



**Northeast Region CSI, Inc. | FY20 Fall Board Meeting**

September 28, 2019 – Meeting (Latham, NY)

**Build Strong Chapters through Communication and Collaboration**

**BOARD MINUTES**

**Board Members in Attendance:**

Len Anastasi – President (FY21)  
Tom Scriven – Treasurer (FY20)  
Susan Borne – Boston Director (FY21)  
Stephen Van Hoose – E. NY Director (FY20)  
Roy Olsen – Housatonic Director (FY21)  
Paul Comnesso – Long Island Director (FY20)  
Bill DuBois – Metro NY (FY20)  
Ken Lambert (Proxy) – New Hampshire Director (FY20)  
Tom Pratt - Syracuse Director (FY20)  
Michael Sheehan – Worcester Director (FY20)  
Joe Lobdell – New Jersey Director (FY20)  
Brian Leet – Vermont Director (FY20)  
Cam Featherstonhaugh – Institute Director(FY20)

**Board Members Absent:**

Cynie Linton – Secretary (FY21)  
Robert Rumble - Buffalo Director (FY20)  
John Robitaille– Hartford Director (FY20)  
Craig Wetmore – Maine Director (FY20)  
Patrick Penza – Rhode Island Director (FY20)  
Tom Pratt – Syracuse Director (FY20)

**Additional Attendees:**

Marty Helly – Past President (FY21)  
Terri Bracken

1. Call to Order: President Len Anastasi called the meeting to order at 8:43 am. A quorum was present. Susan Borne was appointed Acting Recording Secretary for the meeting.
2. Approval of Agenda: Motion made by Roy Olsen, 2<sup>nd</sup> by Ken Lambert to approve the agenda as submitted. Approved without exception.
3. Approval of Minutes (Summer Virtual Board Meeting NER FY20): Motion made by Bill DuBois, 2<sup>nd</sup> by Michael Sheehan. Approved without exception.
4. Treasurer's Report:
  - a. Tom provided written copies of the Treasurer's Report to the assembled group. It was noted that there is a lower balance in the most recent totals due to paying off the Regional Conference in Hartford. Marty also noted that scholarship funds are restricted and should be reported on separately and not lumped into the operating budget.
  - b. An Audit Committee has been formed (Roy Olsen, Howard Levine and Bill DuBois). Tom will provide information on a shared drive once the Committee convenes.
  - c. Tom stated that a Finance Committee has been formed (Tom Scriven, Rebecca Campbell, Marty Helly, Thomas Pratt & Roland Barrett). Tom Scriven will provide them with information as to how to proceed.
  - d. Tom has offered again to assist Len in ensuring all chapters are visited in the Region. Marty suggested that Len can utilize other members to assist provided they don't visit their own chapter.

- e. Regarding Treasurer's Goals for 2020:
    1. Establish an Audit Committee (see above)
    2. Establish a Finance Committee (see above)
    3. Switch the Region's Investment Account from Citizen's Bank to a more "national" company – Tom is working with Fidelity Investments to set up an account. Tom requested a motion to add Immediate Past President as an "authorized signer", joining the President and Treasurer: Motion made by Roy Olsen, 2<sup>nd</sup> by Tom Pratt. Approved without exception.
    4. New reimbursement form – Tom states that the new form should allow better tracking with more sub-categories. He needs to change current financial categories to match up with the new form. Tom's goal is to have a better handle on expenses, specifically for the Region Conference. Tom will send Len income categories for the Regional Conference to help bring expenses into alignment.
  - f. Terri Bracken has cancelled Constant Contact for the Region. Brian Leet questioned whether the Region keeps a list of emails separate from Region membership. Marty stated that while the Region doesn't have a contact list, it does keep a list of recent sponsors. Cam and Brian suggested that while there is a cost associated with Constant Contact (tiered pricing based on the number of contacts) the value is that the open rate is better than other options (Mail Chimp) and there is an option to opt out if the person doesn't want to receive emails. Len has offered the Region access to his account, but it was felt that this should not be a long-term solution.
  - g. Cam Featherstonhaugh brought up the subject of GuideStar, a data aggregation service that evaluates non-profits. He suggested that it would be of benefit for each individual board to look up its chapter and update outdated information on the site. Terri Bracken will update the listing for the Region.
  - h. Assessments will go out to the chapters on January 30<sup>th</sup>.
5. Speaker Subsidy Program:
    - a. Tabled until the end of the meeting because Craig Wetmore was not present.
  6. Committee Activity/Liaisons/Goals:
    - a. The Audit and Finance Committees have been filled.
    - b. Marty Helly has been named as the chair of the Region Conference Committee.
    - c. Cynie Linton is the chair of the Nomination Committee.
    - d. It was discussed that Region committees don't have to align with the Institute as they have in the past. Changing the type/number of committees is a policy change and not written into the by-laws. The current list of Region committees has not been updated in the last 10 years. Brian Leet stated that the Region might be more effective by setting up firm goals with reasonable expectation of accomplishment rather than fill committees as we've done in the past.
    - e. Region Board members are expected to serve as Committee liaisons to the individual Chapters.
    - f. Further discussion was tabled until the end of the meeting.
  7. Chapter Status/Issues:
    - a. What can the Region do to help each chapter?
      1. Discussion of the success story of the Rhode Island chapter and how four years ago, after a year of no activity, the Region stepped in to call meetings and try to get things started again. Since then there has been some new membership, a new Board and the chapter held a meeting in September.
      2. Ken Lambert (President – NH Chapter) suggested that New Hampshire needs to look to Maine and Vermont to find out what makes them successful.
      3. Brian Leet said that the Region's administration of AIA/CES reporting, along with other administrative tasks is of benefit to the Vermont chapter. He also suggested utilizing joint events and promoting events with bordering chapters to promote interest and attendance.

