



## Northeast Region CSI, Inc. | FY20 Winter Board Meeting

January 27, 2020 – Virtual Meeting

### Build Strong Chapters through Communication and Collaboration

#### BOARD MINUTES

##### **Board Members in Attendance:**

Len Anastasi – President (FY21)  
Cynie Linton – Secretary (FY21)  
Tom Scriven – Treasurer (FY20)  
Susan Borne – Boston Director (FY21)  
Stephen Van Hoose – E. NY Director (FY20)  
Roy Olsen – Housatonic Director (FY20)  
Paul Commesso – Long Island Director (FY20)  
Heath Waldorf – New Jersey Director (FY20)  
Brian Leet – Vermont Director (FY20)  
Michael Sheehan – Worcester Director (FY20)

##### **Board Members in Partial Attendance:**

Cam Featherstonhaugh – Institute Director (FY20)

##### **Board Members Absent:**

Robert Ruml – Buffalo Director (FY20)  
John Robitaille – Hartford Director (FY20)  
Tom House – New Hampshire Director (FY20)  
Craig Wetmore – Maine Director (FY20)  
Bill DuBois – Metro NY (FY20)  
Patrick Penza – Rhode Island Director (FY20)  
Lee Curtis - Rochester  
Tom Pratt – Syracuse Director (FY20)

##### **Additional Attendees:**

Marty Helly – Past President (FY20)  
Terri Bracken – Marketing Support Administrator

1. President Len Anastasi called the meeting to order at approximately 3 PM. A quorum was present.
2. **Introduction of Participants:** All participants on the call introduced themselves to the group.
3. **Approval of Agenda:** Motion made by Cynie Linton, 2<sup>nd</sup> by Mike Sheehan to approve the agenda as submitted. Approved without exception.
4. **Approval of Minutes** (Fall NER FY19): Motion made by Roy Olson to approve the minutes.
  - a. Marty Helly noted that on page 2 there was an item that stated it was to be tabled until the next meeting, that was actually picked up at the end of the meeting (Speaker subsidy Program). This item is to be struck from the minutes.
  - b. Motion made by Mike Sheehan to accept the minutes as amended, 2<sup>nd</sup> by Heath Waldorf,
  - c. Approved without exception.
5. **Status Region Committee Activity**
  - a. **Audit Committee:** Roy Olson-Board Liaison, Bill DuBois, Howie Levine. Report recap: The report was reviewed by committee. Outstanding questions, additional information requested by Bank of America. The information was provided, and everything is as it should be.
  - b. **Awards Committee:** Joe Lobdell/NJ stepped up to be chair. Len is working with Joe.
  - c. **Certification Committee:** 2 members George Rosamond/Housatonic and Tom Scarlata/Boston. Committee to push certification and to offer a class region-wide for advanced certification. Roy Olson noted that George R and Bill Selsky are working on a presentation to make to architecture firms regarding certifications.
  - d. **Conference Committee:** Conference next May in Plymouth, host chapter Boston, theme Longevity/Durability/Resiliency, Plymouth's 400th anniversary. Marty summarized the presentations that have been scheduled, as well as other activities – cocktail party and

scholarship auction, banquet, and comedian, annual meeting and spec talks, region board meeting, and leadership workshops, and guest tours. Dates – May 28-30.

