Chapter Positions		Chapter Officers
Programs: **Betsy Dulin** Editor Richmond Report: **Norm Jacobs** Technology: **Stephen Weisensale** Product Show Chair: **Kevin Riley** Certification Chair: **Winnie Sung** Education: **Andy Richmond** Membership Chair: **Joe Oglesby** Awards Chair: **Cindy Cordo** Public Relations Chair: **Jon Anderson** Scholarship Chair: **Stephen Weisensale** Technical Chair: **Andy Richmond** Hospitality : **MaryAnn Petry** Audit Chair: **Mike Bricker** Finance Chair: **Gib DeShazo** Long Term Planning: **Joe Oglesby**	Building Knowledge Improving Project Delivery **RICHMOND CHAPTER** **Board of Directors Meeting Minutes** **July 28, 2016, Thursday** **5:30PM – 7:00PM** **Capital Ale House - Innsbrook** 4024-A Cox Road Richmond, VA	President: **Steve L'Heureux** Past President: **Joe Oglesby** President Elect: **Jon Anderson** Vice President: **Kevin Riley** Treasurer: **Gib DeShazo** Secretary: **Mary Ann Petry** Directors: **Cindy Cordo** **Tony Hawkinson** **Betsy Dulin** **Andy Richmond** **Mike Bricker** **Tom Schwartz** **Regional Representatives** MAR Region Planning Chair: **Barbe Shaffer** MAR Region Education Chair: **Stephen Weisensale**

Item	Responsible Person	Discussion
Call to Order	President (L'Heureux)	Steve L'Heureux called the meeting to order at 5:30PM. Attendee sign in sheet is attached to the minutes. Quorum was present. **Opening Comments**: Welcome and introductions around table of all attendees as well as 2016 – 2017 positions.
Approval of Minutes	Secretary (Petry)	**Meeting Minutes** for the June Meeting were emailed to all the board members. • Meeting Minutes were approved by the BOD.
Corresp.	Secretary (Petry)	**Correspondence to be Read:** There has been no correspondence.
Treasurer's Report	Treasurer (DeShazo)	**Treasury Report:** Gib Deshazo reviewed the following items: • Update to chapter financials (printed report was not available as the treasurer position is transferred.) • Current Balance • Dues Disbursement Delay – CSI National issue causing delay. • Event Budget Oversight – Track the total event cost better this year. • Sponsorship Solicitation – Send solicitations / invoices to all sponsors from last year and solicit for more sponsors. This is a calendar year item so renewal would be +/- December. • Proposed Budget Review – The proposed budget was reviewed. (attached)
Committee Reports	(Andy Richmond) (Steve L'Heureux/Betsy Dulin)	**Education Chair Update:** • Andy Richmond presented the tentative lunch and learn calendar to date. (attached) • Next LNL - September 9 at the Monroe Building. (details attached) • This year LNL will alternate between the Boulders and Monroe Building **Program Chair Update:** • Steve L'Heureux presented a tentative schedule of programs and events for the year.

		• The next event will be a New Member Meet and Greet. Steve L. is contacting Ardent to determine date and food arrangements. • The Christmas event was discussed as well as potential to change venue to an alternate location. Barbe S. mentioned Coopers Hawk. This to be discussed more at the next BOD meeting. • A location is needed for the October 27th hard hat tour. • Carissa Mulahn has changed jobs and will no longer be able to fill this position. Betsy Dulin has agreed to help in this area.
	(Winnie Sung)	**Certification Chair Update:** • Winnie would like to revive the Spring CDT training event to increase number of members and non members getting certification. • A motion was made and passed to purchase the CSI National Power Point program for this training, the cost is $149.
	(Joe Oglesby / SteveL'Heureux)	**Membership Chair Update:** • Currently have 71 members renewed. This is down from last year. Some renewals may be caught in the National reporting issue.
	(Mary AnnPetry)	**Hospitality Chair Update:** • No Update
	(Cindy Cordo)	**Award Chair Update:** Cindy Cordo was not present. • The award ceremony at the Picnic in June went very well.
	(Andy Richmond)	**Technical Update:** • No Update.
	(Jon Anderson)	**Public Relation Report:** Jon Anderson was not present: • This year goal is to publish more items and events in the Richmond Times Dispatch. • Also, have members post event flyers on Company Bulletin Boards and internal sites if applicable.
	(Kevin Riley / Tom Swartz)	**CSI Product Show Update:** • There are still a few vendors who owe money for booths and/or seminars. Kevin is tracking this item. • Discussion was held about date. It was determined to have the Event on May 25th, 2017. • Kevin and Rob will hold targeted meeting to work on the details.
	(Norm Jacobs)	**Richmond Report:** • **Deadline: August 4th, 2016 (President's Message, Lunch and Learn Flyer and next event flyer)** • Steve had a recap of all BOD members and committee chairs for inclusion in the next RR. • Project Spotlight: Is open to all members, we will announce at the next meeting that any projects can be sent in for possible inclusion in the RR. • **Technical article:** Norm would like to see more technical articles.

	(Stephen Weisensale) (Stephen Weisensale) Liaison's (Ken Cordo, Wolf, Jacob Dyer) Directors	**Technology Report Update:** • National is getting ready to roll out the updated National website updates. • The Chapter website needs some tweaking. Stephen is working on this. **Scholarship Fund Update**: • There were no applications for the scholarship this year. • Fund has approximately $10.000. • Option to use some of funds for member CDT certification was discussed. • Stephen W. to hold a meeting next month to review process for getting scholarship info out to local collages and students. **RJEC Report:** No Update **AIA Report:** No Update **ASPE Report:** No Update **Directors' Report:** • Chapter's archives: No Update • Chapter photographer: No Update
CSI Regional Reports	(Steve L'Heureux)	**CSI Regional Planning Report:** • LOS August 19-20, 2016 in York, PA at Heritage Hills Country Club. • Construct is September 7 – 9 in Austin, TX • Overall Regional membership number is down slightly to 890 members in 14 chapters. • 2017 Conference is in Pittsburgh and 2018 is in Winchester, VA.
Old Business		• No Update:
New Business		• The open Director position, vacated by Carissa, was discussed and reviewed. Tom Schwartz will become a director. This was voted and approved by the BOD.
	NEXT MEETING:	**The next board meeting will be held on August 11th at 5:30 PM at Emerald Construction Office.**
Announce-ments		
Adjourn-ment		The meeting was adjourned at 6:50 PM
BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary		