


Chapter Positions	 <p>RICHMOND CHAPTER Board of Directors MEETING MINUTES January 12, 2016, Thursday</p> <p>5:30 PM – 6:30PM Emerald Construction Conference Room 2219 Dabney Road Richmond, VA 23230</p>	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		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 MAR Region Certifications Winnie Sung

Item	Responsible Person	Discussion
Call to Order	President (L’Heureux)	Steve L’Heureux called the meeting to order at 5:35 PM. Attendee sign in sheet is attached to the minutes. A Quorum was established.
Approval of Minutes	Secretary (Petry)	Meeting Minutes for the November 10th Meeting were emailed to all the board members on Tuesday Nov 15 th . Minutes for the December 8 th conference call were emailed to all board members on December 8 th following the call. <ul style="list-style-type: none"> November and December Meeting minutes were approved.
Corresp.	Secretary (Petry)	Correspondence to be Read: <ul style="list-style-type: none"> Richmond Report for January has not been sent. Should go out later this week. No other Correspondence has been received. Notices for meetings and CDT Boot Camp have been forwarded to members several times.
Treasurer’s Report	Treasurer (DeShazo)	Treasurers Report: <ul style="list-style-type: none"> A Budget and Checkbook update was provided. See attached.
Committee Reports	Andy Richmond	Education Chair Update: <ul style="list-style-type: none"> January LNL sent out on January 4th. Currently 23 are registered. Need flyer for February LNL. Andy to Update LNL Schedule for balance of year. See attached updated schedule.
	Steve L’Heureux Betsy Dulin	Program Chair Update: <ul style="list-style-type: none"> January Event: Thursday 26th American Tap Room at Willow Lawn. Room is reserved need to determine Menu options. Cost \$20/person. Drinks by attendees. February Event: Feb 23rd. Vendor Speed Dating Event. Three vendors need to pin these down, event location? March Event: March 23rd. Hard Hat Tour. Jon mentioned potential at warehouse across from Hardywood. Walter Parks Project. Or GRTC Renovation. April Event: April 20th. Joint Event. GBC? ASPE? Other?
	Winnie Sung	Certification Chair Update: <ul style="list-style-type: none"> Date February 18, 2017 – One day event at Emerald Construction. Flyer has been sent out multiple times. Currently +/-7 registered attendees.

	Joe Oglesby Steve L'Heureux	Membership Chair Update: <ul style="list-style-type: none"> Current membership is 78.
	Mary Ann Petry	Hospitality Chair Update: <ul style="list-style-type: none"> December Holiday Party had 33 attendees, 44 were registered to attend. Total Cost was \$2,490.10, Income was \$1,156.74. For a net cost of \$1,252.36. Meeting Sponsorship money makes up delta on the meetings.
	Cindy Cordo	Award Chair Update: <ul style="list-style-type: none"> Five awards nominations were submitted. No feedback yet.
	Andy Richmond	Technical Chair Update: <ul style="list-style-type: none"> No Update.
	Jon Anderson	Public Relation Chair Update: <ul style="list-style-type: none"> Set up a format to use for future notifications. If we want to put in Richmond Times Dispatch need 2 weeks in advance.
	Kevin Riley Tom Schwartz	CSI Product Show Update (MAY 25, 2017): <ul style="list-style-type: none"> Will be at Westin again this year. Kevin is compiling lists for manufacturers and vendors. Email going out Monday to save the date. Income Goal \$17,000. Table cost \$450 versus \$500. Decided \$500 / table for all vendors.
	Norm Jacobs	Richmond Report: <ul style="list-style-type: none"> Add a new section on awards, position changes, company changes, project awards, etc. – Status? Need by January 27th for February newsletter. Winnie doing February Project Spotlight.
	Stephen Weisensale	Technology Chair Update: <ul style="list-style-type: none"> No Update. CSI website still pending update. Steven L.is exploring options for a stand alone website.
	Stephen Weisensale	Scholarship Fund Chair Update: <ul style="list-style-type: none"> Stephen is resigning this position need someone to fill in. Ken Cordo is going to assist with this.
	Liaison's John Hancock Winnie Sung Jacob Dyer	RJEC Report: AIA Report: AIA Conference April 9-15 ASPE Report:
CSI Regional Reports	Steve L'Heureux	CSI Regional Planning Report: <ul style="list-style-type: none"> Upcoming Events: LOS: August 11 – 12 in York Pennsylvania 2017 Conference is in Pittsburgh and 2018 is in Winchester, VA. There are several open Regional positions.
Old Business		CSI Sponsorship: Forms went week of Oct 10 th . Cost \$300 for an annual sponsorship. This gets publicity at all meetings, in the newsletter, and on the website. As of 01/12/16 we have 9 paid sponsors. Kjellstrom & Lee, Koster America, Gulf Seaboard, WW Nash, Emerald, Roanoke Engineering, Shade and Wise, Illumination Concepts, Six Sides Building Consulting.
New Business		<ul style="list-style-type: none"> It was discussed the option for Robert Vaughan to become the president for the 2017 – 2018 term. Need to determine slate of officers for the 2017 – 2018 election.