1. How will we reimburse board members – registration \$150. In the past we have reimbursed registration fee, mileage, and hotel. Previously 1 night of hotel only.
2. Discussion – Tom Scriven stated we were under budget on the fall meeting, so we can afford to reimburse people. The budget is 10K, in the Fall we spent \$5200. Cynie Linton made a motion to for registration fees, mileage and 2 nights of hotel. Cam F. asked about per diem for travel days. The Region has never done that. There has been a cap on costs reimbursed. Reimbursement includes registration fee, 2 nights hotel at conference rate, mileage based on driving mileage at IRS rate  
Amended motion made by Cynie Linton – 2 nights hotel at conference rate, mileage driving distance at IRS rate, and registration, 2nd by Heath Waldorf.  
Motion approved without exception.
3. Len Anastasi encouraged chapters to work hard to provide baskets for scholarship auction, to replenish scholarship fund.
4. 2021 Conference – Heath – NJ conference planning has two options. The preferred option is to host in Jersey City NJ. Arch Boat cruise/ Ellis Island back of house tour, good to be close to Manhattan. 2nd option near Morristown NJ (in the proximity of location of NJ Chapter meetings) historic area, nice restaurants, etc., 1 hr. by train west of NYC. The Chapter sees an issue with lack of attention to the product reps (50% of membership) and proposes a second track to address product rep academy/professional development focusing on how product reps can do their job better. NJ believes that this could be an opportunity to expand membership. Region question - do we want to do typical conference or something with more potential to attract people which should take place in Jersey City? Len: Marty is current chair of conference committee – with 30 years of experience. Marty thinks the Jersey City idea is a good one, and he would like to schedule a call and go over the numbers, and then meet at the proposed hotel.
- e. **Finance Committee;** Tom Scriven. Committee to establish the budget for 2021. Tom and the committee will begin working on the budget after this meeting.

#### 6. **Treasurer's Report:**

- a. Formed the Audit Committee.
- b. All accounts are up to date.
- c. Distributed the W9 tax forms.
- d. Switched Citizens Investment Account to Fidelity.
- e. Cash flow – we are behind projections on region allocation from National – halfway through the year our membership is lagging. We have purposely been running down our accounts. Have not raised Chapter assessments and we funded a stipend for Chapters. Balance sheet – bank account totals, without investment account, is 43K (checking, savings, Pay Pal) down from 53K.
- f. Chapter visits – I have 4 locked in and two more to schedule.
- g. Question - What was the 10K draw down? Draw down is since beginning of fiscal year in July. Chapter assessments will be coming in and will be approximately 8K.

#### 7. **Nominating Committee:**

- a. The Nominating Committee is tasked to find a nominee for VP and for Treasurer and for Institute Director.
- b. Six out of 15 chapters are currently represented on the committee. 2 weeks from today we will have a phone meeting, and a follow up meeting two weeks after that.
- c. Len will send an email out reminding chapters to join the nominating committee.
- d. What is the deadline for getting the information for the candidate for Institute Director to the Institute? It appears that it has passed. Cam had encouraged Tom Lanzelotti to fill out a form Cynie and Cam to talk about this offline.
- e. Comment – Heath stated that Chapters have a lack of depth. The same people are doing the jobs in rotation. We need to encourage people to work on getting new people to join committees. The region should be more proactive in this regard.

- f. Marty noted that there are no requirements to be a member of the Nominating Committee.
8. **Outreach Committee:**
- a. Mike Sheehan reported that the committee has 5 members and has had two official meetings. The committee has 7 subcategories of work, so the first task was to figure out where to focus. The committee will be developing a chapter survey to ask how chapters recruit members, how chapters retain members, and how they attract emerging professionals.
9. **Speaker Subsidy Program:**
- a. An application by the Maine Chapter was approved and they were the first chapter to receive funds (1K).
10. Cam asked if anyone had any questions/issues that they would like him to bring to the Institute, he said people could email him any ideas, thoughts, concerns that they had,
11. Len asked what can the Region do to help the Chapters? Heath responded that NJ could use help with the 2021 Conference. Len reiterated that the Region provides conference organizing support, that Chapters can reach out to Terri for marketing support and administrative support and that Mike Helly can help with Chapter web sites.
12. **New Business:**
- 1. VP needed.
  - 2. Institute Director needed.
  - 3. Component Value Task Force (CVTF): New Institute program working on alignment of Institute/Region and Chapter alignment.
13. Spring Board Meeting – May 30<sup>th</sup> from 1-5 PM and the Chapters will need to submit chapter reports.
14. Adjournment: Motion to adjourn made by Roy Olsen; 2<sup>nd</sup> by Cynie Linton. Meeting adjourned at approximately 4:30 PM.

Respectfully submitted,

Cynie Linton  
NE Region Secretary  
Boston Chapter, Immediate Past President