



MEETING MINUTES  
Construction Specifications Institute  
Metropolitan New York Chapter

August 10, 2011  
Perkins Eastman Conference 2  
115 5<sup>th</sup> Avenue  
New York, NY

Board Members Present:

*Six required for a quorum.*

President	<input checked="" type="checkbox"/>	Jeffrey Matles	JM
1st Vice President	<input checked="" type="checkbox"/>	Anthony F. Drummond	AD
2nd Vice President	<input checked="" type="checkbox"/>	Arnold Kravitz	AK
Secretary	<input checked="" type="checkbox"/>	Angela Centanni	AC
Treasurer	<input checked="" type="checkbox"/>	Russell Carpenter	RC
Immediate Past President	<input checked="" type="checkbox"/>	Linton D. Stables	LDS
Director (10)	<input checked="" type="checkbox"/>	Ruma Som	RS
Director (10)	<input checked="" type="checkbox"/>	Dennis Italia	DI
Director (11)	<input checked="" type="checkbox"/>	Bob Crane	BC
Director (11)	<input checked="" type="checkbox"/>	Tom Lanzelotti	TL
NE Region Director	<input checked="" type="checkbox"/>	Bert Korteling	BK
Student Affiliate (no vote)	<input type="checkbox"/>	<i>Vacant</i>	

Committee Chairs Present:

Certification	<input type="checkbox"/>	Luis Rosario	
Education	<input checked="" type="checkbox"/>	Bill Jaquette	
Membership	<input checked="" type="checkbox"/>	Tom Lanzelotti	<input checked="" type="checkbox"/> Bill Dubois
Technical	<input type="checkbox"/>	Michael Bean	
Ed./Electr. Communication	<input checked="" type="checkbox"/>	Russ Carpenter	
Program	<input checked="" type="checkbox"/>	Bob Crane	BC
Awards	<input checked="" type="checkbox"/>	Linton Stables	
Product Show	<input checked="" type="checkbox"/>	Jeff Matles & Arnie Kravitz	
Golf Outing	<input checked="" type="checkbox"/>	Anthony Drummond	
Academic Liaison/Scholarship	<input checked="" type="checkbox"/>	Ruma Som	RS
House	<input checked="" type="checkbox"/>	Anthony Drummond	
Audit	<input checked="" type="checkbox"/>	Dennis Italia	
Finance	<input checked="" type="checkbox"/>	Dennis Italia	
Public Relations	<input checked="" type="checkbox"/>	Angela Centanni	

Others Present:

<input checked="" type="checkbox"/>	Susan Kaplan	SK
<input type="checkbox"/>	Ken Raikowski	KR
<input type="checkbox"/>	Mary Hosley	MH
<input type="checkbox"/>		

*Action and Discussion Item*

*Action/Pending Decision/Follow-up*

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Call to Order JM President called to order at **[2:00]** p.m.

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Acceptance of minutes of the previous meeting. N/A

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Treasurer's Report/Finance	RC	RC went over report see attached. Missing May membership dollars from 2011 as well as May of 2010. No report received for 2011, 2010 report shows \$1600, however no dollars received.
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Committee Reports:

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Membership	BK	TL will be taking over as committee chair. Focus to be on how to capture the attendees to want to continue to participate and challenge our selves to bring new people to the meetings and how to make it exciting for people to join. Further discussion and follow up as to why are current members not attending meetings on a steady basis.
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Programs	BC	BC went over calendar. BC has scheduled Annie Moore's for Christmas as well as programs through June. See attached. Social media evening will also do an afternoon presentation for the CSI board. Tour planned for April as well as in May to the High Line project. Suggested to keep costs down as much as possible however charge minimal fee to warrant commitment. Discussion of a Mentor program where a vendor or architectural firm sponsors a young architect and designers. Looking at ways to attract a younger architectural audience as well as builders, designers and specifiers.
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Public Relations	AC	AC proposes that CSI Needs a designated member of their group to attend non traditional AIA events, canvass colleges and or New York Architecture firms and real estate or construction companies. This member will proactively seek out ways to attract new members for the monthly events that will now be held at vendor's locations. Also responsible for
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		membership drives. Thoughts of giving a commission off of each member joined or another form of compensation. JM tabled this until next meeting.
House	AD	Discussion over continuing meetings at Annie Moores or shall we look to vendor sponsors. To entice a younger crowd , showrooms are appealing. BK will need a list of the showrooms that are willing to participate. Concerns of if we are changing the nature of the CSI, we then need a home base. AK suggested there would be issues associated with completely separating ourselves from them. Communication is key. Vendor ticket books, that in turn can be given out to guests for events also discussed. BK suggested a master format that can be used. Motion by Jeffrey to have Anthony have his committee work on this as well. Consensus is to move into a different direction with CSI in order to pull in more memberships.
Education	SK	RS CSI has revamped the speakers who are recognized. Proposes oneday workshops. RS will chair this committee. LS suggests that this become an inclusive package that comes about for the 2012 trade show. CDT training in segments to be taught by in house CSI members. It gives us a positive position for providing a service for what CSI represents. Designated committee to be LS, BD, SH, Data base maintenance, to have a field on the site that allows for people to access through National.
Certification		<b>[No Report]</b>
Technical		<b>[No Report]</b>
Communications	RC	Newsletters: Approx expenditure are \$500 per month plus 40/ month for mailing.