4. Getting chapter programming on the Region website was also deemed important. The Boston chapter finds that programming is essential to a healthy membership and has been asking attendees what type of programming that they would like to see.
  5. The question arose about the Region providing programming for chapters. This should be the responsibility of the Regional Programming Committee. It was also mentioned that it is important to communicate to other chapters about the success of certain programs – perhaps the programs can be shared between chapters.
- b. Future Leadership Recruiting
    1. The conversation ranged from providing programming that emphasized fun (Worcester Young Professionals – Take 2 Adult Playground) to treating them as peers (not just “young” professionals to providing events that provide outreach into the community (Vermont’s Design Event).
    2. It’s important to communicate what we do that is compelling and provide a sense of belonging, growth and relevance to what we do.
    3. One way to sell value and promote growth and relevance is the CDT.
8. Speaker Subsidy Program (revisited):
    - a. Reviewed the new form written by Craig Wetmore and sent to the group via email prior to the meeting by Len Anastasi. Marty Helly requested a line on the form for the justification or rationale of the request. The request will be limited to \$1,000.00/chapter. Motion to accept the form made by Roy Olsen; 2<sup>nd</sup> by Mike Sheehan. Approved without exception.
  9. Marketing Support Administrator:
    - a. Terri Bracken stated that she has created an AIA/CES template that has been sent to each chapter. It will show each chapter what information is necessary in order to register AIA credit for programming and hopefully make the process run more smoothly. The template will also be posted on the Region website.
    - b. Len stated that it is his goal to have a Region newsletter published at least quarterly.
    - c. Elections are coming up in the Spring. Chapters should begin planning now.
  10. Web Assistance:
    - a. The question arose as to how much of Mike Helly’s time can be utilized to set up and maintain a chapter’s website. As of now, Mike’s work has not exceeded the budget. If more of his time is needed in the future, it can be addressed at upcoming Board meetings.
  11. Conference FY20:
    - a. The conference is well into its planning stages. There will be a strong need to publicize the event to promote strong attendance. Cam has suggested that the committee come up with a PDF and PowerPoint slides that can be sent to each chapter to drum up interest.
  12. Conference FY21:
    - a. Joe Lobdell (New Jersey) has stated that the chapter is in the process of getting people to discuss the upcoming event in 2021.
  13. New Business:
    - a. Currently there is no Vice President for the Region. The current term ends in June 2020. The Region doesn’t have a President-Elect and the President and Vice-President have alternating terms. The Vice-President isn’t on a Presidential track. Qualifications to run for Vice President are as follows:
      1. 2 years membership in CSI
      2. Experience serving on Region Board and having held an office at Chapter level.
    - b. Cam’s term as Institute Director ends June 2020. Term limits mean that he cannot run

again. The Region needs to find a replacement. The Nominating committee needs to get involved with finding a new candidate. It shouldn't be an officer in the Region due to potential conflict. Candidates should have 4 years' experience as a Region Director and taken a leadership role within the chapter.

14. Board Schedule:

- a. Winter Virtual Meeting scheduled for Wednesday, January 29<sup>th</sup> from 3:00 to 4:30.

15. Committee Activity/Liaisons/Goals (revisited):

- a. After much discussion, the group decided upon the following seven committees:
  1. Certification – George Rosamond
  2. Awards/Scholarship – Roy Olsen, Brian Leet
  3. Chapter Connection/Outreach – Michael Sheehan, Joe Lobdell, Ken Lambert, Paul Comnesso, Bill DuBois
    - a. Membership
    - b. Programming/Education
    - c. Newsletter
    - d. Website
  4. Audit – Roy Olsen, Howard Levine, Bill DuBois
  5. Finance – Tom Scriven (chair), Rebecca Campbell, Marty Helly, Tom Pratt, Roland Barrett
  6. Conference – (For 2020: Marty Helly (chair), Len Anastasi, Cynie Linton, Susan Borne
  7. Nominating – Cynie Linton (chair)

Brian Leet made a motion to approve the new committees; 2<sup>nd</sup> by Roy Olsen. Approved without exception.

16. Adjournment: Motion to adjourn made by Susan Borne; 2<sup>nd</sup> by Michael Sheehan. Approved without exception. Meeting adjourned at 1:05 pm.

Respectfully submitted,

Susan Borne  
Director, Boston Chapter  
Acting Recording Secretary