



Northeast Region CSI, Inc. | FY20/21 Summer Virtual Board Meeting

August 28, 2020

Build Strong Chapters through Communication and Collaboration

Meeting Minutes

1. Call to Order: ~ **10:30 AM**

2. Directors, Present:

- Boston, **Bob McEachern (FY22)**
- Eastern NY - **Steve Van Hoose (FY21)**
- Housatonic, **Roy Olsen (FY21)**
- Maine, **Valerie Paquin-Gould (FY22)**
- Metro NY, **Bill DuBois (FY22)**
- New Hampshire, **Tom House (FY21)**
- New Jersey, **Heath Waldorf (FY21)**
- Rochester, **Lee Curtis**
- Vermont, **Eric Lussier (FY22)**
- Worcester, **Steve VanDyke (FY22)**

Len Anastasi, President

Ken Lambert, Vice President

Tom Scriven, Treasurer

Cynie Linton, Secretary

Marty Helly Present

Directors, Absent:

- Buffalo?
- Hartford, **John Robitaille (FY21)**
- Long Island, **Paul Commesso (FY21)**
- Rhode Island?
- Syracuse, **Tom Pratt (FY21)**
- **Terri Bracken**

3. **Agenda:** Bill DuBois made a motion was made to approve the agenda. Lee Curtis. seconded the motion. The agenda for the meeting was approved unanimously.

4. **Approval of Spring Meeting Minutes:** Tom Scrivin made a motion to approve the minutes. Bill DuBois seconded the motion. The Spring meeting minutes were approved unanimously

5. Committee Activity

- a) **Audit Committee:** Tom Scrivin needs 3 new committee members. Ken Lambert, Heath Waldorf, and Roy Olsen agree to serve as members of the Audit Committee. Tom will send documents to the audit committee members and he would like to have the audit complete by the Fall Board Meeting.
 - b) **Awards Committee:** No Report, it was noted that Joe Lobdell has put together an agenda for the Awards Committee. Steve Van Hoose has card stock with CSI Logo. Terri is in touch with Joe.
 - c) **Certification Committee:** No Report. It was noted that George Rosamond is not the Liaison. (Board Liaison: ~~Housatonic~~)
 - d) **Conference Committee:** Marty Helly (Chair). Marty reported that hotel in Plymouth is open with COVID protocols, is doing okay and that areas on the water are seeing a return of visitors. We discussed the possibility of virtual/recorded presentations. We can reach out to speakers about recording their sessions. Marty plans to reopen registration for conference in October.
 - e) **Nominating Committee:** Cynie Linton (Chair): We will need to convene a committee and we will be looking for nominations for President and Secretary.
 - f) **Outreach Committee:** Steve VanDyke will take over as Board Liaison. Bill DuBois stated that a survey has been sent out to chapters. Terri has the results of the survey. Bill suggested that the survey be sent out again.
 - g) **Finance Committee:** Tom Scriven (Chair), Budget Highlights – No Chapter Assessments this year because of COVID issues. Budget was approved. Reimbursement for travel for this year will be capped at \$600 per person. The region is counting on a deficit of \$21,000. See Treasurer’s report below.
6. **Treasurer’s Report** (Tom Scrivin)
- a) Summary: Taxes have been filed for FY 2020.
 - b) Administrative costs are consistent.
 - c) Membership fluctuations might affect our income. Tom expects and has prepared for this.
 - d) We need to replenish the scholarship fund. Last year we gave out three scholarships. Typically, the fund is replenished with the auction at the conference. Len would like us to raise 3K. Chapters need to be reminded that they are to provide gift baskets for the auction.
 - e) Tom would like the region to approve diversifying the investment accounts. He suggests putting half of the money in a Corporate Bond Fund. Roy O. made a motion to take the Growth Fund B and put it in a Bond Fund. Heath W. seconded the motion. The motion was approved unanimously.
7. **Chapters – Status/Issues:** Marty asked what was happening with the chapters? Heath asked about the chapter reports. Marty noted that they are required for 2 of the 4 meetings each year. Heath said that he would draft a revised chapter report template and do it on Google Docs.
8. **Discussion Items:**

- What can we do to help the chapters? Val P-G asked if there are any materials for recruiting new members. Bob noted that Boston has developed material for a new level/type of sponsorship, and he would send the materials to Val.
- Recruiting students? Marty said that the Outreach Committee should be getting this type of information from the chapters.
- Speaker's Fee assistance – Val said that this was a huge help to Maine and that she would like to see the Speaker Fund come back.
- Val brought up the issue of chapter insurance coverage for officers and said that one thousand dollars a year was difficult for small chapters. She said she had reached out to National on this issue with no response. Roy said he had found coverage for significantly less than 1K. Heath stated that there is a disconnect between National and the chapters regarding membership. Hopefully, Tom Lanzelotti will take these issues up with National.

9. What Chapters have been doing:

- Boston (Bob M.): Boston has formed a committee to improve virtual meetings. September and October meetings will be virtual, but Boston hopes to move to a hybrid type meeting. And at virtual meeting Boston is planning to have sponsors spots in the happy hour.
- Eastern NY (Steve VH) – E. NY has not done anything since March. Planning a virtual presentation and auction for September. Nothing else is planned. ENY could join with other chapters.
- Metro NY (Bill DB) Metro NY had several planning meetings over the Summer and will have virtual meetings starting in September. The chapter is focusing on building community/social justice and diversity.
- Worcester (Steve V) Marty reported that the chapter had an in person building tour of South High School that was attended by 20 people and was very successful.

10. Component Value Task Force: No updates.

11. Executive Committee – Chapter Visits: The Executive Committee (Len, Ken, Tom and Cynie) intend to visit virtual meeting of all the chapters and will be in touch with the chapters to schedule

12. Board Schedule

a) Fall Virtual Meeting: Friday October 16, 2020, 10 AM

13. Adjournment: ~12:10 PM

Respectfully submitted,

Cynie Linton

NE Region Secretary