



**Northeast Region CSI, Inc. | FY2018 Fall Board Meeting**

September 16, 2017 Providence, RI

**Build Strong Chapters through Communication and Collaboration**

**BOARD NOTES**

**Board Members In Attendance:**

Marty Helly - President (FY19)  
Rebecca Campbell – Treasurer (FY18)  
Bill DuBois – Secretary (FY19)  
Susan Borne – Boston Director (FY19)  
Deb Siener - Buffalo Director (FY18)  
Dan Reidy – Metro NY (FY19)  
Anthony Stazzone – NJ Director (FY19)  
Brian Leet - Vermont Director (FY18)  
Cam Featherstonhaugh – Institute Director

**Additional Attendees**

Steve VanDyke-Awards Chair, Worcester Observer  
Joanne Harris - Buffalo Observer  
Terri Bracken-Marketing Support Administrator

**Board Members Absent**

Tom Lanzelotti –Vice President (FY18)  
Stephen Van Hoose–ENY Director (FY18)  
VACANT – Hartford Director (FY17)  
George Rosamond–Housatonic Director (FY18)\*  
Renee Marcus – Long Island Director (FY19)  
Dan Miller – Maine Director (FY18)  
Rich Saklad–NH Director (FY18)  
Ken Christiano – Rochester Director (FY18)\*  
Michael Sheehan – Worcester Director (FY18)  
Tom Pratt - Syracuse Director (FY19)

1. A quorum was not present.
2. Approval of Minutes
  1. Spring and Sumer FY17 minutes have been published.
3. Scholarships
  1. Per action of the board at the Spring meeting, scholarships for FY17 are being awarded this fall. One was awarded at the Caucus, one was awarded at the Board Meeting.
4. Chapter Assistance Status
  1. Our Marketing Support Administrator was in attendance at the board meeting. She is available to assist chapters in their administrative and marketing efforts. The primary purpose of bringing her on is to help grow the membership.  
First steps –
    1. Analyzing our member databases
    2. Tracking our event participation
    3. Analyze our readershipNext steps -
    1. Maintain contact with participants.
    2. Expand the outreach.
    3. Track the results
    4. Create actionable data
  2. Web Assistance and Institute Microsites. The Institute will not have staff assist chapters with the current microsite system. Institute's new system is finally going to be available to chapters in the near future. The NE Region participated with the Beta tests.

5. Conference FY18 - Vermont. The Vermont Chapter will be celebrating its 50th Anniversary. Tentative dates and location: May 9-11, 2018, Burlington, Vermont.
6. Conference FY19 - Housatonic/Hartford. Details to be worked out.
7. Membership - Our Region membership continues to decline, we are currently at 706 total members in the Region.
8. Committee Liaisons
  - Certification: Deb S.
  - Education: Brian L.
  - Membership: Anthony S.
  - Website/Communication: Susan
  - Awards: Dan R./Steve V.
  - Finance: Rebecca
  - Nominating: Bill DuBois / Rebecca
  - Conference: Marty

9. Committee Goals

Education/Programs:

1. Compile real data on programs being held by Chapters around the region to identify topics and formats of value to the membership. Share the data with chapters to help them provide better programs and increase participation.
2. Assist chapters in outreach to schools and students. Identify programs/activities that work. Share information on successful administration of scholarship programs.
3. Review the Region scholarship program. Find ways achieve greater benefit from its administration.

Membership:

1. Assist chapters in understanding the role of membership committees in growing membership and increasing participation.
2. Accurately track membership data throughout the year.
3. Search out opportunities for non-member participation and marketing of membership.
4. Maintain contact with non-renewed members to find out if there has been an oversight or there is a reason for dropping out.
5. Welcome and provide orientation for new members.
6. Recognize and thank renewed members.

Certification:

1. Identify certification classes and activities being held around the region.
2. Assist in making programs available to chapters not currently providing classes.
3. Develop online programs for advanced certification review to be available to all region members.
4. Pass information on Community College pilot program on to chapters.

Website/Communications:

1. Assist chapters in setting up / maintaining an online presence. At the current time very few of our chapters have an updated website that is easily found or a reliable online presence.
2. Institute upgrade to the system is not likely to be available this fall.
3. We will pursue providing a paid assistant to help chapters get on track in this area. Will get this started immediately.

Awards:

1. Identify innovative ways of saying thank you and making awards programs valuable to chapters.
2. Encourage participation in region and national awards programs.
3. Administer the region awards program.

Finance:

1. Monitor region accounts throughout the year.
2. Advise on investment of reserves in accordance with policy.
3. Prepare budget recommendations.
4. Audit task team will be completing in person activities today.

Nominating:

1. Identify appointees from each chapter for FY17.
2. Find candidates for Region President and Region Secretary for election in spring.

Respectfully submitted,

Martin Helly  
Northeast Region CSI President