



Northeast Region CSI, Inc. | FY23
Winter Board Meeting [Virtual]

January 18th, 2023

Build Strong Chapters through Communication and Collaboration

MEETING MINUTES

- **Call to Order:** 6:36pm

- **Introduction of Participants:**

Boston: Len Anastasi, **Present**

Buffalo: Jim Grucella, **Present**

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

Hartford: John Robitaille, Absent

Housatonic: Jay Strother, **Present**

Long Island: Ken Gehring, **Present**

Metro NY: Isaac Sorensen, Absent

New Hampshire: Ken Lambert, **Present**

New Jersey: Julia Hyldahl, **Present**

Rhode Island: Vacant

Rochester: Lee Curtis, **Present**

Syracuse: Kevin Phillips, **Present**

Vermont: Rebecca Campbell, **Present**

Worcester: Steve VanDyke, **Present**

President: Joseph Lobdell, **Present**

Vice President: Andrea Dinice, **Present**

Treasurer: Martin Helly, **Present**

Secretary: Renée Pecquex, **Present**

Additional attendees:

Institute Director, Thomas Lanzelotti

Membership Committee, Jaquelyn Cox

Agenda

1) **Approval of Agenda**

The agenda was approved (as written)

2) **Approval of Minutes**

- Fall Board Meeting – October 22nd, 2022 – A motion to approve the minutes as submitted, were approved.
- Special meeting - September 19, 2022 - Tabled

3) **National Level** – Tom Lanzelotti

- Upcoming events
 - Winter Board Meeting in FL, February 3rd – 5th
 - Conference to be held in Minneapolis Oct. 4th – 5th
 - Fall Board Meeting (post conference) Oct. 6th – 8th
- Questions for National from the board:



- Deposits/Renewals – Marty said at both the National and Regional levels random monthly deposits are being made but it's hard to tell what it's for. A report on new members is provided 1 – 2x a year, but a breakdown of deposits is needed and Tom will look into it.
- HSW Credits – Are not being offered at the National Conference and are required in some states, per Steve. Tom will ask National if AIA HSW accredited programs can be offered.
- Dissolved Chapter Statuses – Tom said this will be discussed at the upcoming board meeting. Ken Lambert said he was contacted by National in mid-December that former Maine Chapter Members will be incorporated into the New Hampshire Chapter. ~ 37 are now part of their chapter and fees have been transferred to them.

4) NER Level – Committee Activity

- a. Awards Committee: Barton Ross (Chair) (report received)
 - Joe reviewed the report. Worcester asked about an extension for a DSA nomination.
 - Boston has completed one already.
- b. Conference Committee: Marty Helly (Chair)
 - Marty provided an overview of the conference schedule, including leadership day.
 - The Friday night auction is part of the schedule; chapters will auction off donated items and Marty will put a flyer together on it.
- c. Finance Committee: Tom Scriven (Chair)– Region Allocation Program [RAP]
 - Marty reviewed our balance sheets and said we need to avoid a large shortfall by getting our sponsorship program going. (10K was budgeted)
 - Tom Scriven provided a report of the committee.
 - An attorney has been found in New Hampshire and will cover the review of our enabling documents for the Region for 2K, plus an additional 3K for the chapters (Marty and Tom explained that the cost to the Chapters will be divided up between the chapters).
 - Region investments will be looked at more closely and the committee will report on this at the next meeting.
- d. Membership Committee: Jacquelyn Cox, (Chair) (report received)
 - The committee met in December. Their goal is to identify a membership chair at each chapter to implement monthly meetings, have a roundtable and get on same page as far as chapter, region and institute goals.
 - A conversation ensued about growing and maintaining members well as getting ghost members active and engaged. Tom S explained NY's approach to welcoming new, expiring, and renewed members (150 goal for Metro NY).
- e. Nominating Committee: Renee Pecquex (Chair) (report received)



- All 13 chapters have an appointee and the institute region director candidates have been provided to National.
- The committee will be meeting again to identify a new region president and secretary by the region conference in March.

f. Certification Committee: Steve Van Dyke (report received)

- The CDT classes will begin in Mid-February and are AIA accredited. Exams will be offered May 1st – June 7th.
- The committee would like to pre-record the classes but has not yet found someone to edit the videos.
- We had a discussion on class fees. Some chapters have offered classes, charged a small fee and gave back the fee new members who join. The Region Board determined \$100 each for members and \$200 each for non-members was fine. The chapters will then determine if they can assist members with the cost. (Kevin from Syracuse said his chapter could help members pay for it, as did Rebecca Campbell.)
- We decided to extend an invitation to members of the Mid-Atlantic Region (as a pilot program) since we're doing a joint conference with them.

g. Education Data Base (report received)

- A form was sent out for programs and 7 submissions have been received so far.
- Steven has been researching web-based options to build the database and open-source Google Tables looks best, so he'll now consult with Mike Helly regarding this.

h. Social Media: Ken Lambert (report received)

- The budget for a LinkedIn boosting campaign is currently being worked on.
- The region conference will be promoted on LinkedIn with a landing page to more information as well as registration for the conference.
- The Why CSI video is also attached to the conference page.

5) **Task Team Activity**

a. Affiliation Agreement, Len Anastasi (Chair)

- A motion was made by Len and seconded by Ken to approve the expenditure of an additional \$3,000 for the attorney to assess each chapters bylaws with the understanding we will recover it from each chapter. It was unanimously approved.
- Len & Marty will get a task group together to review the bylaws of the region.
- The Region Directors will spread the word to their chapters on this.

6) Audit Committee Mike Lapomardo, Ken

- The audit committee has met but are not ready to provide a report.

7) **New Business/Action Items**



1. Scholarships
 - Notices need to be sent out to the Chapters for the Friday night auction.
2. AE Sponsorship for the Region
 - Tom L & Joe have volunteered to be on the sponsorship committee and Renee will assist.
3. Rhode Island Chapter
 - Membership has been struggling and ideas for meetings would be welcomed. It was suggested they get invited to other virtual meetings as well as for them to partner with other area associations (such as NAWIC). Rhode Island currently has a secretary but no board.
4. Board Reimbursement for Region Conference
 - Up to \$500 per board member

8) **Board Schedule**

Spring - Jersey City, NJ March 23-25

9) **Adjournment:** 8:31pm

Respectfully,

Renée Pecquex

Northeast Region Secretary (FY 2022 - FY 2023)