> • Working on 2 different applications for full and part time students. • By-laws have been updated to accommodate this revision. • Working towards completion in the spring. <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>CSI Regional Reports</p>	<p>Regional Planning (Oglesby)</p>	<p>CSI Regional Planning Report:</p> <ul style="list-style-type: none"> • MAR April 8-10 at the Lord Baltimore Hotel in Baltimore, MD. • LOS August 19-20, 2016 in York, PA • Regional Conference Call – Joe Oglesby reported that major revisions are coming out regarding Institute awards. 	
<p>Old Business</p>		<ul style="list-style-type: none"> • Chapter to concentrate on getting only major sponsors for the year program. • December Chapter Meeting Flyer Distribution • Chapter may look into having an Academic Liaison as a new Chair position. 	<p>BOD</p>
<p>New Business</p>		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> • 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. 	<p>BOD</p>

	Schedule Next Meeting	The next board meeting will be held on December 10th at 5:30PM at the <u>Westwood Club prior to the Holiday Party</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			