



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

August 23, 2022

Build Strong Chapters through Communication and Collaboration

MEETING MINUTES

- **Call to Order:** 6:35 pm

- **Introduction of Participants:**

Boston: Len Anastasi, **Present**
Buffalo: Jim Grucella, **Present**
Eastern, NY: Stephen Van Hoose, **Present**
Hartford: Dave Newman, Absent
Housatonic: Jay Strother, **Present**
Long Island: Ken Gehring, Absent
Maine: Dan Miller, **Present**
Metro NY: Isaac Sorensen, **Present**
New Hampshire: Ken Lambert, **Present**
New Jersey: Julia Hyldahl, Absent
Rhode Island: Vacant
Rochester: Lee Curtis, **Present**
Syracuse: Kevin Phillips, **Present**

Vermont: Dan Miller, **Present**
Worcester: Steve VanDyke, **Present**
President: Joseph Lobdell, **Present**
Vice President: Andrea Dinice, **Present**
Treasurer: Martin Helly, **Present**
Secretary: Renée Pecquex, **Present**

Additional attendees:

Terri Bracken, Marketing Support Admin
Tom Lanzelotti, NER Institute Director(FY23)
Bill DuBois, NY Chapter
Rebecca Campbell, Vermont Chapter
Valerie Paquin-Gould, Maine Chapter

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1. **Approval of Agenda:**

The agenda was approved without exception.

2. **Approval of Minutes:**

April 13th & June 13th minutes were approved as submitted.

3. **Institute Update** – Tom Lanzelotti

Tom updated the Board on the Affiliation Agreement – 7 Regions have signed, and 2 others have agreed to. As for chapters, 89 chapters have signed (79% of members); 2 others have agreed to, and 18 Chapters have extensions (NER has 3 – Rochester, New Hampshire, Worcester). Our ExecComm met with Cam, Institute Director last night and the NER also an extension.

There are 13 Chapters that may merge or disband and 4 Chapters in limbo.



Tom added that the Institute is working on the upcoming conference and that each board member serves on 2 committees. He's currently serving on the Governance and Insight Committees and will get back to us on a list of all National committees.

4. NER Level - Committee Activity – Plans for this year

- i. **Audit Task Team:** New volunteers are Mike Lapomardo, Tom House & Ken Raikowski per Marty.
- ii. **Awards Committee:** Barton Ross (Chair) – Report submitted and reviewed by Joe Lobdell.
 - Every chapter should have an awards chair and requests for nomination should be submitted in Mid-December.
 - Selections will be finalized by Jan. 31st and presented at the Region Conference in '23
 - Volunteers are needed - each chapter's Award's Chair should work with Bart.
- iii. **Conference Committee:** Marty Helly (Chair)
 - Spring '23 – NJ is the host Chapter, and the Mid-Atlantic Region will co-host the event with NER. Marty reported that the Hyatt, Jersey City negotiations fell apart due to the high (81K) deposit they required. The new date is March 23rd – 25th at the Westin Jersey City. Overall cost is \$60 - \$160K, based on attendance ranging from 50 (low) – 150 (high) and ~ 100 Friday only attendees. Projected income will be \$64 - \$170K (See presentation)
 - Spring '24 – Syracuse is scheduled next but has not been confirmed. Rochester may be open to it hosting if Syracuse may not, per Lee Curtis.
- iv. **Finance Committee:** Tom Scriven (Chair), Rebecca Campbell, Ken Raikowski, Marty Helly, Roger Hoyt – No Report
- v. **Nominating Committee:** Renée Pecquex (Chair)
 - All chapters need to designate a Nominating Chair and each Chapter will be contacted.
 - Institute Director, President and Secretary positions will need ballot recommendations. National is currently establishing new criteria for the Institute Director position and there will be an interview process going forward. Tom will send Renée updated information as it becomes available. The Region can update up to 4 candidates for the position.
- vi. **Outreach Committee:** Steven VanDyke (Board Liaison)
 - Certification – Future CDT classes will likely be videotaped vs live. Previous instructors need to be contacted and the goal is to offer a Spring session. Other regions have begun to offer virtual classes too.
 - Education – The goal is to help chapters with programs and academic program outreach. The program repository needs more work. Steve suggested that program chairs of each chapter send outlines or flyers to Mike Helly so he can upload them. Please email Steve the name of



your program chair so he can begin to populate the database. Tom suggested that Region promote DCP/Dynamic Chapter Program that Liz Icenogle runs too.

- Social Media & Website – New volunteers are needed to update our website as our web administrator does not add content. It was discussed that Outreach may need to become 3 committees again.

vii. **Membership:**

- Joe wants to revive this committee and is currently seeking a chair. He wants to keep the dialogue going with Membership Chairs the chapters too.

5. **Chapter Status:** Joe Lobdell

- Joe asked all to keep rosters and websites updated.

6. **NER Support:** Terri Bracken or Mike Helly

- Terri has been with the Region for ~ 5 years and does admin tasks such as: mailings, database maintenance, newsletters, conference registration, corporate mailbox monitoring, meeting reservations, registrations, promotions, elections/ballots, social media postings, AIA program certifications and monthly membership summaries.
- The Region encourages the chapters use Terri’s services, such as newsletters, etc.
- Our website has sub-domains available which some chapters currently use. Mike Helly is available to assist chapters with websites and Star Chapter sites.

7. **Refresh:** “Roles and Responsibilities” – Marty Helly

- Tabled

8. **Continuation of Discussion**

a. Chapter Status discussion

Chapter	Signed	Comments
Maine	N	Despite months of attempts to negotiate an extension has not been granted. The Maine Chapter is 50 years old.
Metro NY	Y	A chapter task force is currently working on compliance.
New Hampshire	N	Has requested an extension and are meeting w/Cam soon.
Rochester	N	Has an extension until mid-September. The agreement is black and white as National isn’t bending. It’s take it or leave it.
Vermont	Y	Since so many chapters have already signed, National can’t modify the agreement at this point.
Worcester	N	Met w/Cam and institute is looking at incorporation concerns and ideally needs an extension to comply with the agreement which are in conflict w/bylaws.



- b. NE Region Status – Affiliation Agreement
 - i. Our by-laws must be changed. 2/3rd of our voting members must agree to any changes. New model by-laws are available for chapters but not regions.
 - ii. A task team needs to be created and an attorney review will be required.
- c. A motion was put forward by Joe and Marty, for the NE Region to request an extension until Oct. 15th to allow us to form a task team to review what we need to do to be in compliance with the agreement and amend the by-laws. The board members present moved unanimously on the motion.

9. **Board Schedule**

- Since the board won't be meeting at the National Conference this year our next board meeting will be in Albany or Hartford on Oct 22nd or 29th. Terri will send out a Doodle poll to see which date works best for all.

10. **New Business**

- Ken Lambert made a motion to still approve a \$500 reimbursement for board members attending the national conference. It was seconded by Steve VanDyke it was unanimously approved.
- A task force will be formed before the next board meeting to work on the by-laws in order to comply with the affiliation agreement.

11. **Adjournment**

- The meeting was adjourned at 8:18 pm

Respectfully,

Renée Pecquex

Northeast Region Secretary (FY 2022 - FY 2023)