


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES December 10, 2015, Thursday</p> <p>5:30PM – 6:00 Westwood Club 6200 West Club Lane 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: 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		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)	Tony Hawkinson called the meeting to order at 5:30PM with the following in attendance: Steve L'Heureux, Norman Jacobs, Cindy Cordo, Steve L'Heureux, Carissa Mulahn, Joe Oglesby and Barbe Shaffer. Quorum was not present. Opening Comments: Welcome <ul style="list-style-type: none"> • Wrap up on November's Joint Meeting with ASPE was a success. 	Oglesby
Approval of Minutes	Secretary (Hawkinson)	Meeting minutes for the November Meeting Minutes were emailed to all the board members. <ul style="list-style-type: none"> • Meeting Minutes were not approved by the BOD for November as there was no Quorum present. This will have to be approved at the January meeting. 	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 not present. <ul style="list-style-type: none"> • No Update to previous items below • 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. • Budget for Website – Monthly Maintenance was increased from \$900.00 to \$1800.00 as there was an 	Bricker

		<p>error made in the budget. This will be offsite by income.</p> <ul style="list-style-type: none"> • Final Budget – No Update. • Invoices to current newsletter sponsors for renewal have been sent. Will follow up next month. • Major sponsorships are needed. Continue to push and forward and leads toward this task. This has been sent to Product Show attendees you may be interested. 	Petry
Committee Reports	Education (Spain)	<p>Education Chair Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Lunch & Learn Series <ul style="list-style-type: none"> - Friday December 11, 2015 - Translucent Daylighting by Jae Horbacz of CPI Daylighting - James Monroe Building, Conf. Room B. - Look at possibly adding the L&L to the EventBrite notifications / sign-up. - There are currently 3 open dates for L&L that need to be filled. 	Spain
	Program & Meetings (Mulahn)	<p>Program Chair Update: Carissa Mulahn was present.</p> <p>Discussions on Chapter Programs Updates:</p> <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. - Reservation has been confirmed. - Steve L'Heureux distributed the flyer for the event. - Cost will \$20.00 • February 25, 2016 Chapter Meeting may be the Grey Areas Between Disciplines at Moseley Architects. Joe is working on setting up the panel. Possibly get Louis Wolf as AIA representative and Anne Hooker with BCOM. • March 24th Meeting – Save the Diamond Presentation? 	Mulahn L'Heureux
	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"> • No Update 	Oglesby / Mulahn Oglesby L'Heureux
	Membership (L'Heureux)	<p>Membership Chair Update: Steve L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> • No Update to the previous items below. • 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 	L'Heureux

		distribution list as these could be potential new members.	
	Hospitality (Petry)	<p>Hospitality Chair Update: Mary Ann Petry was not present.</p> <ul style="list-style-type: none"> • Coordinating the January event. • Currently the EventBrite notifications are not showing the cost of this event. Mary Ann will add this prior to the next reminder distribution. 	Petry
	Award (Cordo)	<p>Award Chair Update: Cindy Cordo was present and had the following to report.</p> <ul style="list-style-type: none"> • Four Region award applications will be submitted by December 31st. • Applications were signed by Tony Hawkinson and Joe Oglesby at the meeting. 	Cordo
	Technical (Spain)	<p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> • Follow up on technical article for January article for RR. 	Spain
	Public Relations (Anderson)	<p>Public Relation Report: Jon Anderson was not present.</p> <ul style="list-style-type: none"> • No Update 	Anderson
	Product Show (Riley / Swartz)	<p>CSI Product Show Update: Kevin Riley was not present.</p> <ul style="list-style-type: none"> • No Update to previous item below. • Stephen Weisensale suggested that the Product Show Committee should schedule the kick-off meeting for next year's show. 	Riley / Swartz
	Richmond Report (Jacobs)	<p>Richmond Report: Norm Jacobs was present.</p> <p>Deadline: December 29, 2015</p> <p>BOD Bios – Stephen Weisensale is working on getting these onto the Website.</p> <p>Project Spotlight: January – Mike Bricker (already submitted)</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 January meeting</p> <p>January Program Flyer – Steve L'Heureux has provided this.</p> <p>President' Message</p>	Jacobs DeShazo Bricker Spain / Richmond BOD Spain L'Heureux Oglesby
	Technology (Weisensale)	<p>Technology Report Update: Stephen Weisensale was not present.</p> <ul style="list-style-type: none"> • No Update to the previous items below. • Updating information on website. • See Membership Comment regarding adding the non-CSI attendees to the Product Show seminars to the 	Weisensale

	<p>Scholarship Fund (Weisensale)</p> <p>Liaison (K. Cordo, Wolf, Dyer)</p> <p>Directors (C. Cordo, Petry, Durkin, Richmond Mulahn and DeShazo)</p>	<p>distribution list. Also add names on business cards submitted for the 50/50 drawing from September Meeting. Carissa Mulahn should have these.</p> <ul style="list-style-type: none"> • 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. • Barbe Shaffer noted that when the e-mail comes out each month, the link to our website is at the bottom of the 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>Scholarship Fund Update: Stephen Weisensale 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>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, 2016 at the Lord Baltimore Hotel in Baltimore, MD. • LOS August 19-20, 2016 in York, PA 	
<p>Old Business</p>		<ul style="list-style-type: none"> • Chapter to concentrate on getting only major sponsors for the year program. • January 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 January 28th at 5:30PM at the <u>Robin Inn prior to the Chapter Meeting</u>	BOD
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 6:00 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			