



NORTHEAST REGION CSI FY2010 ANNUAL MEETING

Meeting Minutes August 29, 2009

Ft William Henry Conference Center -Lake George, NY

1. **Call to Order** – President Eustis welcomed everyone and called the meeting to order at 8:00AM
2. **Roll Call to determine Quorum** –A roll call was taken by Secretary Healy. All chapters were present with at least one representative. In addition to the members that responded to the “Chapter Roll Call” there were 28 voting members present for the Annual Meeting.
3. **Adoption of Standing Rules** – C. Bowne made motion to accept standing rules for this meeting, seconded and passed
4. **Adjustments in the Agenda** – President Eustis called for adjustments and except for deferring agenda item 12 there were none.
5. **President’s Report on the State of the Region** – President Eustis noted the Region had been relatively inactive over the past several years and the intent under the new governance model was to increase Region activity, especially the activity of Region Committees. He reminded those in attendance that in many cases, Chapters had membership in a Region Committee as the result of serving as a Chapter Committee Chair. Eustis noted that the Region still lacked a Region Technical Committee Chair and urged all Chapters to search their membership for someone to fill this capacity. He indicated that NE Region Chapters should become more involved with the Institute Awards Program as there were many members of the Region that deserved being nominated. He also reminded those in attendance that the Region was still searching for a host for the next Region Conference.
6. **Minutes of Previous Meetings** - As there was no quorum at the FY2009 Annual Meeting, no business was transacted.
7. **Treasurer’s Report on financial state of the Region** – Treasurer Barrett reported that the Northeast Region’s Equity/Net Worth as of 6/30/09 was \$61,829.81.
8. **Resolutions received prior to Meeting** – Two resolutions the intent of which is to extend the liability protection provided by the Region’s incorporation under the State of New Hampshire non-profit law to all Region Officers, Directors. Region Committee Chairs and Chapter Presidents performing official services for the NERegion were received from the Bylaws and Administrative References Task Team - **FY2009 Annual Meeting Resolution on Liability** moved by Healy seconded and approved unanimously after a brief explanation by President Eustis. Attachment A

FY2010 Annual Meeting Resolution on Liability moved by Healy seconded and approved unanimously Attachment B

Other Resolutions - No other resolutions were received

9. Resolutions from the Floor – No resolutions were presented from the floor

10. Other Business - None

11. Chapter Highlights presented by each Chapter President or designee – One positive accomplishment in FY2009 and two planned for FY2010

CHAPTER	SUCCESS STORIES & BEST PRACTICES
Metro NY	<ul style="list-style-type: none"> • The FY2009 NER Conference • Next years Chapter Trade Show • An increase in Chapter Scholarships
Boston	<ul style="list-style-type: none"> • Relocation of primary meeting venue to more accessible location • New technical programs • Committee involvement
Buffalo	<ul style="list-style-type: none"> • Luncheons (rather than dinner meetings) • recruiting new members
Hartford	<ul style="list-style-type: none"> • Technical programs • Maintain good programs for dinner meetings • Track attendance and reach out to non-members
Syracuse	<ul style="list-style-type: none"> • Higher quality technical programs • Increased attendance • Add value to dues by increasing emerging professional attendance/memberships • Plan to create chapter “Facebook” and “linked in” accounts
Rochester	<ul style="list-style-type: none"> • Tour of Frank Lloyd Wright house a success • Architect firms golf league, collaboration with CSI and gain new young members • Joint meetings with Syracuse & Buffalo chapters • More panel discussions are popular
Rhode Island	<ul style="list-style-type: none"> • Increased attendance to 80-100 people • Numerous joint events with affiliate organizations (e.g., AIA, AGC, NAWIC, ASHRAE, SEA, etc.) • Academic Affairs Committee in collaboration with Publicity Committee to increase exposure to educational institutions • Convert more emerging professionals to members and ultimately board members or active volunteers
New Jersey	<ul style="list-style-type: none"> • Brainstorming sessions • Communication via website, launch new website • Directory of manufacturer’s rep’s categorized by MasterFormat Divisions • Membership efforts from college professors • Formed new AIA Committee for Emerging Professionals
Maine	<ul style="list-style-type: none"> • Outstanding Chapter commendations for last 3 consecutive years • 4 meetings on different college campuses

