


Chapter Positions	 <p>RICHMOND CHAPTER BOARD OF DIRECTORS MEETING MINUTES April 14, 2016, Thursday 5:30PM – 7:00PM Emerald Construction Office 2219 Dabney Road 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 Academic Liaison: 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: 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)	<p>Joe Oglesby called the meeting to order at 5:30PM with the following in attendance: Steve L'Heureux, Cindy Cordo, Andrew Richmond, Norman Jacobs, Gib DeShazo, Winnie Sung, Mike Bricker, Kevin Riley and Jon Anderson.</p> <p>Quorum was present.</p> <p>Opening Comments: Welcome</p> <ul style="list-style-type: none"> • Hard Hat Tour of Stone Brewery was well attended. • MARC Report – Winnie Sung has the following to report: <ul style="list-style-type: none"> - Institute is looking at making changes to make officers at the national level serve 2 year terms - Institute will be hiring a CEO in a salaried position. - CCCA Boot Camp at the meeting was good review although did not really address taking the exam. 	Oglesby
Approval of Minutes	Secretary (Hawkinson)	<p>Meeting minutes for the March Meeting Minutes were emailed to all the board members.</p> <ul style="list-style-type: none"> • Meeting Minutes were approved by the BOD. 	Hawkinson
Corresp.	Secretary (Hawkinson)	<p>Correspondence to be Read: Tony Hawkinson was present and had the following to report:</p> <ul style="list-style-type: none"> • All correspondence were included in the agenda. 	Hawkinson

		<ul style="list-style-type: none"> • May Meeting – Product Show <ul style="list-style-type: none"> - Kevin Riley presented the following at the meeting: - Product Show Schedule of seminars - Some of the times were adjusted after discussion by the BOD. - Richmond CSI Product Show Update dated 4/14/15 was presented and reviewed. - Invitations to AGC, ASPE, ASCE, AIA VA, etc. still need to be addressed. All BOD members encouraged to contact the organizations and individuals through contacts. - 34 tables sold to date. Have 50 available. Will continue to work on that until all tables are sold. - Invites should be sent to contact at higher education institutes. VCU, JSR and John Tyler. - Instead of Bingo Game, we will be doing Door Prizes between the seminars. This will be done through filling out post cards instead of Bingo cards. - Provide nametags for all attendees who have registered. Keep track of those attending who may not have registered. - Kevin has expressed difficulty in working with Eventbrite for this event. May just start using email and provide a link to the Eventbrite registration. • June Meeting – Award Picnic <ul style="list-style-type: none"> - June 24th at Nash’s River House has been confirmed. - Organize flyer and distribute - Send out Eventbrite notification - Food and Drink to be coordinated 	
	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 	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 	L’Heureux
	Hospitality (Petry)	<p>Hospitality Chair Update: Mary Ann Petry was present and had the following to report.</p> <ul style="list-style-type: none"> • No Update • Will be coordinating the April event. 	Petry
	Award (Cordo)	<p>Award Chair Update: Cindy Cordo was present and had the following to report.</p> <ul style="list-style-type: none"> • Cindy presented the Regional Organizational Award to Gib DeShazo for Emerald Construction. • 	Cordo

	<p>Technical (Spain)</p>	<ul style="list-style-type: none"> Forward recommendations for chapter awards to Cindy to be presented at the June Chapter Meeting. 	<p>Spain</p>
	<p>Public Relations (Anderson)</p>	<p>Technical Update: John Spain was not present.</p> <ul style="list-style-type: none"> Follow up on technical article for April article for RR. 	<p>Anderson</p>
	<p>Product Show (Riley / Swartz)</p>	<p>Public Relation Report: Jon Anderson was present and had the following to report:</p> <ul style="list-style-type: none"> Contact RTD to include the April event in the Metro Business calendar of events. 	<p>Riley / Swartz</p>
	<p>Richmond Report (Jacobs)</p>	<p>CSI Product Show Update: Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> See notes under the May Chapter Meeting – Product Show for update. 	<p>Riley / Swartz</p>
		<p>Richmond Report: Norm Jacobs was present.</p>	<p>Jacobs</p>
		<p>Deadline: April 28, 2016</p>	<p>Jacobs</p>
		<p>BOD Bios – Stephen Weisensale is working on getting these onto the Website.</p>	<p>Jacobs</p>
		<p>Project Spotlight: May – Carissa Mulahn will forward a project for the spotlight</p>	<p>Mulahn</p>
		<p>Technical article: 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>Spain / Richmond</p>
		<p>Articles – BOD please submit articles to RR on area of expertise.</p>	<p>BOD</p>
		<p>Lunch & Learn – No more L&L until September.</p>	<p>Spain</p>
		<p>May Program Flyer – Product Show</p>	<p>Oglesby</p>
		<p>President' Message</p>	<p>Oglesby</p>
		<p>April Chapter Meeting – Tony Hawkinson will forward photos from the Stone Brewery Tour to Joe Oglesby for the RR.</p>	<p>Hawkinson</p>
		<p>MARC – Forward any photos and awards presented at conference to include in RR.</p>	<p>Sung / Cordo</p>
	<p>Technology (Weisensale)</p>	<p>Technology Report Update: Stephen Weisensale was not present.</p> <ul style="list-style-type: none"> No Update. 	<p>Weisensale</p>
	<p>Scholarship Fund (Weisensale)</p>	<p>Scholarship Fund Update: Stephen Weisensale was not present. Tony Hawkinson did have the following update per email from Stephen:</p> <ul style="list-style-type: none"> 2016 Continuing Education Application for the scholarship fund. Deadline for submission is June 1, 2016 	<p>Weisensale</p>

	<p>Liaison (K. Cordo, Wolf, Dyer)</p> <p>Directors (C. Cordo, Petry, Durkin, Richmond Mulahn and DeShazo)</p>	<p>RJEC Report: No Update AIA Report: No Update ASPE Report: No Update</p> <p>Directors' Report: Chapter's archives: No Update Chapter photographer: No Update</p>	
CSI Regional Reports	Regional Planning (Oglesby)	<p>CSI Regional Planning Report:</p> <ul style="list-style-type: none"> • LOS August 19-20, 2016 in York, PA at Heritage Hills Country Club. Schedule is currently being planned. 	
Old Business		<ul style="list-style-type: none"> • Product Show – get the word out! • Steve L'Heureux presented the nominations for the chapter officers and directors positions for voting. Will coordinate with Mitch to get this notification out to the chapter for voting. • Steve also presented the 2016-2017 chapter Directors and Committee Chairs directory for proofing to make sure contact information was up to date. 	BOD
New Business		<p>Evaluations and Suggestions:</p> <ul style="list-style-type: none"> • No Update 	BOD
	Schedule Next Meeting	The next board meeting will be held on May 12 at 5:30PM at the <u>Emerald Construction's Office.</u>	BOD
Announcements		List of upcoming events will be posted on the CSI Website!!	
Adjournment		The meeting was adjourned at 7:00 PM	
BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary			