


Chapter Positions	 <p data-bbox="630 453 1141 520"><b>RICHMOND CHAPTER</b> <b>BOARD OF DIRECTORS MEETING MINUTES</b></p> <p data-bbox="711 533 1060 562">January 28, 2016, Thursday</p> <p data-bbox="792 611 979 640"><b>5:30PM – 6:00</b></p> <p data-bbox="789 648 987 737">Robin Inn 2601 Park Avenue Richmond, VA</p>	Chapter Officers
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>
		MAR Region Planning Chair: <b>Barbe Shaffer</b> MAR Region Education Chair: <b>Stephen Weisensale</b>

Item	Topic	Discussion	Required Follow-up
<b>Call to Order</b>	President (Oglesby)	Tony Hawkinson called the meeting to order at 5:40PM with the following in attendance: Steve L'Heureux, Cindy Cordo, Steve L'Heureux, Carissa Mulahn, Mary Ann Petry, Andrew Richmond, Joe Oglesby Winnie Sung and Jon Anderson.  Quorum was present (eventually).  <b>Opening Comments:</b> Welcome <ul style="list-style-type: none"> <li>• CSI Holiday Party was enjoyed by all that attended.</li> </ul>	Oglesby
<b>Approval of Minutes</b>	Secretary (Hawkinson)	<b>Meeting minutes</b> for the November and December Meeting Minutes were emailed to all the board members. <ul style="list-style-type: none"> <li>• Meeting Minutes were approved by the BOD.</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>• All correspondence were included in the agenda.</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>• No Update to previous items below</li> <li>• Mike needs to forward \$350.00 check to AIA Richmond for the sponsorship of the Front Porch event.</li> <li>• Chapter has received income from the Institute for membership dues. Only income to date.</li> <li>• Budget for Website – Monthly Maintenance was increased from \$900.00 to \$1800.00 as there was an error made in the budget. This will be offsite by income.</li> <li>• Final Budget – No Update.</li> <li>• Invoices to current newsletter sponsors for renewal have been sent. Will follow up next month.</li> </ul>	Bricker

		<ul style="list-style-type: none"> <li>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.</li> </ul>	
<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 February 11, 2016</li> <li>Geotechnical and Environmental Aspects of Sustainable Design and LEED by Ray Destephen of Schnabel Engineering</li> <li>Boulders Office Park – <b>THIS IS A CHANGE</b></li> <li>7400 Beaufont Springs Drive, 4<sup>th</sup> Floor Conference Room.</li> <li>Note: Due to the location change, John cannot run this event. Discussed with Kevin Riley, he will check his calendar and confirm.</li> </ul> </li> </ul>	Spain  Riley
	Program & Meetings (Mulahn)	<p><b>Program Chair Update:</b> Carissa Mulahn was present.</p> <p>Discussions on Chapter Programs Updates:</p> <ul style="list-style-type: none"> <li>January 28, 2016 Chapter Meeting will be Long Term Planning <ul style="list-style-type: none"> <li>Robin Inn.</li> <li>Steve L’Heureux meeting to help with planning next year chapter events and activities.</li> <li>Meeting to follow BOD</li> <li>-</li> </ul> </li> <li>February 25, 2016 Chapter Meeting may be the Grey Areas Between Disciplines <ul style="list-style-type: none"> <li>Will try to hold the event at Baskervill. Carissa Mulahn will follow up and confirm</li> <li>Need one more on panel – MEP Type. Stephen Weisensale will contact John Dunlap with Dunlap &amp; Partners.</li> <li>Cost will be \$20.00</li> <li>Food &amp; Drink to be arranged.</li> <li>Contact Jacob Dryer if ASPE wants to do a joint meeting. Mary Ann Petry will follow up.</li> </ul> </li> <li>March 24<sup>th</sup> Meeting – Save the Diamond Presentation <ul style="list-style-type: none"> <li>Need to establish venue to hold the event</li> <li>Could be done much like the AIA Front Porch in the fall where had food &amp; drink and the presentation on the new river park / bridge was presented.</li> <li>Cost will depend on venue</li> <li>Need to follow up with Tom Hanson for presentation.</li> <li>Need to get flyer ready for RR</li> </ul> </li> <li>April Meeting – Hardhat Tour <ul style="list-style-type: none"> <li>Need to establish project to tour – possibly Stone Brewery. Joe Oglesby to follow up with Mark Vick on contact information.</li> </ul> </li> </ul>	Mulahn L’Heureux  Oglesby / Mulahn  Petry