	<ul style="list-style-type: none"> Annual symposium for local construction industry with students
Eastern NY	<ul style="list-style-type: none"> Increase student involvement Recharge membership after planning for conference Programs - continued presentations with CEU's
Vermont	<ul style="list-style-type: none"> Offering reimbursement for professional certification program to increase value of membership and increase certification awareness and interest Paying full or partial cost of A/E apprenticeships, hope to convert emerging professionals into members Paying for student memberships based on certification exam grades
Worcester	<ul style="list-style-type: none"> Membership drive -7 new member Repeat all elements of membership drive Board members each mentor new members in an effort to recruit board members
Housatonic	<ul style="list-style-type: none"> Robust and award-winning newsletter and website Attendance is up but membership has dropped Golf outing and picnic is a successful venue Student competition to incite active involvement of students and emerging professionals
Long Island	<ul style="list-style-type: none"> Presentations for universities, forming a student affiliate chapter, increase student membership 40th anniversary dinner, reached 4% increased membership Successful chapter meetings, joint chapter events, tours of LEED project
New Hampshire	<ul style="list-style-type: none"> Vary meeting locations, diverse venues accessible to college campuses Reach out to emerging professionals via college curriculum and professors Educational seminar interesting topics to students and emerging professionals (e.g., BIM, IDP)

12. Summary of Region Board Meeting activity – deferred to Region Forum

13. Other comments or questions – None

14. Adjournment – C. Bowne moved to adjourn at 9:05AM approved by acclamation

Submitted by Edward M. Healy, RA, FCSI, CDT - Secretary, Northeast Region CSI

Accepted on January 29, 2010 in accordance with the NER Administrative References Policy Part 4 Standing Rules of the Annual Meeting by the FY2009 NER Executive Committee

Richard Eustis _____ President - Richard Eustis, P.E. FCSI,

W. Calvin Bowne _____ Vice President - W. Calvin Bowne, FCSI,

Roland M. Barrett, CSI _____ Treasurer - Roland Barrett, CSI

 _____ Secretary - Edward M. Healy, RA, FCSI, CDT

Northeast Region Construction Specifications Institute

FY2009 Annual Meeting –August 16, 2008

(Recommended by Region Legal Counsel and submitted by Richard A Eustis, PE, FCSI, CCCA, Chair of the Region Bylaws & Admin References Task Team – The intent of this Resolution is to extend the liability protection provided by the Region’s incorporation under the State of New Hampshire non-profit law to all Region Officers, Directors, Region Committee Chairs and Chapter Presidents performing official services for the NE Region)

Resolution

Be it resolved:

1. That the attached list of names of officers, directors and committee chairs of each and all of the region committees of the Northeast Region Construction Specifications Institute and the Chapter Presidents of the NE Region be and it hereby is, recognized as the official list of the officers and directors, and the officers be and each hereby is, authorized and directed to file said list with the annual filings of the Northeast Region Construction Specifications Institute with the State of New Hampshire.
2. That all the actions and decisions taken by each and every officer, director and committee chair of each region committee of the Northeast Region Construction Specifications Institute during the last year and every Chapter President, which are consistent with the Articles of Agreement, By-Laws, Administrative References and Board resolutions, be and each is, hereby ratified, affirmed and approved.

Annual Meeting –August 16, 2008

List of Officers, Directors, Committee Chairs and Chapter Presidents for FY2008

Officers

President

Michael Debiak, CSI, CDT
104 Harvey Jones Drive
Jackson, NJ 08527

Hartford

David Gorden, CSI, CCS
38 Tanglewood Road
Farmington, CT 03032

Vice President

Scott Tobias, CSI, CDT, AHC
ASSA ABLOY
12 Phyllis LN
Rock Tavern, NY 12575

Syracuse

Charles Laun, CSI, CDT
Beardsley Design Associates
64 South Street
Auburn, NY 13021

Secretary

Ruma Som, CSI, CDT
ASSA ABLOY DSS
462 Sheffield Road
Ridgewood, NJ 07450

Rochester

Charles Battle, CSI
Battle Construction Company
760 Canning Parkway
Victor, NY 15464

Treasurer

Roy C. Olsen, RA, CSI, CDT
JCJ Architecture
38 Prospect St
Hartford, CT 06103

Rhode Island

William Tracey, CSI, CDT
Trac Builders, Inc
1761 Plainfield Pike
Johnston, RI 02919

