



September 7, 2011
Beacon Hotel, 2nd Fl.
2131 Broadway and 75th
New York, NY

Board Members Present:

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 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 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>	

Six required for a quorum.

Committee Chairs Present:

Certification	<input type="checkbox"/>	Luis Rosario	
Education	<input type="checkbox"/>	Bill Jaquette	
Membership	<input 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 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 type="checkbox"/>	Susan Kaplan	SK
<input checked="" type="checkbox"/>	Ken Raikowski	KR
<input type="checkbox"/>	Mary Hosley	MH
<input type="checkbox"/>		

Action and Discussion Item

Action/Pending Decision/Follow-up

Call to Order JM President called to order at **400** p.m.

Acceptance of minutes of the previous meeting. Meeting minutes approved by unanimous vote.

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

September 7, 2011

Treasurer's Report/Finance	RC	See attachment. All bills have been paid to date including Beacon Hotel and other costs incurred for Casino night.
----------------------------	----	--

Committee Reports:

Membership	BD	BD discussed implementing a member sponsorship program AD requested a mass mailing to dropped members. KR suggests we request home addresses upon time of joining for ease in locating members upon expiration. KR to seek National for access to that information.
------------	----	---

Programs	BC	<p>Monthly meeting showroom commitments by vendors: Steelcase: January and March. Tandus: February. Annie Moore's is booked as a back up location for Jan, Feb, March, April and June. AD to follow up with Annie Moores. JM noted that Hardware and door Assoc. would like to partner up in the March program. BD recommended Grohe Hardware showroom as another option for an event. BC working on the cost details that vendors would incur.</p> <p>*BC has announced his retirement from Atas. New email is: rcranemetryncsi@gmail.com Phone number will change and he follow up with all. He will continue his involvement with CSI.</p>
----------	----	---

Public Relations	AC	AC invited LMNOP Cliff Brown to join event this evening. AK would like to open up invitation to all other organizations. BD recommends we reach out to our own contacts as well. Detailed discussion to be continued at next meeting.
------------------	----	---

House	AD	AD asked if we want to go with nametags for events/ meetings. AK suggested Americas First Chapter nametags. BD/AD will bring a label maker to meetings. BD had new banners made at \$160.00/2. Also had mailers made although supplier needs to correct images. BD will send an email to all board members with contact information of site.
-------	----	--

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

September 7, 2011

Education	SK	[No Report]
-----------	----	-------------

Certification		[No Report]
---------------	--	-------------

Technical		[No Report]
-----------	--	-------------

Communications	RC	Deadline for committee chairs to have information out in the newsletter is the 20 th of the month. JM discussed concerns the value of the associated cost per month as a worthwhile expenditure, or if best to utilize those dollars elsewhere. AK suggests checking the bi-laws of the Charter, for the Newsletter may need to be maintained. Table this until next month. Request Mike Bean to look into that.
----------------	----	---

Awards	LS & RS	See attachment. LS met with ST last week and came up with the nomination. LS will need to have this completed 60 days prior. LS will prepare a formal resolution for the Board to pass and will present in November. BD: Fellows will be announced at CSI convention next week. AK: mentioned other awards nominations ie: Distinguished Member.
--------	---------	--

Product Show	JM	JM: 14 table top commitments. Would like to obtain 20 more and suggested that all other members reach out to their contacts. Need to decide where “in the building” speakers will present. Speakers are all set at this point. WJ will announce the speakers. AK: Need 25 booths to break even. AK suggested breakfast meeting in Chikago. During lunch, JM, ST will speak. Agreed to have an intro for CSI before each speaker begins. Table this till next meeting.
--------------	----	---

Golf Outing	AD	AD noted that at one week’s prior to outing, only 11 foursomes had signed up. AD suggested changing the date next year to another month than July to increase involvement. Possible options: late Sept., early Oct., or late May.
-------------	----	---

Academic/Scholarship/Emerging Professionals	RS	[No Report]
---	----	-------------

Nominating	AK	[No Report]
------------	----	-------------

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

September 7, 2011

Audit JM [No Report]

NE Region Director's Report JM [No Report]

Old Business Action Required by:

<Topic: Discussion>

<Topic: Discussion>

<Topic: Discussion>

<Topic: Discussion>

New Business: Casino Anniversary Party was to begin, no further discussions at this time.