	NEXT MEETING:	The next board meeting will be Thursday February 9 th at Emerald Construction.
Announcements		
Adjournment		The meeting was adjourned at 6:58 PM.
BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary		

CSI RICHMOND CHAPTER BUDGET (APPROVED 08.11.2016)

July 1, 2016 to January 12, 2017

	BUDGET	JULY	AUG	SEP	OCT	NOV	DEC	JAN
	2016-2017							
INCOME:								
MEMBERSHIP	\$3,300.00	\$765.00	\$0.00	\$225.00	\$0.00	\$225.00	\$360.00	
SPONSORSHIPS & BUSINESS CARD IN NEWSLETTER	\$3,000.00					\$1,500.00		
MEETING / EVENT (September) - New member night (social)	\$400.00				\$180.00			
MEETING / EVENT (October)- AIA Front porch (network)	\$0.00				\$300.43			
MEETING / EVENT (November)-Education (program)	\$200.00					\$244.22		
CHRISTMAS PARTY (December) (dinner)	\$1,500.00							
MEETING / EVENT (January) - Strategic Planning (dinner)	\$300.00							
CDT study event (Feb.)	\$200.00							
MEETING / EVENT (Feb.)-Prod. Rep. Speed Dating (network)	\$1,000.00							
MEETING / EVENT (March)-Hard Hat Tour (social)	\$0.00							
MEETING / EVENT (April) Education (program) breakfast	\$200.00							
PRODUCT SHOW (May) networking + education	\$18,000.00	\$1,100.00	\$100.00					
END OF YEAR PARTY (June) Awards banquet (social)	\$300.00							
TOTAL INCOME	\$28,400.00	\$765.00	\$1,100.00	\$325.00	\$480.43	\$1,969.22		
EXPENSE:								
EDUCATION	\$600.00							
WEBSITE - Monthly Maintenance	\$1,800.00			149				
AWARDS	\$200.00							
Dues & Subscriptions for RJEK	\$50.00							
MEETING / EVENT (September) - New member happy hour	\$500.00							
MEETING / EVENT (October)- Hard hat tour	\$125.00							
MEETING / EVENT (October) - AIA Front porch	\$350.00				\$217.50			
MEETING / EVENT (November) Panel Discussion	\$500.00				\$417.50	\$90.16		
CHRISTMAS PARTY (December) Social	\$2,000.00			\$100.00	\$500.00			
MEETING / EVENT (January) - Strategic Planning event	\$350.00							
CDT study event (Feb.)	\$200.00							
MEETING / EVENT (February) Product Rep. event	\$250.00							
MEETING / EVENT (March) hard Hat Tour	\$100.00							
MEETING / EVENT (April) Presentation	\$300.00							
PRODUCT SHOW (May)	\$15,500.00							
END OF YEAR PARTY (June) Social	\$500.00							
ADVERTISING and PROMOTION	\$1,000.00				\$125.00			
TRAVEL	\$900.00			\$300.00				
SUPPLIES & POSTAGE	\$50.00				\$42.82			
CORPORATION FEE	\$25.00							
INSURANCE	\$0.00							
FLOWERS/GIFTS/DONATIONS	\$100.00							
SCHOLARSHIP FUND	\$2,000.00							
TOTAL EXPENSE	\$27,400.00	\$0.00	\$0.00	\$549.00	\$1,302.82	\$90.16		
NET INCOME (LOSS)	1,000.00							

Chapter Positions

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**



RICHMOND CHAPTER

Sign-In Sheet

Date: 01/12/17

**Event: January BOD Meeting
 Emerald Construction**

Chapter Officers

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

NAME	SIGNATURE
Steve L'Heureux	<i>[Handwritten Signature]</i>
Joe Oglesby	<i>[Handwritten Signature]</i>
Jon Anderson	<i>[Handwritten Signature]</i>
Kevin Riley	
Gib DeShazo	<i>GIB DESHAZO</i>
Mary Ann Petry	<i>Mary Ann Petry</i>
Cindy Cordo	<i>Cindy Cordo</i>
Tony Hawkinson	<i>[Handwritten Signature]</i>
Betsy Dulin	
Andy Richmond	<i>Andy Richmond</i>
Mike Bricker	<i>[Handwritten Signature]</i>
Tom Schwartz	<i>Tom Schwartz</i>
Barbe Shaffer	
Winnie Sung	<i>[Handwritten Signature]</i>
Norm Jacobs	
Stephen Weisensale	<i>[Handwritten Signature]</i>
<i>ROBERT VAUGHAN</i>	<i>ROBERT W. Vaughan</i>
<i>Connie Owens</i>	<i>Connie Owens</i>
<i>[Handwritten Initials]</i>	

BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary Total # Attendees: 10+4