Directors

Metropolitan New York , CSI-I
Luis Rosario-Lluveras
42 E Burgess Dr.
Piscataway, NJ 08854

New Jersey

Susan Sheffmaker
Sheffmaker, LLC
262 Redmond St
New Brunswick, NJ 08901

Boston

Don Bannon, CSI, CDT
MBTA
11 Pleasant St
Wenham, MA 01984

Maine - From 7/1/2007 to 12/12/2007

Bradford Armstrong , CSI, CCPR
PO Box 255
Raymond, ME 04071

Buffalo-Western New York

James Grucella, CSI
Thermal Foams, Inc
2101 Kenmore Ave
Buffalo, NY 14207

Maine - From 12/13/2007 to 6/30/2008

Richard A. Eustis, PE, FCSI, CCCA
35 Pride St
Old Town, ME 04468

Eastern New York
John Van Oort, RA, CSI, AIA
Studio Seven Architects
258 Ushers Road
Clifton Park, NY 12065

Vermont
Victoria Rickert, CSI, CDT
Best Tile of Vermont P. O. Box 1641
Williston VT 05495

Worcester County
Roland Barrett, CSI
SimplexGrinnell LP
22 Nancy Road Milford., MA 01757

Housatonic
Arthur Sanders, CSI, AIA
Hoffman Architects, Inc
2321 Whitney Ave; 2nd Floor
Hamden, CT 06518

Long Island New York
Chris Geiger, CSI, CDT
12 Arrow St
Selden, NY 11784

New Hampshire
Tom Minnon, CSI, CCPR, LEED
YKK Architectural Products
9 Datillo Road
Derry, NH 03038

Committee Chairs

Academic Affairs/Liaison Committee
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Awards Committee
James Grucella
(See address above)

Certification Committee
George Rosamond, FCSI, CCS, AIA
Lothrop Associates Architects
200 Summit Lake Drive
Valhalla, NY 10595
FY2009 NE Region Annual Meeting
Officer, Director, Chapter President Liability

Electronic Communications & Website
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Finance Committee
Roland Barrett
(See address above)

Membership Committee
Edward Healy, RA, CSI, CDT
Edward M. Healy, Architect
625 Boston Turnpike
Shrewsbury, MA 01545

Planning Committee
Scott Tobias, CSI, CDT, AHC
(See address above)

Professional Development/Education
Committee
W. Calvin Bowne, Jr., FCSI
Bowne Associates
315 Shaver St
N. Syracuse, NY 13212

Publications Committee
Michael Debiak, CSI, CDT
Address: see above

Technical - Committee From 7/1/2007 to
9/30/07
Martin Helly, CSI, CDT
M H Specs
184 Greenwood Drive
Florence, MA 01062

Technical Committee - From 10/1/07 to 6/3-
/08
Clifford Marvin, CSI, CCS, LEED
460 40th Street Apt 1R
Brooklyn, NY 11232

Task Team - Bylaws & Administrative
References
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Task Team - Governance
Timothy J Gottwalt, CSI, CCPR, AHC
FSB USA
1 Bishop Lane
Madison, CT 06443

FY2008 Region Conference Host Chapter
Committee
Bradford Armstrong , CSI, CCPR
PO Box 255
Raymond, ME 04071

FY2009 Region Conference Host Chapter
Committee
Scott Tobias, CSI, CDT, AHC
(See address above)

Kenneth Gehringer, CSI, CCCA
H2M Group
575 Broad Hollow Rd
Melville, NY 11747

FY2010 Region Conference Host Chapter
Committee
John Van Oort, RA, CSI, AIA
(See address above)

Chapter Presidents
Metropolitan New York
Scott Tobias, CSI, CDT, AHC
(See address above)

Boston
William Waterston, RA, CSI, CDT
Wiss, Janney, Eistner Associates, Inc
245 First Stree
Cambridge, MA 02124

Buffalo-Western NY
Christopher Picone
Picone Construction Corporation
8680 Main St
Williamsville, NY 14221

New Jersey
Gerard P. Heininger, Sr., CSI
Englert, Inc
15 Linda Dr.
Jackson, NJ 08527

Hartford
David Newman, RA, CSI, CDT
JCJ Architecture
38 Prospect St
Hartford, CT 06103

