


Chapter Positions	 <p>RICHMOND CHAPTER Board of Directors MEETING MINUTES March 9, 2017, 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: 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 5:30 PM. Attendee sign in sheet is attached to the minutes. A Quorum was established.
Approval of Minutes	Secretary (Petry)	Meeting Minutes for the February Meeting were emailed to all the board members on February 8 th . These were NOT approved as a quorum was not established until half way through meeting.
Corresp.	Secretary (Petry)	Correspondence to be Read: <ul style="list-style-type: none"> • Richmond Report for March was issued on 02/27/17. • Notices for March Lunch and Learn has been forwarded to members several times. •
Treasurer’s Report	Treasurer (DeShazo)	Treasurers Report: <ul style="list-style-type: none"> • No Update • There was a Vote to Increase the Budget for the new website startup.
Committee Reports	Andy Richmond	Education Chair Update: <ul style="list-style-type: none"> • The February LNL was cancelled due to Presenter conflict. • The March LNL is scheduled for March 10th. • Due to large number of interested vendors, it was voted to continue LNL’s through July.
	Steve L’Heureux Betsy Dulin	Program Chair Update: <ul style="list-style-type: none"> • February Event: Cancelled • March Event: Thursday March 23rd. Main Street Realty at warehouse across from Hardywood. Needs additional promotion currently 8 registered. • April Event: April 20th. PPE Tony Pulling together. Location / presenter / etc.
	Winnie Sung	Certification Chair Update: <ul style="list-style-type: none"> • CDT Boot camp went very well, there were 17 attendees. There will be no fall boot camp.
	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"> No Update
	Cindy Cordo	Award Chair Update: <ul style="list-style-type: none"> We won all (5) categories that we submitted to MAR. We are looking for local nominations.
	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"> Jon requested notifications of those who passed CDT Exam so we can publish in Richmond Times Dispatch.
	Kevin Riley Tom Schwartz	CSI Product Show Update (MAY 25, 2017): <ul style="list-style-type: none"> 27 tables sold and 10 on Hold Seminars have been selected.
	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 March 28th for April newsletter.
	Stephen Weisensale	Technology Chair Update: <ul style="list-style-type: none"> Star Chapter was discussed in detail. It was voted to proceed with this service to setup new Richmond Chapter CSI website. A vote was held to amend budget to pay for the start up fees. The annual costs will be incorporated into the 2017 -2018 budget.
	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. No Update
	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 finalize 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 April 13th at Emerald Construction.
Announcements		
Adjournment		The meeting was adjourned at 6:15 PM.
BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary Special Thanks to Cindy Cordo for taking meeting minutes as I was unable to attend meeting.		

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**



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

RICHMOND CHAPTER

Sign-In Sheet

Date: 03/09/17

**Event: March BOD Meeting
 Emerald Construction**

NAME	SIGNATURE
Steve L'Heureux	
Joe Oglesby	
Jon Anderson	
Kevin Riley	
Gib DeShazo	
Mary Ann Petry	
Cindy Cordo	
Tony Hawkinson	
Betsy Dulin	
Andy Richmond	
Mike Bricker	
Tom Schwartz	
Barbe Shaffer	
Winnie Sung	
Norm Jacobs	
Stephen Weisensale	
Robert Vaughn	
Connie Owens	

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

Organization Name: CSI Richmond Chapter Contact Name: Steven L'Heureux
 Domain: www.richmond.csinet.org Phone: (804)200-7175
 Email: slheureux@comarchs.com

STANDARD PLAN

DESCRIPTION	PAYMENT TYPE	AMOUNT
StarChapter Setup Fee	One Time Fee	\$699.00

The one-time **Setup Fee** for implementation consists of up to 5 hour(s) of project time with a Dedicated StarChapter Specialist, including project management, requirement questionnaire and kick off meeting, up to 1 graphic design revision(s), 2 stock photo(s) of your choice, assistance in configuring the service, data conversion for member roster and non-member lists, content conversion, and 1 one-hour training session(s). The allotted duration of the project is limited to a maximum of 6 week(s).

StarChapter Service Subscription Fee	Monthly Fee	\$85.00
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DOUBLE CHECK

The **Service Subscription Fee** includes the use of the StarChapter software service with up to 150 members, 2500 non-members, 15000 emails per month, and 2 GB of storage. Plus, access to ongoing board training and support, functionality enhancements and maintenance, and data protection and backups.

2.75% / \$25 transaction

Term Agreement *We will proceed w/ Star Chapter. Had quorum. Voted to move forward. Hope to have in place by*
 The initial term is one (1) year plus one (1) month, and it automatically renews on an annual basis.

90 Day Money-Back Guarantee

If for any reason you are not satisfied with your StarChapter service within the first 90 days of the initial term, up to a 90 day refund of the StarChapter Service Subscription Fee will be refunded with written notice of cancellation.

Discussion - Other CSI chapters using this successfully. Had invite/payment option

ALL SERVICES PROVIDED HEREUNDER ARE SUBJECT TO AND GOVERNED BY STARCHAPTER'S TERMS AND CONDITIONS.

cost per event/per person. 2.75% of charge. Less than recent Event price.

Sign Up Online: www.signup.starchapter.com/com/code/y4sw3n

Sales Code: y4sw3n

We voted to accept move on. Will look into how to charge using ipod / iPhone / or other devices

Salesperson: Lydia Tucker