


Chapter Positions	 <p>RICHMOND CHAPTER Board of Directors MEETING MINUTES February 14, 2017, Tuesday</p> <p>12:00 PM – 1:00PM PHONE IN CONFERENCE CALL</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: Ken Cordo 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: TBD 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 12:05 PM. Attendee sign in sheet is attached to the minutes. A Quorum was established.
Approval of Minutes	Secretary (Petry)	Meeting Minutes for the January Meeting were emailed to all the board members on February 8 th . These were approved.
Corresp.	Secretary (Petry)	Correspondence to be Read: <ul style="list-style-type: none"> Richmond Report for February has not been sent. Should go out later this week. See attached for recap of January Strategic planning event. Notices for February Lunch and Learn 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"> February LNL has been sent out – Currently 12 are registered. Need flyer for March LNL.
	Steve L’Heureux Betsy Dulin	Program Chair Update: <ul style="list-style-type: none"> February Event: Feb 23rd. Vendor Speed Dating Event. Three vendors need to pin these down, event location, COTU. Robert handling food. Steven is moderating March Event: Thursday March 23rd. Main Street Realty at warehouse across from Hardywood. Jon Anderson to pin down details. April Event: April 20th. PPE Tony Pulling together.
	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 +/-15 registered attendees. All food has been ordered.
	Joe Oglesby Steve L’Heureux	Membership Chair Update: <ul style="list-style-type: none"> No Update

	Mary Ann Petry	Hospitality Chair Update: <ul style="list-style-type: none"> January event had 16 attendees. The cost was \$359 income was \$325. February Event is being handled by Robert and Tom.
	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"> 14 tables sold and 7 on Hold Kevin is compiling seminar list for review by select committee. Free Seminar's discussed for Alan Tuck/others. Status to be determined and reviewed at product show meeting.
	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 February 27th for March newsletter.
	Stephen Weisensale	Technology Chair Update: <ul style="list-style-type: none"> Steven L. is exploring options for a stand alone Richmond CSI website. Steven L. sent information on Star Chapter site builder. A web session for other board members and officers to review will be set up.
	Ken Cordo	Scholarship Fund Chair Update: <ul style="list-style-type: none"> Ken Cordo is now heading this up and has contacted several schools to get information.
	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		<ul style="list-style-type: none"> Need to determine slate of officers for the 2017 – 2018 election.
New Business		<ul style="list-style-type: none">
	NEXT MEETING:	The next board meeting will be Thursday March 9th at Emerald Construction.
Announcements		
Adjournment		The meeting was adjourned at 12:45 PM.
BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary		

WEBSITE

Critical Elements: (In no particular order of importance)

- *Qualities: Legible, Easy to Navigate, Provides links to MAR/ Institute
- *Contains Educational Content (Link to Specifier magazine)
- *Calendar with Links
- *Connected to Social Media outlets (Facebook, Instagram, Twitter)
- *Interface with Eventbrite registrations
- *Project Spotlight page
- *Newsletter (including access to archives)
- *"News and Noteworthy" section
- *Sponsor banner at bottom of every page with Links
- *Mobile Friendly
- *Contacts (member directory/ BOD listing)

MEMBERSHIP

- *Contact and Communicate through face to face interaction
- *Student chapter
- *Tie professional and personal Interests
- *Volunteering Opportunities
- *Need to highlight and focus on value of membership
- *Lunch and Learn presentations to firms by members
- *Some kind of financial reimbursement for testing and/or membership fees
- *more photos of events to show fun and faces
- *outside promotions (Bisense, Times Dispatch)
- *Interactive learning events
- *Create Young professional member committee
- *Social Events- Happy Hour

EVENT IDEAS

- *Earth Day Event (renewable, recycling, deconstruction) Saturday, April 22nd
- *Outdoor event in Summer
- *Active job-site visit during construction (tilt-up walls)
- *Events that have local impact (the Diamond, historic districts)
- *Richmond Master Plan discussion
- *Co-sponsored events (AIA, ULI, ACI, HBA, IFMA)
- *PPE Training
- *Volunteer Days (better Housing Coalition)

CHAPTER STRUCTURE

- *More focused agenda for Board meetings (Priority-based).
- *Provide digital connections (skype) for meetings.
- *Delegate more small/ individual tasks to create more involvement.
- *Integrate committee budgets into annual budget.
- *Make deadlines.

CSI RICHMOND CHAPTER BUDGET (APPROVED 08.11.2016)

July 1, 2016 to January 12, 2017

	BUDGET	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
	2016-2017												
INCOME:													
MEMBERSHIP	\$3,300.00	\$765.00	\$0.00	\$225.00	\$0.00	\$225.00	\$360.00	\$180.00					
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							
CHRISTAMS PARTY (December) (dinner)	\$1,500.00						\$1,256.74						
MEETING / EVENT (January) - Strategic Planning (dinner)	\$300.00								\$305.37				
CDT study event (Feb.)	\$200.00								\$100.00				
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			\$900.00						
END OF YEAR PARTY (June) Awards banquet (social)	\$300.00												
		\$765.00	\$1,100.00	\$325.00	\$480.43	\$1,969.22							
TOTAL INCOME	\$28,400.00	\$1,530.00	\$2,200.00	\$650.00	\$960.86	\$3,938.44	\$2,516.74	\$180.00	\$405.37	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE:													
EDUCATION	\$600.00			149									
WEBSITE - Monthly Maintenance	\$1,800.00							\$870.00					
AWARDS	\$200.00												
Dues & Subscriptions for RJEC	\$50.00							\$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			\$100.00	\$417.50	\$90.16							
CHRISTMAS PARTY (December) Social	\$2,000.00				\$500.00		\$1,909.10						
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								\$950.00				
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												
		\$0.00	\$0.00	\$549.00	\$1,302.82	\$90.16							
TOTAL EXPENSE	\$27,400.00	\$0.00	\$0.00	\$1,098.00	\$2,605.64	\$180.32	\$1,909.10	\$920.00	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00
NET INCOME (LOSS)	1,000.00	1,530.00	2,200.00	(448.00)	(1,644.78)	3,758.12	607.64	(740.00)	(544.63)	0.00	0.00	0.00	0.00

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: **Ken Cordo**
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: 02/14/17

**Event: February BOD Meeting
Phone In Conference**

Chapter Officers

President: **Steve L'Heureux**
Past President: **Joe Oglesby**
President Elect:
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>Steve L'Heureux</i>
Joe Oglesby	<i>Joe Oglesby</i>
Jon Anderson	<i>Jon Anderson</i>
Kevin Riley	<i>Kevin Riley</i>
Gib DeShazo	NOT PRESENT
Mary Ann Petry	<i>Mary Ann Petry</i>
Cindy Cordo	<i>Cindy Cordo</i>
Tony Hawkinson	<i>Tony Hawkinson</i>
Betsy Dulin	NOT PRESENT
Andy Richmond	<i>Andy Richmond</i>
Mike Bricker	NOT PRESENT
Tom Schwartz	<i>Tom Schwartz</i>
Barbe Shaffer	NOT PRESENT
Winnie Sung	<i>Winnie Sung</i>
Norm Jacobs	NOT PRESENT
Stephen Weisensale	<i>Stephen Weisensale</i>