Syracuse
Charles C. Laun, CSI, CDT
Beardsley Design Associates
64 South Street
Auburn, NY 13021

Rochester
Guy LaMonaco, CSI, CCS
129 Canterbury Road
Rochester, NY 14607

Rhode Island
William Tracey, CSI, CDT
(See address above)

Maine
Jeffery Larimer, CSI
Harriman Associates
One Auburn Business Park
Auburn, ME 04210

Eastern New York
Jeffery N. Hedlund, CSI
Trowel Trades Supply, Inc.
3585 State Hwy 206
Bainbridge, NY 13733

Vermont
John P. Ostrum, CSI, CDT
State of Vermont, Dept. of State Buildings
2 Governor Aiken Ave.
Montpelier, VT 05633

Worcester County
Neil Dixon
Dixon Salo Architects, Inc
501 Park Ave Suite 210
Worcester, MA 01610

Housatonic
Roy C. Olsen, RA, CSI, CDT
(See address above)

Long Island
Kenneth Gehringer, CSI, CCCA
H2M Group
575 Broad Hollow Rd
Melville, NY 11747

New Hampshire
William . North Sturtevant, CSI
JSA, Inc
56 Green St
Portsmouth, NH 03801

*** END OF LIST ***

Northeast Region Construction Specifications Institute

FY2010 Annual Meeting –August 29, 2009

(Recommended by former Region Legal Counsel and submitted by Richard A Eustis, PE, FCSI, CCCA, Chair of the Region Bylaws & Admin References Task Team – The intent of this Resolution is to extend the liability protection provided by the Region’s incorporation under the State of New Hampshire non-profit law to all Region Officers, Directors, Region Committee Chairs and Chapter Presidents performing official services for the NE Region)

Resolution

Be it resolved:

1. That the attached list of names of officers, directors and committee chairs of each and all of the region committees of the Northeast Region Construction Specifications Institute and the Chapter Presidents of the NE Region be and it hereby is, recognized as the official list of the officers and directors, and the officers be and each hereby is, authorized and directed to file said list with the annual filings of the Northeast Region Construction Specifications Institute with the State of New Hampshire.
2. That all the actions and decisions taken by each and every officer, director and committee chair of each region committee of the Northeast Region Construction Specifications Institute during the last year and every Chapter President, which are consistent with the Articles of Agreement, By-Laws, Administrative References and Board resolutions, be and each is, hereby ratified, affirmed and approved.

Annual Meeting –August 29, 2009

List of Officers, Directors, Committee Chairs and Chapter Presidents for FY2009

Officers

President

Scott Tobias, CSI, CDT, AHC
ASSA ABLOY
12 Phyllis LN
Rock Tavern, NY 12575

Hartford

David Newman, RA, CSI, CCS, NCARB
JCJ Architecture, Inc.
38 Prospect St
Hartford, CT 06103

Vice President

Howard Levine
45 Sloan Drive
Farmington, MA 01701

Syracuse

W. Calvin Bowne Jr., FCSI
Bowne Associates – Architects
315 Shaver Ave.
N. Syracuse, NY 13212

Secretary

Ruma Som, CSI, CDT
ASSA ABLOY DSS
462 Sheffield Road
Ridgewood, NJ 07450

Rochester

Charles Battle, CSI
Battle Construction Company
760 Canning Parkway
Victor, NY 14564

Treasurer

Roland Barrett, CSI
22 Nancy St
Milford, MA 01757

Rhode Island

Tracey Powell, CSI
7 Independence Way
Franklin, MA 02038

Directors

Metropolitan New York
Luis Rosario-Lluveras, CSI, CDT
42 E Burgess Dr.
Piscataway, NJ 08854

New Jersey

Susan Sheffmaker
Sheffmaker, LLC
262 Redmond St
New Brunswick, NJ 08901

Boston

Don Bannon, CSI, CDT
MBTA
11 Pleasant St
Wenham, MA 01984

Maine

Richard A. Eustis, PE, FCSI. CCCA
35 Pride St
Old Town, ME 04468

Buffalo-Western New York

James Grucella, CSI
Thermal Foams, Inc
2101 Kenmore Ave
Buffalo, NY 14207

Eastern New York

John Van Oort, RA, CSI, AIA
Studio Seven Architects
1 Pine West Plz Suite 109
Albany, NY 12205

