


Chapter Positions	 <p data-bbox="630 453 1141 522"><b>RICHMOND CHAPTER</b> <b>BOARD OF DIRECTORS MEETING MINUTES</b></p> <p data-bbox="716 533 1052 564">January 8, 2015, Thursday</p> <p data-bbox="776 611 992 636"><b>5:30PM – 6:45PM</b></p> <p data-bbox="716 648 1055 737">Glave &amp; Holmes Architecture 2101 East Main St. Richmond, VA 23223</p>	Chapter Officers	
Programs: <b>Carissa Mulahn/Winnie Sung</b> Editor Richmond Report: <b>Norm Jacobs</b> Technology: <b>Stephen Weisensale</b> Product Show Chair: <b>Kevin Riley</b> Certification Chair: <b>Steve L'Heureux</b> Education: <b>Lynden Garland</b> Membership Chair: <b>Joe Oglesby</b> Awards Chair: <b>Taekia Glass</b> Public Relations Chair: <b>Jon Anderson</b> Scholarship Chair: <b>Paul Sweet</b> Technical Chair: <b>John Spain</b> Hospitality : <b>MaryAnn Petry</b> Audit Chair: <b>Gib DeShazo</b> Finance Chair: <b>Mike Bricker</b> Long Term Planning: <b>Ken Cordo</b>		President: <b>Winnie M. Sung</b> Past President: <b>Ken Cordo</b> President Elect: <b>Joe Oglesby</b> Vice President: <b>Lynden Garland</b> Treasurer: <b>Mike Bricker</b> Secretary: <b>Tony Hawkinson</b> Directors: <b>Steve L'Heureux</b> <b>Anne Durkin,</b> <b>MaryAnn Petry,</b> <b>Jon Anderson</b> <b>Gib DeShazo</b> <b>Taekia Glass</b>	
		<b>Regional Representatives</b>	
		MAR Region Planning Chair: <b>Barbe Shaffer</b>	

Item	Topic	Discussion	Required Follow-up
<b>Call to Order</b>	President (Sung)	Winnie Sung called the meeting to order at 5:30PM with the following in attendance: Lynden Garland, Kevin Riley, Gib DeShazo, Joe Oglesby, Anne Durkin, Barbe Shaffer, Steve L'Heureux, Ken Cordo, John Spain, Jon Anderson and Tony Hawkinson.  Quorum was present.  <b>Opening Comments:</b> Welcome <ul style="list-style-type: none"> <li>• Opening Remarks               <ul style="list-style-type: none"> <li>- Holiday Party – 30 attendees</li> <li>- Lunch &amp; Learn Meeting on January 16<sup>th</sup> - <b>CANCELLED</b></li> <li>- Strategic Planning Meeting for 2015 on January 22<sup>nd</sup></li> <li>- Gray Area Between Disciplines on February 26<sup>th</sup></li> </ul> </li> </ul>	Sung
<b>Approval of minutes</b>	Secretary (Hawkinson)	<b>Meeting minutes</b> for the December Meeting were posted in the Richmond Report and it was emailed to all the board members. <ul style="list-style-type: none"> <li>• Lynden Garland asked if the Officers Report was still needed as part of the Meeting Minutes. Winnie Sung stated she wanted to retain them.</li> <li>• Meeting Minutes were approved by the BOD.</li> </ul>	Hawkinson
<b>Corresp.</b>	Secretary (Hawkinson)	<b>Correspondence to be Read:</b> Tony Hawkinson was present and had the following to be read: <ul style="list-style-type: none"> <li>• All correspondences are reflected on the agenda.</li> </ul>	Hawkinson
<b>Treasurer's Report</b>	Treasurer (Bricker)	<b>Treasury Report:</b> Mike Bricker was not present. <ul style="list-style-type: none"> <li>• No Update</li> </ul>	Bricker

