

BOARD REPORT



Northeast Region Board Meeting – August 27, 2009

DATE: August 7, 2009, 2009
TO: Northeast Region Board of Directors
FROM: Richard A. Eustis, PE, FCSI, CCA, CSC; NE Region President
SUBJECT: Report of Region President

A. Report Summary

1. The Northeast Region is in a period of transition as a result of the governance changes that occurred at the Institute. These changes will require a fresh look at how the Region accomplishes its Mission and how it provides the services that are expected by not only the Institute but also the membership.
2. Nearly all Region Committee Chairs have been appointed, assigned their on-going tasks and in some cases given specific additional assignments. Committees of 1 will no longer be an acceptable method of committee operations.
3. Collectively, we need to develop a better understanding of not only the Role of the Region Directors in the governance of the Region but also what the Region is expected to accomplish to serve the Chapters and the entire Region Membership.
4. There is a great amount of work to be done in the Region but we need to have “fun” while we make accomplishments.

B. The Report

1. Summary of activities since last report:
 - a. All Region Committee Chairs, with 2 exceptions, have been appointed and sent a copy of their “Roles & Responsibilities” as defined in the Region Administrative References. Additional Members to the Region Planning Committee and Region Finance Committee have been appointed and all Region Committee Chairs have been sent a listing that contains names of all Region Committee Chairs and members of each Committee.
 - b. The Region Planning Committee and the Region Finance Committee have been assigned additional specific “Charges” to be accomplished this year.
 - c. Working with balance of the Executive Committee planning a “Region Board Workshop” to be a part of the Region Board Orientation at the August Board Meeting.
 - d. Working with Executive Committee, have revised format for Agenda at Board Meeting that places items requiring Board action, early on Agenda and that will assure the Board discusses all items that are included in Board Reports under the heading of “Suggestion for the benefit of the Region”.
 - e. Sent several email messages to Chapter Presidents and Region Directors asking for items to be included in Agenda, recommendations for members to serve as Region Committee Chairs, suggestion of what they expected the Region to accomplish and alerting them to the changes in Region activities.

- f. Discussed the use of “Consent Agendas” with Executive Committee and agreed to improve the use of this format during Board Meetings.
 - g. Begun to schedule Chapter Visitation for the year and have set date to visit New Hampshire Chapter.
 - h. Obtained feed-back from Chapter Presidents on participation in Institute Webinars directed specifically to Chapter Presidents and will submit suggestions to Institute President and Executive Director.
2. Status of current programs:
- a. As I have only been serving as Region President for less than 6 weeks, it is difficult to determine current status as many of the programs and activities are in transition as a result of the change in governance structure, however, we believe there has been a significant increase in the level of communications between the Region President and Chapter Presidents.
 - b. Many Region Committees have functioned as “one-person committees” in the past and it appears that some Region Committees have been slow to begin communication with the members of their Committee or with the Chair of their related Institute Committee.
3. Problem areas:
- a. Although not a new problem, it appears there is an increasing misconception of the duties of Region Directors. First, Region Directors are member of the Region Board which is the governing body for the Region and are responsible for setting the direction of the Region and determining the services the Region should be providing. If the Region’s Chapters and Members are satisfied with the Region’s activities, the entire Board can take pride; however if there are Chapter or Members that do not think the Region is relevant, the Region Board has a responsibility to improve the services that are being provided. Second, Region Directors are the communication between the Chapter and its members and the Region Board. Region Directors should not only bring to the Board Chapter concerns and desires but also report Region Board activities to the Chapter Board and Chapter Members.
 - b. As indicated above, we are in the first few weeks of a new Region Governance Model that will require some shifts in the way we operate as a Region and the services that are provided by the Region. This will require the Region to consider new ways to accomplish their required part of the total CSI organizational structure.
 - c. CSI is an organization devoted to the improvement in communications between and among all parties in the design and construction industries. To some extent, it appears we have not always applied these same concepts to our activities at the Region and Chapter level. We collectively need to increase our level of communication between the Region and the Chapters as well as between Chapters so that we can all gain from our collective “Best Practices”.
4. Success stories:
- a. Hopefully the increased level of communication with Chapter Presidents and Region Directors is seen as a positive development.
 - b. This year FY2010 Region Committee Chairs with 2 exceptions received their official appointments, a copy of their Chapter’s Role and Responsibilities and in indication of their Committee Membership prior to the start of the fiscal year.

5. Schedule of activities prior to next Board Meeting:
 - a. Arrange for a significant number of “Chapter Visitation” with priority given to Chapters that have not been visited during the past 3 years.
 - b. Evaluate the activities at the August Board Meeting to determine if additional changes are needed to improve function of Board Meeting.
 - c. Develop an expanded Region Leadership and Training Program with assistance of Region Planning Committee.
 - d. Encourage Region Committees to increase services to Chapters

6. Changes in Chapter Membership since last report:
 - a. This section for use only by Region Directors.

C. Suggestions for the benefit of the Region

1. Both Region and Chapter Leaders should increase their knowledge and understanding of the Region Administrative References.
2. All Region Members should increase their use of the Region Website as an informational tool and Chapters should increase the use of the Region Website as a part of their Chapter Communications Plan.

Respectfully submitted;

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END OF REPORT

Cc: Region Secretary