



**Northeast Region CSI, Inc. | FY22
Summer Board Meeting [Virtual]**

August 2, 2021

9 – 11am

Build Strong Chapters through Communication and Collaboration

MEETING MINUTES

1) **Call to Order:** 9:04 AM

2) **Introduction of Participants:**

Boston: Shane Imonetti, **Present**

Buffalo: Jim Grucella, **Present**

Eastern, NY: Stephen Van Hoose, **Present**

Hartford: John Robitaille, **Present**

Housatonic: Roy Olsen, **Present**

Long Island: Paul Commesso, **Present**

Maine: Valerie Paquin-Gould, **Present**

Metro NY: Bill DuBois, **Present**

New Hampshire: Tom House, **Present**

New Jersey: Heath Waldorf, **Present**

Rhode Island: Tanner Trioblet, **Present**

Rochester: Lee Curtis, Absent

Syracuse: Tom Pratt, Absent

Vermont: Rebecca Campbell, **Present**

Worcester: Steve VanDyke, **Present**

President: Joseph Lobdell, **Present**

Immediate Past Pres: Len Anastasi, **Present**

Vice President: Ken Lambert, **Present**

Treasurer: Thomas Scriven, **Present**

Secretary: Renée Pecquex, **Present**

Additional attendees:

Terri Bracken, Marketing Support Admin.

Marty Helly, Past President

Thomas Lanzelotti, NER Institute Director

Roy Olsen, NER Audit Committee:

3) **Approval of Agenda:**

a) Agenda was approved unanimously

4) **Approval of Minutes:** June FY 21

a) A motion to approve the Revised Meeting Minutes for Spring FY 21 was made by Ken Lambert and seconded by Heath Waldorf . The meeting minutes were approved as is.

5) **Committee Activity**

a) **Audit Committee:** Roy Olsen (Board Liaison)

- No Report

- b) **Awards Committee:** Open
 - Joe Lobdell is stepping down and is seeking a new chair/support.

- c) **Certification Committee:**

It was noted that this committee is part of Outreach Committee see notes in item "G"

- d) **Conference Committee:** Marty Helly (Chair)
 - i) Spring 22
 - Plymouth is organized and will go active this fall; additional sponsorships are available. Jan 1st will promote to Chapters.
 - ii) Spring 23
 - Jersey City hotels being approached.
 - iii) Spring 24
 - Syracuse scheduled next, but Rochester may be stepping up instead.

- e) **Treasury & Finance Committee:** Tom Scriven (Chair)
 - i) Report submitted
 - ii) Budget for FY 22
 - The budget was agreed to at the Spring meeting. Tom Scriven noted there are monies set aside for the face-to-face fall meeting and spring (Plymouth) meetings. Accounts are balanced.
 - Tax filings sent to accountant and audit committees. Roy Olsen is on (audit), and Heath Waldorf and Marty Helly volunteered to help as 2 more people are needed. Tom is sending them link to the documents. FY 21 will have return date of 2020.
 - Constant Contact and Zoom accounts were purchased and set up.

- f) **Nominating Committee:** Renée Pecquex
 - Expiring Terms - VP (Ken L) Finance/Treasury (Tom S)
 - Renee to send out an e-blast to each Chapter for a Nominating Committee Representative. Terri will provide an accurate list of the Region Directors to Renee.

- g) **Outreach Committee:** Steve Van Dyke (Board Liaison)
 - Efforts are the job of 3 committees, per Marty Helly.
 - Outreach Committee is proposing to have the following committees:
 - Social Media -
 - Heath said he is looking at ways to engage students through digital marketing and social media. The Social Media group will report back with a proposal for moving forward. Mike Helly will provide advice about establishing a budget.
 - Certification -
 - Steve VanDyke has 8 signed up to teach Certification (CDT) classes and is seeking a Dean. John Robitelle will check with David and Ross in Hartford if they might be interested. Tanner said he can assist with 1 class.
 - Education Program Database –
 - The intent is to have a central “data bank” of topics and or events which all chapters can pull from. NER Education Program Database is being set up. Per Steve, this is a large-scale effort involving 10-people. A form was created for the Learning Units by Terri which may be used to help track/collect topics for the database. Len Anastasi wants to put Learning Unit / LU info into database.

6) **Chapter Status / Issues**

- a) Keep Rosters Updated
 - Tom Scriven suggested all Region Leaders check the NER website so it can be updated.
- b) Keep Websites Updated
 - Task for Chapters is to review their website and make sure all information is current.
- c) Chapter Reports
 - Reports are due to Renée 2-weeks before the Fall and Spring meetings.
 - A formatted report will be developed to maintain consistency throughout. Post meeting note a report format is available and will be forward to each chapter direct.
- d) What can the Region do to help your Chapter?
- e) Future Leadership Recruiting
 - A discussion ensued regarding students - Ken Lambert suggested creating a new Student Affiliate board position, such as an architectural student or tech college. Joe Lobdell has a direct connection to NJIT and has tried to host events with them but has found it difficult. Marty Helly said Steve VanDyke gives once every two years a 30-minute presentation to an AIA Student Chapter. This creates good response but is better for awareness. Steve said there can be indirect benefits. Tom House also suggested a mentorship program.
 - Shane Imonetti said he will reach out to GC's.
 - Tom Lanzelotti said the CDT is not necessarily creating new members and that the CCPR is being re-invigorated.

7) **Marketing Support Administrator**

- a) Chapter Mails/Mail list maintenance
- b) AIA/CES handling
- c) Newsletter

8) **Website Assistance**

- a) Chapter Websites
 - Rhode Island, Housatonic, Hartford, and Long Island are linked to the old microsites.
 - Mike Helly can help these Chapters create sub-domains.

9) **New Business**

- a) New Survey?
 - Terri will locate former survey from 2.5 years ago.
- b) Increasing Membership
 - A discussion ensued – what's worked for one Chapter vs another. Bill DuBois said the NER video is a good tool but needs to be better marketed. Joe Lobdell said he sends it as an attachment after a one-to-one. Steve VanDyke uses the video as a loop before presentations. Heath suggested the use of digital marketing to drive to chapter sites.
 - Newsletters - Ken Lambert suggested creating a Quarterly Regional Newsletter. The question of how many Chapters do a newsletter came up. Tom S reported that MNY Chapter's is back again. Buffalo's is on the Region Site and Terri & Mike Helly help with it. Newsletters can help promote conferences.
 - Tom L. added that local Chapters are the lifeblood for CSI, however 41% of members renew and 59% leave after the 1st year – why?
 - Marty suggested a website committee to monitor content.
 - Membership Chairs of each Committee can be part of "Outreach"
- c) Emerging Professionals fund to attend Regional Conference.

10) **Board Schedule**

- a) Fall Meeting (in person)
Saturday October 23rd, Albany Area was established with 11 votes in favor
- b) Winter Meeting (Virtual)
January date TBD
- c) Spring Meeting (in person)
Plymouth, MA April 28 – 30th

11) **Adjournment**

- The meeting was adjourned at 10:58 am

Respectfully,

Renée Pecquex

Northeast Region Secretary (FY 2022 - FY 2024)