Vermont
John Gant, CSI, CCPR, AHC
Ingersoll-Rand Security and Safety
1731 Richmond Road
Hinesburg, VT 05461

Worcester County
Edward Healy, RA, FCSI, CDT
625 Boston Tpke
Shrewsbury, MA 01545

Housatonic
Jay Strother, CSI
Structure Technologies Company, LLC
6 Rebel Ln
Darien, CT 06820

Long Island New York
Chris Geiger, CSI, CDT
12 Arrow St
Selden, NY 11784

New Hampshire
William North Sturtevant, CSI
JSA, Inc.
55 Green St
Portsmouth, NH 03801

Committee Chairs

Academic Affairs/Liaison Committee
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Awards Committee
Roy Olsen, RA, CSI, CCS
JCJ Architects
38 Prospect St
Hartford, CT 06103

Certification Committee
George Rosamond, FCSI, CCS, AIA
Lothrop Associates Architects
200 Summit Lake Drive
Valhalla, NY 10595

Education Committee
Kenneth Gehringer, CSI, CCCA, AIA
H2M Group
575 Broad Hollow Rd.

Melville, NY 11747

Electronic Communications & Website
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Finance Committee
Roy Olsen, RA, CSI, CCS
(See address above)

Membership Committee
Tim Hurley, CSI
PO Box 4034
Albany, NY 12204

Planning Committee
Scott Tobias, CSI, CDT, AHC
(See address above)

Publications Committee
Michael Debiak, CSI, CDT
Address: see above

Technical - Committee From 7/1/2008 to 1/15/08
Clifford Marvin, CSI, CCS, LEED
460 40th Street Apt 1R
Brooklyn, NY 11232

Task Team - Bylaws & Administrative
References
Richard A. Eustis, PE, FCSI, CCCA
(See address above)

Task Team - Governance
W. Calvin Bowne Jr., FCSI
(See address above)

FY2009 Region Conference Host Chapter
Committee
Scott Tobias, CSI, CDT, AHC
(See address above)

Kenneth Gehringer, CSI, CCCA
H2M Group
575 Broad Hollow Rd
Melville, NY 11747

FY2010 Region Conference Host Chapter
Committee
John Van Oort, RA, CSI, AIA
(See address above)

Chapter Presidents

Metropolitan New York
Scott Tobias, CSI, CDT, AHC
(See address above)

Boston
Brian Neely, RA, CSI, CDT
Gale Associates
163 Libbey Parkway; PO Box 890189
Weymouth, MA 02189

Buffalo-Western NY
Timothy Downey, CSI
B.R Johnson, Inc
90 Liberty Terrace
Buffalo, NY 14215

New Jersey
Ruma Som, CSI, CDT
(See address above)

Hartford
David Newman, RA, CSI, CDT
JCJ Architecture
38 Prospect St
Hartford, CT 06103

Syracuse
Charles C. Laun, CSI, CDT
Beardsley Design Associates
64 South Street
Auburn, NY 13021

Rochester
Guy LaMonaco, CSI, CCS
129 Canterbury Road
Rochester, NY 14607

Rhode Island
Scott Danzer, CSI

Project Controls, Inc.
72 Clark Ave.
Cranston, RI 02920

Maine
David Early, CSI, CCCA
University of Southern Maine
96 Falmouth St – PO Box 9300
Portland, ME 04104

Eastern New York
Jeffery N. Hedlund, CSI
Trowel Trades Supply, Inc.
3585 State Hwy 206
Bainbridge, NY 13733

Vermont
John P. Ostrum, CSI, CDT
State of Vermont, Dept. of State Buildings
2 Governor Aiken Ave.
Montpelier, VT 05633

Worcester County
Neil Dixon
Dixon Salo Architects, Inc
501 Park Ave Suite 210
Worcester, MA 01610

Housatonic
Roy C. Olsen, RA, CSI, CDT
(See address above)

Long Island
Kenneth Gehringer, CSI, CCCA
H2M Group
575 Broad Hollow Rd
Melville, NY 11747

New Hampshire
Lisa Kavarmos, CSI, CDT
JSA Architects, Inc.
6 Wendell Drive
Brentwood, NH 03833

*** END OF LIST ***