<b>Officers Reports</b>	President (Sung)  President Elect (Oglesby)  Vice President (Garland)  Immed. President (Cordo)	Winnie Sung – was present and had the following to report: <ul style="list-style-type: none"> <li>No Update</li> </ul> Joe Oglesby – was present and had the following to report. <ul style="list-style-type: none"> <li>No Update</li> </ul> Lynden Garland – was present and had the following to report. <ul style="list-style-type: none"> <li>No Update</li> </ul> Ken Cordo – was present and had the following to report. <ul style="list-style-type: none"> <li>No Update</li> </ul>	Sung  Oglesby  Garland  Cordo
<b>Committee Reports</b>	Education (Garland)  Program & Meetings (Mulahn / Sung)	<b>Education Chair Update:</b> Lynden Garland was present and had the following to report: <ul style="list-style-type: none"> <li>Lunch &amp; Learn Lecture Series: Cancelled for this month as there is a conflict with a state holiday on January 16<sup>th</sup>.</li> </ul> <b>Program Chair Update:</b> Carissa Mulahn was not present. Discussions on Chapter Programs Updates: <ul style="list-style-type: none"> <li>Strategic Planning Meeting for 2015 (Jan 22) <ul style="list-style-type: none"> <li>Chair – Joe Oglesby / Winnie Sung</li> <li>Meeting / Dinner at the Robin Inn</li> <li>Happy Hour from 5:30PM</li> <li>Dinner to start after 6:00PM</li> <li>Program to start after dinner</li> <li>Cost will be \$20.00 per person. This will include dinner, wine and dessert. Happy Hour will be paid by attendees.</li> <li>Joe will have flyer ready for the RR. Lynden will send out email blast with flyer once completed.</li> <li>Need to get PayPal link on website for this event</li> </ul> </li> <li>Gray Area Between Disciplines (Feb 26) <ul style="list-style-type: none"> <li>Chair – Anne Durkin</li> <li>Panel has been confirmed as follows: <p>General Contractor: Mike Cagle, MB Contractors</p> <p>Architect / Landscape Architect: Jill Nolt, Glave Holmes</p> <p>Engineer: Dawn Lu, Lu+Smith Engineers</p> <p>Insurance: Kathy Blanchard, BB&amp;T Insurance</p> <p>May be adding another panelist for civil engineering</p> </li> </ul> </li> </ul>	Garland  Oglesby  Garland  Durkin & Mulahn

	<p>Certification (L'Heureux)</p>	<ul style="list-style-type: none"> <li>- Venue still needs to be determined. Library of VA? – Kevin Riley fill follow up.</li> <li>- This will be a joint meeting with WID.</li> <li>- Number of potential attendees could determine location of the event. Over 50 will need larger venue.</li> <li>- Alcohol at this event TBD. Note, this will have impact on cost of the event. WID typically do not charge for events. If we do not charge, then sponsors will need to be lined up to cover cost.</li> <li>- Need to prepare flyer for this event. Flyer will need to reflect the subject matter for maximum appeal and attendance.</li> <li>- Anne will be sending out an email to the chapter members for subjects to be discussed.</li> </ul> <ul style="list-style-type: none"> <li>• Certification study group / Jeopardy Night (Mar 26) <ul style="list-style-type: none"> <li>- Chair - Steve L'Heureux &amp; Barbe Shaffer</li> <li>- Venue for this event to be established. Barbe Shaffer expressed that this is a learning type meeting and venue should reflect that. Some discussion with Board Members of the subject matter and chapter attendance to this meeting based on the venue.</li> </ul> </li> <li>• Hard Hat Tour (April 23) <ul style="list-style-type: none"> <li>- Chair – Joe Oglesby with assistance from Mike Bricker</li> <li>- Tour of the new VCU Children’s Hospital under construction.</li> <li>- Tony Hawkinson will follow up with ACEC NextGen for coordination of joint meeting.</li> </ul> </li> <li>• Product Show (May 28) <ul style="list-style-type: none"> <li>- Chair – Kevin Riley with assistance from Stephen Weisensale</li> <li>- 10 Tables are currently reserved out of 42 available.</li> <li>- Additional information regarding table location should be added to vendor reservation form.</li> <li>- Need to make sure that Product Vendors are visited during the luncheon.</li> <li>- Committee meeting following the BOD Meeting.</li> </ul> </li> <li>• Award Banquet (June 25) <ul style="list-style-type: none"> <li>- Chair - Taekia Glass</li> <li>- No Update</li> </ul> </li> </ul> <p><b>Certification Chair Report:</b> Steven L'Heureux was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• 2015 Test dates have not been established to date.</li> <li>• Chapter will have another CDT boot camp as Margaret Chewing has confirmed that she is available.</li> </ul>	<p>Durkin</p> <p>L'Heureux &amp; Shaffer</p> <p>Oglesby / Bricker</p> <p>Hawkinson</p> <p>Riley</p> <p>Glass</p> <p>L'Heureux</p>
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	Membership (Oglesby)	<ul style="list-style-type: none"> <li>• Need to establish what is the minimum number of attendees to make this a successful event.</li> <li>• Tentative date of this is March 21<sup>st</sup> at Emerald Construction office.</li> <li>• May look at charging \$100.00 per person if taking the exam and \$50.00 if just attending.</li> <li>• May limit the amount of materials the Chapter provides.</li> </ul>	Oglesby
	Hospitality (Petry)	<p><b>Membership Chair Update:</b> Joe Oglesby was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• CSI National has not provided updated information on current member is a couple of months. This may be tied to the system upgrade. There is a regional BOD conference call on Monday. Barbe &amp; Winnie will follow up on this issue.</li> <li>• Joe would like to know who is the contact person at CSI national to follow up on regarding membership.</li> </ul>	Sung
	Award (Glass)	<p><b>Hospitality Chair Update:</b> MaryAnn Petry was not present.</p> <ul style="list-style-type: none"> <li>• No update</li> </ul>	Petry
	Technical (Spain)	<p><b>Award Chair Update:</b> Taekia Glass was not present.</p> <ul style="list-style-type: none"> <li>• Outstanding Chapter Commendation FY 15 is due July 15<sup>th</sup>, 2015 by 5:00PM</li> <li>• Nominate members for Region or Institute Awards were submitted and are as follows: <ul style="list-style-type: none"> <li>- Communication – Jon Anderson</li> <li>- Organization / Certification of Merit – F&amp;R (Lunch &amp; Learn)</li> <li>- Robert P. Brosseau Memorial Award – Robert Vaughan</li> <li>- Distinguish Service Award – Barbe Shaffer</li> </ul> </li> </ul>	Glass
	Public Relations (Anderson)	<p><b>Technical Update:</b> John Spain was present.</p> <ul style="list-style-type: none"> <li>• Follow up on technical article for February article for RR.</li> </ul>	Spain
	Product Show (Riley)	<p><b>Public Relation Report:</b> Jon Anderson was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Forward anything you want to send out regarding notices to Jon so he can send out email blasts and publications.</li> <li>• FYI, Leadership Tool will not allow email attachments in the notices that Jon sends out.</li> </ul>	Anderson
		<p><b>CSI Product Show Update:</b> Kevin Riley was present and had the following to report:</p> <ul style="list-style-type: none"> <li>• Planning Committee meeting immediately following the BOD meeting.</li> <li>• Sending out email blasts on the event to vendors. Another to follow next week at most vendor have their new year budget and this is a good time to get them</li> </ul>	Riley