		<ul style="list-style-type: none"> <li>- Maybe do jointly with AIA Virginia. Could contact Angela Ojeda Guzy.</li> <li>- Food after tour? Go to nearby restaurant in the Tobacco Row area.</li> <li>- Cost?</li> <li>- Flyer?</li> </ul>	
	Certification (L'Heureux)	<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>• No Update</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>• No Update to the previous items below.</li> <li>• Membership Renewal Update Reviewed. 12 renewals will be due prior to 12/31/15.</li> <li>• Steve noted that John Spain is not currently listed as a current member to CSI.</li> <li>• 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.</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>• No Update</li> <li>• Will be coordinating the February event.</li> </ul>	Petry
	Award (Cordo)	<p><b>Award Chair Update:</b> Cindy Cordo was present and had the following to report.</p> <ul style="list-style-type: none"> <li>• Four Region award applications have been submitted.</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 February article for RR.</li> </ul>	Spain
	Public Relations (Anderson)	<p><b>Public Relation Report:</b> Jon Anderson was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• No Update</li> </ul>	Anderson
	Product Show (Riley / Swartz)	<p><b>CSI Product Show Update:</b> Kevin Riley was not present.</p> <ul style="list-style-type: none"> <li>• No Update to previous item below.</li> <li>• Committee meeting need to be scheduled</li> </ul>	Riley / Swartz
	Richmond Report (Jacobs)	<p><b>Richmond Report:</b> Norm Jacobs was not present.</p> <p><b>Deadline: February 2, 2016</b></p> <p><b>BOD Bios –</b> Stephen Weisensale is working on getting these onto the Website.</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>Project Spotlight: February – Carissa Mulahn will forward a project for the spotlight</b></p> <p><b>Technical article:</b> John Spain or Andy Richmond will follow up for the February Report. Joe Olgesby 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> –Flyer for February meeting has been submitted.</p> <p><b>February Program Flyer</b> – Tony Hawkinson will provide this.</p> <p><b>President’ Message</b></p> <p><b>Technology Report Update:</b> Stephen Weisensale was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• No Update to the previous items below.</li> <li>• Updating information on website.</li> <li>• 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.</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.). – Work Progressing.</li> <li>• 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.</li> </ul> <p><b>Scholarship Fund Update:</b> Stephen Weisensale was present and had the following update:</p> <ul style="list-style-type: none"> <li>• There was a meeting last week.</li> <li>• There will two scholarships, one continuing education and one full time students</li> <li>• No full-time scholarship will be presented this year.</li> <li>• Will be 50/50 Reimbursement up to \$2500.00 per year.</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>Mulahn</p> <p>Spain / Richmond</p> <p>BOD Spain</p> <p>Hawkinson Oglesby</p> <p>Weisensale</p>
--	---	--	---

<b>CSI Regional Reports</b>	Regional Planning (Oglesby)	<b>CSI Regional Planning Report:</b> <ul style="list-style-type: none"> <li>• MAR April 8-10, 2016 at the Lord Baltimore Hotel in Baltimore, MD. <ul style="list-style-type: none"> <li>- Room Rate: \$169.00</li> <li>- Full Conference Registration \$150.00 through EventBrite</li> <li>- Register on line at <a href="http://www.csibaltimore.org">www.csibaltimore.org</a></li> <li>- Conference starts Friday, April 8<sup>th</sup> at 1PM and runs through Saturday, April 9<sup>th</sup> at 4PM.</li> </ul> </li> <li>• LOS August 19-20, 2016 in York, PA at Hertiage Hills Country Club. Schedule is currently being planned.</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>• February Chapter Meeting Flyer Distribution</li> <li>• Chapter may look into having an Academic Liaison as a new Chair position.</li> </ul>	BOD
<b>New Business</b>		<b>Evaluations and Suggestions:</b> <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 February 11th 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 6:00 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			