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		After second return- dropped from mailing list. Discussion to eliminate newsletter mailings postponed, to be decided at a later meeting this year.
Awards	ST & RS	Scott Tobias to be submitted as a nominee for Fellow. Moving forward we need to apply for awards at the National level. Need to be more conscientious of the accomplishments . It takes about 6 months for filing of information. LS to assume chairmanship of committee and guide this effort.
Product Show	JM	JM went through the speakers for the day for a total of 6. Discussion on whom should be the keynote speaker. It was confirmed that David Resnick, Deputy commissioner of the NYC Design and Construction was the proper choice. Just in the event of a cancellation, a back up plan will be handled by those within the CSI organization and not to go outside speakers. All that can present will need appropriate time for preparation. RC went through the list of booths sold thus far. JM also added in that from now until the trade show there is a 50/50 CSI Member recruitment program available. Decision to invite regional president as well. Announcements will be made and there will be half hour increments in between the speakers for touring vendor booths.
Golf Outing	AD	<b>RC reported that almost all refunds have been refunded.</b>
Academic/Scholarship/Emerging Professionals	RS	<b>See Education</b>
Nominating	AK	<b>[No Report]</b>
Audit	JM	<b>[No Report]</b>
NE Region Director's Report	JM	<b>[No Report]</b>

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Old Business

Action Required by:

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<Topic: Discussion>

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<Topic: Discussion>

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<Topic: Discussion>

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<Topic: Discussion>

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New Business

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<Topic: **Casino Night:** BC went to Beacon hotel for site visit today. Discussed tables to be played and each person attending will receive \$500 in play money. Open bar and appetizers. See attachment. A podium and microphone are available for speech. SK suggested a birthday cake. BD suggests a banner CSI metro. BC is also looking for sponsors of the tables and is available for Brown paper tickets. LS will send out an email blast as well. If enough sponsorship is available, money can be allocated for prizes. Discussion of 5 top winners. Suggestions: ipads, book reader, Best Buy gift certificates. RS, AD, AC, DI and AK will sponsor therefore all table sponsors were sold at board meeting, to be purchased through Brown Paper Tickets. BC offered to be photographer for the evening. BD brought up the Chapter's historical photographs that Jeffrey believes he inherited. RS suggested that a slide show be playing through the evening with those photos. Past presidents to be invited as well. AD suggested that some added verbiage of their history be included. BD would like to invite-waitresses from Annie Moore's join us and CSI to pay their fee.

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<Topic: **CSI Convention:** CSI will contribute assistance to those board members who may like to attend. Approximately \$2500 is budgeted for subsidizing attendance at the national convention. An additional \$2500 is budgeted for attendance at Regional conventions. AK suggested that if attendees are subsidized by the Chapter they should-write a follow up article for the newsletter. Linton made a motion, seconded by Anthony and vote was unanimous to adopt this policy for this year: Chapter members who attend the national CSI convention may submit expense receipts and a reimbursement request within 30 days of returning from the convention. The amount of \$5,000 will be divided among those who submit timely requests and documentation, and only for expenses incurred and documented.

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Attendees: Linton Stables, Bill DuBois, Tom Lanzelotti, Ruma Som, Arnie Kravitz, Jeff Matles, Bert Korteling, Angela Centanni, Bill Jacqueline and Scott Tobias.

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<Topic: Board Retreat: SEE BELOW

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<Topic: Discussion>

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Announcement of Next Meeting

60<sup>th</sup> Anniversary Celebration: Casino Night  
September 7, 2011 at the Beacon Hotel NYC

The next Board meeting will be on the same day as the meeting, and in the same location, starting at 4:00 p.m. This will be the policy for future Board meetings this year as we move our meeting venue around the city.

Adjournment

The meeting was adjourned at <6:00> p.m.

Attachments:

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 [acentanni@tandus.com] and copied to the President [jmatles@aim.com] prior to the motion to accept these minutes at the next meeting.

**Board Retreat**

**Proud of: Increased membership**

**Budget**

**Future Leadership development**

**More student activity/ membership**

**Cohesive board/chairs: Camaraderie**

**Creativity**

**Membership personal growth**

**Quality of Programs - Especially the tour and the interiors programs**

**Good Education Day**

**Additional Meetings**

**Brown Paper Tickets**

**Leadership/ membership commitment**

**CDT prep**

**Areas Needing Improvement**

**National Awards, and all awards**

**CDT preparation**

**Public awareness- messaging about CSI**

**Communication - What is going on**

**Lacking with regard to sustainability**

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**Monthly Venue**  
**Promote Webinars and other CSI stuff**  
**Use of Social Media better**  
**Think younger**  
**Golf/ other outings**  
**Lack of architects/ spec writers**  
**Welcoming/attractiveness**  
**Need to teach basic skills**

**Change:**

**Our image and perception**  
**Focus on documentation and project delivery**  
**Communications**  
**Programs and venue**  
**Evaluate our efforts**  
**Follow up on our efforts**

**Initiatives:**

**Management Public Relations professional**  
**Buddy/ mentor program**  
**Define our image**

**Define CSI in 3 words or less**

**Project delivery**  
**Construction professionals**  
**Diversity**  
**Education/professional development**  
**Relationships**  
**Contacts**  
**Supportive**  
**Knowledge sharing**  
**Environmentally responsible**  
**Forward looking/cool**  
**Fun**  
**Creating Next Generation**

**Linton asked that all board members reach out to their younger audience for key words for our mission statement.**

*Knowledge for creating and sustaining the built environment: Be part of the next generation.*