

# DRAFT MINUTES FY09 SPRING MEETING



## Northeast Region Board Meeting – April 4, 2009

Executive Committee members present:

Scott Tobias, Region President  
Howard A. Levine, Region Vice-President  
Roland Barrett, Region Treasurer  
Ruma Som, Region Secretary

Board of Directors present:

Don O. Bannon, Boston (09); Jim Grucella, Buffalo / Western NY (18); W. Calvin Bowne, Syracuse (63); Charles A. Battle, Rochester (69); Tracey Powell, Rhode Island (70), Susan Sheffmaker, New Jersey (83); Richard Eustis, Maine (91); John Van Oort, Eastern New York (94); Jonathan Miller represented Vermont (103), Edward M. Healy, Worcester County (105); Jay F. Strother, Housatonic (110); Chris A. Geiger, CSI, CDT, Long Island (114); William North Sturtevant, New Hampshire (119).

Directors not present:

Luis G. Rosario-Lliveras, Metro New York (01); David Newman, Hartford (57).

### 1 Call to Order:

#### 1.1 Welcome Remarks

1.1.1 President Tobias welcomed everyone and called the meeting to order at 12:40 pm.

#### 1.2 Roll Call

1.2.1 Roll call was taken by Secretary Som.

#### 1.3 Determination of Quorum:

1.3.1 A quorum was acknowledged

### 2 Region Conference

#### 2.1 FY 2009 Conference Update New York City

2.1.1 Tobias presented the financial final report of the FY2009 NER conference in New York.

2.1.2 Overall, the conference was a success as the organizing committee received great

reviews. However the conference fell short of funds and the loss had to be supported by the Region.

## **2.2 FY 2010 Conference Report or Presentation Eastern New York**

2.2.1 Van Oort gave a power point presentation. He introduced the event planner to the board who went over the plans for the upcoming meeting in Lake George.

## **2.3 FY 2011 Conference**

2.3.1 Some discussion was held to have to have a conference hosted by Chapters of 2 regions to encourage cross pollination. Since New Jersey state has chapters that fall both in the Northeast Region and Mid Atlantic Region, that could be a possible venue. NJ is looking to have one in FY2012. The board members could not find chapter who would volunteer to host the FY2011 region conference.

## **3 Financial**

### **3.1 FY 2009**

3.1.1 Barrett presented the treasurer Report for FY 2009 as of March 27, 2009. The Region Finances showed Net assets at \$62,778.72 with no liabilities.

### **3.2 FY 2010**

3.2.1 A budget of \$45,245 for FY 2010, presented by Barrett was approved by the Board. Estimated revenue of \$19,305 from the Institute was allocated under the Region Allocation Program which was based on 7 percent increased membership dues. With this additional budget, the Region will be expected to cover expenses like the chapter visitation which were previously covered by the Institute.

## **4 Administrative**

### **4.1 Institute Update**

4.1.1 Region President and Institute Director Tobias provided an institute update. The board was filled in on recent activities of the Institute. The Institute has spent enormous time in identifying and implementing new directions and goals. As member of the Institute Strategic Planning Committee, Tobias is aware of the immense effort the Institute has put towards using professional help where needed.

4.1.2 Membership Experience has been a focus of the Institute with Retainage of Membership continuing to be a major concern. Institute Membership Chair Healy is doing an enormous job. The Institute expects the Region to assume greater responsibility in all activities pertaining to membership experience.

4.1.3 Some discussion was held on Institute website. Institute is looking at value in providing Membership Chairs information of individuals enquiring at the Institute level on that particular area. AS follow-up at the Chapter level can foster better relationship with members.

4.1.4 Tobias urged maximum participation at the upcoming Institute Conference to be held in June at Indianapolis

### **4.2 State of the Region**

- 4.2.1 A considerable amount of the time was spent attending chapter meetings and Events, so as to better understand the chapter and Region's struggles and successes, and to share best practices across the Region
- 4.2.2 The change in Institute Bylaw resulted in the terms of President and Vice President ending earlier. This resulted in unfinished tasks for District Leader Session which was being planned by the President and Vice President. This task will be continued by the new EXCOM.
- 4.2.3 Membership has been another focus. Vice President Levine has worked with Institute Membership Chair Healy to submit a Recommendation for Chapter Membership Incentives. Tobias obtained CDT list of the Region in order to campaign for Membership.
- 4.2.4 Eustis has done a marvelous job of keeping up with the changing Bylaw and Administrative Reference which directly affects the Region. Eustis has headed the Region Bylaws and Administrative Reference Task Team and has submitted Recommendation to the Region Board which will take affect immediately.
- 4.2.5 Tobias commended the efforts of Bowne in leading the Strategic Plan and Governance Task Team.
- 4.2.6 Some discussion was held for developing Leadership who are committed and who take the time to familiarize themselves with the quality of work the current leaders are doing. Region Director and Region Committee Chairs will be expected to better communicate with their chapter membership and Regions leaders.
- 4.2.7 Tobias closed this part of the session reminding leaders to "Collaborate, Communicate and Coordinate between all Team members.

### **4.3 Region Caucus FY 2009**

- 4.3.1 Tobias urged for maximum participation by Region at the upcoming meeting on June 18, 2009 at the institute conference. Eustis expressed concern regarding lack of participation of members in the past years.

### **4.4 CSI Annual Meeting FY 2009**

- 4.4.1 Tobias urged for maximum participation by Region at the upcoming meeting on June 19, 2009. Any member in good standing is eligible to vote unlike past years when only authorized delegates could vote.

### **4.5 CSI Member Forum FY 2009**

- 4.5.1 Tobias urged for maximum participation by Region at the upcoming meeting on June 19, 2009

## **5 Consent Agenda:**

### **5.1 Approval of Minutes:**

- 5.1.1 The Minutes was pulled from the Consent Agenda due to the extent of the corrections which had which had not been given to the Board Members prior to consideration. No action was taken on Minutes pending distribution of corrected draft to the Board.

### **5.2 Institute Director's Reports:**

- 5.2.1 Director's report by Tobias approved.
- 5.2.2 Director's report by Levine approved.

### **5.3 Acceptance of Reports:**

- 5.3.1 Several reports at the August meeting could not be approved as Board Members did not have sufficient time to read the reports prior to the meeting. Initial intention was to approve them via a telephone conference but eventually all reports were available to the Board Members for review at the April Board meeting.
- 5.3.2 Tobias pulled all reports sharing best practices of all the Chapters with the Board Members.
- 5.3.3 Director Reports
  - 5.3.3.1 Metropolitan New York Chapter Director's by Rosario No Report.
  - 5.3.3.2 Boston Chapter Director's report by Bannon approved.
  - 5.3.3.3 Buffalo/WNY Chapter Director's report by Grucella approved.
  - 5.3.3.4 Hartford Chapter Director's report by Newman approved.
  - 5.3.3.5 Syracuse Chapter Director's report by Bowne approved.
  - 5.3.3.6 Rochester Chapter Director's report by Battle approved.
  - 5.3.3.7 Rhode Island Chapter Director's report by Powell approved
  - 5.3.3.8 New Jersey Chapter Director's report by Sheffmaker approved
  - 5.3.3.9 Maine Chapter Director's report by Eustis approved.
  - 5.3.3.10** Eastern New York Chapter Director's report by Van Oort approved
  - 5.3.3.11 Vermont Chapter Director's report by Gant approved.
  - 5.3.3.12 Worcester Chapter Director's report by Healey approved.
  - 5.3.3.13 Housatonic Chapter Director's report by Strother approved
  - 5.3.3.14 Long Island Chapter Director's report by Geiger approved.
  - 5.3.3.15 New Hampshire Chapter Director's report by Sturtevant approved

### **5.3.4 Standing Committee Reports**

- 5.3.4.1 Academic Program Committee report by Eustis accepted.
- 5.3.4.2 Awards Committee report by Olsen- No Report.
- 5.3.4.3 Certification Committee report by Rosamond accepted.
- 5.3.4.4 Education Committee report by Gehringer accepted.
- 5.3.4.5 Finance Committee report by Olsen- No Report.
- 5.3.4.6 Membership Committee report by Hurley- No Report.
- 5.3.4.7 Planning Committee report by Tobias- No Report.
- 5.3.4.8 Publications Committee report by Debiak accepted.
- 5.3.4.9 Technical Committee report – Position Vacant.
- 5.3.4.10 Nominating Committee report by Som reviewed.
- 5.3.4.11 Website Committee report by Eustis accepted.
- 5.3.4.12 Product Show Committee report – Position Vacant.

## **6 Task Teams:**

### **6.1.1 Region Bylaws and Administrative References**

- 6.1.1.1 Change in the Institute Bylaw and Administrative Changes resulted in the need to update the Region Bylaw which were recently approved by a vote of the Region. A Bylaws and Admin References Task Team had addressed the affects of these changes on the Region and Chapter. Eustis went over the efforts of the Task Team and indicated later in the Agenda there was a Recommendation requiring action.

## 6.1.2 Strategic Plan and Governance

- 6.1.2.1 Bowne provided an update of the efforts of the Strategic Plan and Governance Task Team. The region had to restructure the Region Governance model to confirm to the changes in Institute Governance.

## 7 Old Business:

### 7.1 Code of Conduct Recommendation Revisions

- 7.1.1 \$1000 was spent for review by Legal Counsel for Code of Conduct Recommendations, approved at the August FY 2009 Board Meeting subject to legal counsel review. Tobias reported that legal counsel had reviewed the recommendation and found it appropriate. Legal Counsel did suggest on word change in the policy that was not a part of the Recommendation but the one word changes was not critical. As a result the requirements in the Original FY09 Fall Meeting had been met and the Recommendation became a part of Region Policy.

### 7.2 Leadership Training Sessions

- 7.2.1 A budget of \$7,600 was approved for Leadership training. The Planning Committee shall identify the needs and provide possibly leadership training in different geographic locations. This amount is included in the total budget under section 3.1.2. This effort shall be continuation of the focus of past Region leaders to create new and young Leadership.

## 8 Recommendations:

### 8.1 NER FY 2009 Chapter Membership Growth Incentive

Recommendation was submitted by Levine & Healy to approve a maximum expenditure of \$12,000 to fund the "FY 2009 Chapter Membership Growth Incentive" which provides a monetary incentive for the Region's Chapters to achieve the Institute goal of growing each chapter by three percent (3%) with further conditions.

#### 8.1.1 *FY2009 Chapter Membership Growth Incentive*

*Objective: To provide an incentive to Chapters to increase membership.*

*Plan: Use key target metrics to gauge success and provide a benchmark for receiving incentive.*

*Details: Funds in the maximum amount of \$12,000 would be available to support membership attendance at Institute and Region sponsored events (primarily CSI Academies 2009, Construct2009, and 2008 NY/LI Region Conference). To qualify for incentive funds a Chapter must increase its membership by a minimum of three percent (3%) from June 30, 2008 to June 30, 2009. All Chapters that meet the 3% membership growth goal will receive \$800 to use at their discretion to support attendance by members at the CSI Academies 2010, Construct 2010, and 2010 Eastern NY Region Conference. All funds not distributed for this membership drive will be returned to the general reserve.*

- 8.1.2 The Board approved \$4800 in the budget with the assumption that not all chapters will achieve this goal.  
Recommendation was moved and approved.

### 8.2 Amendment to Part 4, RAR, Region Policy

Recommendation was submitted by Eustis for Amendments to Part 4, Region Policy of the Region Administrative References to implement changes required by the adoption of amendments to the Region Bylaws and to correct other items.

- 8.2.1 *The Board amend Part 4, Region Policy of the Region Administrative References as follows:  
Section 4. President, B - add the following:*

*10. - Make Chapter visitations or participate in other activities that assure personal contact between Region Leadership and Leadership of each Chapter at least once every two years (Duty to be shared with Vice President)*

*Section 5. Vice President, B. - add the following:*

*9. - Make Chapter visitations or participate in other activities that assure personal contact between Region Leadership and Leadership of each Chapter at least once every two years (Duty to be shared with President)*

8.2.2 Recommendation was moved and approve.

## **9 New Business:**

### **9.1 Nominations for FY 2010**

9.1.1 While the goal of the nominating committee was to identify young leaders who qualified for the vacant positions of the NER EXCOM and willing to serve the Region Board, it was also critical to ensure that the EXCOM comprised of experienced leaders who could handle the major changes that were occurring at the Institute level which would affect the Region and Chapters. The following candidates were selected for the vacant EXCOM positions:

9.1.1.1 Region President (2-year term)  
Richard A. Eustis, PE, FCSI, CCCA, CSC

9.1.1.2 Region Vice President (1-year term)  
W. Calvin Bowne, Jr., FCSI

9.1.1.3 Region Secretary (2-year term)  
Edward M. Healy; RA, FCSI, CSI

9.1.2 The floor was open to the Board for inclusion of any new nomination. None were received. The Board unanimously approved the slate presented by the Nominating Committee as the best qualified for the positions.

9.1.3 Healy who accepted the position of Secretary expressed the need to have an assistant to keep up with increasing paperwork. Tracey Powell who was acknowledged for her volunteer effort, offered to work with Healy, as a means to prepare her for future leadership position.

## **10 Next Meeting:**

10.1 Tobias announced the next board meeting, to be held on Thursday August 27, 2009, in Lake George.

## **11 Adjournment:**

11.1 Meeting was adjourned by Tobias at 5:00 pm.

Respectfully submitted;  
Ruma Som, AHC, CDT, CSI  
Region Secretary  
462 Sheffield Road, Ridgewood, NJ 07450  
201-612-7459  
rsom@assaabloydss.com

**END OF MINUTES**