



BOARD REPORT

Northeast Region Board Meeting – August 27, 2009

DATE: August 9, 2009

TO: Northeast Region Board of Directors

FROM: Richard A. Eustis, PE, FCSI, CCCA, CSC; Chair, Region Bylaws & Administrative References Task Team

SUBJECT: Report of the Region Bylaws & Administrative References Task Team

A. Report Summary

1. All approved revisions to the Region Bylaws and Region Policy have been posted to the Region website.
2. It is expected the creation of the “Region Allocation” program by the Institute will require some further modification to Region Policy but the exact requirements are yet to be determined.
3. The Region membership needs to better understand the “Role of the Region” in the overall organization of the Construction Specification Institute.

B. The Report

1. Summary of activities since last report:
 - a. The changes in Region Policy that were approved by the Board at the FY2009 Spring Board meeting have all been posted to the Region Website.
 - b. The Institute “Model Region Bylaws” is being revised by the Institute GRITT group and as a member of that group, I have been participating in the revision process. Although there are some changes, in my opinion the changes are not of sufficient significance to require any changes in the NE Region Bylaws at this time.
 - c. The Institute Board approved some changes in Institute Policy at their June 2009 Institute Board Meeting that does increase some Region responsibilities that may require some changes in Region Policy but there needs to be some guidance at the Institute level before appropriate changes can be made.
 - d. Although it did not happen since the last Board Meeting, I am pleased to report that the NE Region was one of the first Regions to amend their Region Bylaws to conform to the governance changes resulting from the approval of amendments to the Institute Bylaws. Also, the NE Region was one of the first to restructure their Region governance model to conform to the changes in Institute Governance.
2. Status of current programs:
 - a. Region Board Members should review the Region Administrative References and suggest changes as appropriate.
 - b. All Region Chairs will need to review appropriate portions of the Region Administrative References that will need to be revised as a result of the changes in Region governance

and the implementation of a “Region Allocation” by the Institute Board. Some of these will require future action by the Region Board.

3. Problem areas:

- a. Some Region Leaders fail to use the administrative tools that are available through the Region Administrative References (RAR) and the Region Website. Many procedures have been established through the RAR and website but unless used, they fail to achieve the intended benefits. New requirement resulting from the Institute Board’s adoption of a “Region Allocation” will require a fresh look at several Region activities.
- b. The implementation of the “Region Allocation” program has made it more critical that not only the Region Board and Committees but also the entire Region Membership develop a better understanding of the intended relationships of the Region with both the Chapters and the Institute.

4. Success stories:

- a. The Region Bylaws and the Region Administrative References have been updated to conform to the changes in Institute governance. There are still some changes that may be required because of the new “Region Allocation” procedure adopted by the Institute Board in November 2008 with requirement further defined in June 2009.

5. Schedule of activities prior to next Board Meeting:

- a. Assist Region Leadership in the identification of changes required to Region Policy or other portions of the Region Administrative References as a result of the new “Region Allocation” program.

6. Changes in Chapter Membership since last report:

- a. This section used only by Region Directors.

C. Suggestions for the benefit of the Region

1. It is suggested that for the benefit of the Region, some training should be provided to the Region Leadership on the contents of the “Region Administrative References”. Even though there have been attempts at communications, many still do not appear to be familiar with the contents of the RAR (including the Region Bylaws), a major governance document for the Region. This training could also be a part of the recruitment and orientation of future Region and Chapter Leaders.

Respectfully submitted;

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END OF REPORT

Cc: Region Secretary