	<p>Richmond Report (Jacobs)</p> <p>Technology (Weisensale)</p> <p>Scholarship Fund (Sweet)</p> <p>Liaison (Cordo, Wolf, Dyer)</p> <p>Directors (Anderson, Loinette, Durkin, Petry and DeShazo)</p>	<p>registered for this event.</p> <ul style="list-style-type: none"> <li>Need to coordinate with Mike Bricker on PayPal method of payments for event.</li> </ul> <p><b>Richmond Report:</b> Norm Jacobs was not present. Winnie had the following to report:  <b>Deadline: January 22nd.</b>  <b>Project Spotlight:</b> Tony Hawkinson shall submit for February RR.  <b>Technical article:</b> John Spain will follow up for the January Report. .  <b>BOD Bios</b> – Get them to Gib so we can get them up on the website. Winnie stated she wanted this complete by the January 22<sup>nd</sup> deadline.  <b>Articles</b> – BOD please submit articles to RR on area of expertise.</p> <p><b>Technology Report Update:</b> Stephen Weisensale was not present.</p> <ul style="list-style-type: none"> <li>Send everything to Stephen that you want posted on the website. He will coordinate with Mitch Ayers.</li> </ul> <p><b>Scholarship Fund Update:</b> Paul Sweet was not present.</p> <ul style="list-style-type: none"> <li>Winnie to contact Robert Vaughn for update. Chapter may suggest changes to make this fund more universal than its current format.</li> </ul> <p><b>RJEC Report:</b> No Update  <b>AIA Report:</b> No Update  <b>ASPE Report:</b> No Update</p> <p><b>Directors' Report:</b>  Chapter's archives: No Update  Chapter photographer: No Update</p>	<p>Jacobs</p> <p>Hawkinson</p> <p>Spain</p> <p>BOD</p> <p>BOD</p> <p>Weisensale</p>
<p><b>CSI Regional Reports</b></p>	<p>Regional Planning (Shaffer)</p>	<p><b>CSI Regional Planning Report:</b>Barbe Shaffer was present.</p> <ul style="list-style-type: none"> <li>Region LOS and Board Meeting 2015 <ul style="list-style-type: none"> <li>August 14-15, 2015</li> <li>Heritage Hills Golf Resort and Conference Center, York, PA</li> <li>Room Rate is \$119.00 (This is a change)</li> </ul> </li> </ul>	
<p><b>Old Business</b></p>		<ul style="list-style-type: none"> <li>The chapter cannot currently find Liability Insurance through former contacts. This is still an open issue per Gib DeShazo.</li> </ul>	<p>BOD</p>

<b>New Business</b>		<p><b>Evaluations and Suggestions:</b></p> <ul style="list-style-type: none"> <li>Winnie Sung stated that Mid-Atlantic Institute Director election is coming up in February, so all members need to remember to vote! <ul style="list-style-type: none"> <li>Margaret Chewning and Marvin Kemp are the candidates.</li> </ul> </li> </ul>	BOD
	Schedule Next Meeting	<b>The next board meeting will be held on February 12<sup>th</sup> at 5:30PM at the Glave &amp; Holmes Architectural office</b>	BOD
<b>Announcements</b>		List of upcoming events will be posted on the CSI Website!!	
<b>Adjournment</b>		The meeting was adjourned at 6:45 PM	
<p>BY : Tony Hawkinson, CDT, LEED Green Associate –CSI Richmond Chapter Secretary</p>			