

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

April 13, 2011

Treasurer's Report/Finance	RC	See Attachment . Report was accepted without exceptions by the Board.
<u>Committee Reports:</u>		
Membership	BK	No Report. Discussion noted a successful presentation to Interior designers held at the Tandus showroom.
Programs	TS	No Report. Discussion suggested that the chapter provide a CSI club regarding MasterFormat 2004 that our Product Representative members can use to tack onto their product presentations.
Public Relations	JM	No Report
House	AD & BC + AC (DP)	Discussion suggested looking at alternate locations for next fiscal year such as showrooms Tandus, Haworth, Hafele, Steelcase, ... being offered to us at no charge. Hor'd oevers could be in lieu of dinner and sponsored by vendors. No cost to attend meeting will improve draw on younger attendance.
Education	SK	No Report
Certification	LR -SK	No Report
Technical	BJ	No Report
Communications	RC	No Report
Awards	ST & RS	Ruma noted May 6 deadline of submissions to national. She will take the lead on submitting 2 nominations for FCSI: Bill DuBois and Scott Tobias.
Product Show	JM	Reservations have been made at the Metro Pavillion, 125 W 18 th Street. Jeff Matles will develop a budget of \$15-16 k. Table tops will be sold at \$50 each. It currently appears the will be \$17k approximate expenses. Income is projected at \$22-23k. Jeff to set up the agreements. Event date is

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Oct 12, 2011. The venue can accommodate 250 + tabletops; venue alone is 5k + tables chairs, security, Current plan is for hall to open at 7:00 a.m., Show opens at 9:00 until 5:00 p.m. We must exit hall by 7:00 p.m.

Susan Kaplan volunteered to develop the program with assistance from Dennis Italia and Bob Crane.

Golf Outing	AD	No Report. Date is set for 2 nd Tuesday of July (July 12) It will be at the same venue in Staten Island as last year. Since we are co-hosting with the Long Island Chapter it is requested that we get a written agreement that states the distribution of responsibilities and liabilities.
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Academic/Scholarship/Emerging Professionals	RS	No Report
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Nominating	AK	No Report
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Audit	JM	No Report
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NE Region Director's Report	JM	NER Conference has been cancelled due to lack of registration. Board meeting will still be held. It was questioned "What is the value of the Region meetings." It was suggested to invite Mitch Miller to come to a board + dinner meeting and to provide an update on institute and region.
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Old Business

Action Required by:

ANNIVERSARY PLANNING: Event is being planned for Wednesday, September 7th 2011.

Board Election is in progress: 35 votes have been received by email; 28 for whole slate; no write-ins

Discussion of the Freiberg Fund (Scholarship) Morgan Stanley account. Currently our funds are in very safe low risk funds with Morgan Stanley. Suggestion was to possibly let the national institute manage the account. The general concensus was that we would lose control and later have difficulty working with the funds.

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New Business

Awards dinner: Discussion resulted in keeping ticket price at \$30.

Monthly dinner meetings experiment for free dinner has helped attendance. This concept is to be investigated for next year's budget. Weigh pros and cons to sponsor free dinners for increased attendance. Review policy for attendance and dinner charges.

Linton Stables suggested we start a process of by-law revisions. He will talk to Michael Bean to lead this process by reviewing and suggesting changes.

Announcement of Next Meeting

May 11, 2011 at Annie Moore's

Adjournment

The meeting was adjourned at 1:35 p.m.

Attachments:

- Treasurer's Reports
- 2010 Official Election Ballot [FY2011]

The Metropolitan New York Chapter of CSI will rely on these notes as the record of matters discussed and conclusions reached during this meeting. Notice of additions or exceptions taken must be received by the Chapter Secretary [Bill_DuBois@Gensler.com] and copied to the President [L.Stables@PerkinsEastman.com] prior to the motion to accept these minutes at the next meeting.