<Topic: Discussion>

Announcement of Next Meeting

The next Board meeting will be held at Perkins Eastman Wednesday, October 5th, at 12:00 pm Lunch will be served. PE is located at 115 5th Avenue, 3rd Floor.

Adjournment

The meeting was adjourned at <5:30> p.m. to begin the Anniversary Festivities.

Attachments:

- [Financial Report]
- [Awards Report]

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.

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

September 7, 2011

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

Metropolitan New York Chapter Construction Specification Institute

Treasurers Report

Date: September 7, 2011

- All bills, to date, have been paid. Checkbook reconciled through the August 2011 bank statement.
- Copy of the register report included with report
- Citibank Checking Account
 - o - Balance of the Checking Account – September 7, 2011 - \$21,872.52.
- Morgan Stanley Account
 - o Balance of the Morgan Stanley Account – August 1, 2011 - \$27,242.29
- PayPal Account
 - o Balance of September 7, 2011 - \$1,748.27.
- Trade Show
 - o Paid Balance of Reservation for the Metro Pavillion - \$3,590.00.
 - o Requests for additional insurance certificates has been submitted to the Novick Group
- Casino Night
 - o Beacon Hotel has been paid - \$1,724.24
 - o Ace Duece Casinos has been paid - \$2,659.95
 - o Caterer to be paid tonight, base on head count

Sincerely,

Russ Carpenter
Chapter Treasurer

Metro NY CSI

9/7/11

Register Report

8/3/11 Through 9/16/11

Page 1

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Memo</u>	<u>Category</u>	<u>Clr</u>	<u>Amount</u>
		BALANCE 8/2/11				33,913.89
8/9/11		Service Charge		Bank Chrg	R	-3.30
8/15/11			May 2010 - duplicate depo...	Return Deposit Check	R	-1,170.00
8/15/11	1182	Linton Stables	Board meeting dinner 8/10...	Planning:Meal		-734.58
8/15/11	1183	Robert Crane	B&H-Door prizes for Sept...	Program:Miscellaneous		-423.90
8/16/11		Interest Earned		Int Inc	R	1.29
8/31/11	1184	Russell Carpenter	Beacon Hotel CSI space c...	House CSI:Venue		-1,725.24
8/31/11	1185	Russell Carpenter	Ace Duece Casino Inc - Se...	Program:Miscellaneous		-2,570.00
8/31/11	1186	Russell Carpenter	Inv 19473 - Metropolitan ...	Trade Show:Administration		-3,585.00
9/2/11	1187	BP Maltz	September 2011 Addendum	Newsletter:publishing		-395.00
9/2/11	1188	William Dubois	Chapter Banners/Vistaprint	Program:Miscellaneous		-160.47
9/2/11	1189	Robert Crane	Apple Store-Door prizes f...	Program:Miscellaneous		-543.29
9/6/11	1190	CSI Louisville	20 CSI Hard Hats	Program:Miscellaneous		-600.00
9/6/11	1191	Russell Carpenter	3.5% credit card fee for A...	Program:Miscellaneous		-89.95
9/6/11	1192	... Russell Carpenter		Newsletter:copies		-24.33
				Newsletter:postage		-17.60
		TOTAL 8/3/11 - 9/16/11				<u>-12,041.37</u>
		BALANCE 9/16/11				21,872.52
		TOTAL INFLOWS				1.29
		TOTAL OUTFLOWS				-12,042.66
		NET TOTAL				<u>-12,041.37</u>

NOMINATION PROCESS for FELLOWSHIP IN THE INSTITUTE

A Committee composed of Chapter members of the Metropolitan NY CSI Chapter will nominate a candidate to the Jury of Fellows for election and instatement in 2012. As suggested by the Board of Directors at its retreat in August 2011, the most likely successful prospective candidate is Scott Tobias.

The Committee has determined that the nomination will come from the Chapter (as opposed to five members of CSI) and that the focus of the nomination will be the nominee's "notable contribution in service to the Institute" with a secondary emphasis on the nominee's "notable contribution to education." The other two emphases that can be applied are a "notable contribution to the improvement of construction specifications," and a "notable contribution to the advancement of construction technology." Each of the four needs to be addressed in the nomination.

Information that is needed for the nomination includes:

1. Nomination from the Chapter. This needs to be an official action of the Board, certified by the President and the Secretary of the Chapter. The wording of the resolution is set out in the nomination form. This should be done at the November Board meeting.
2. Information that the nominee must provide (biographical statistics and others). This will be provided as it is developed, with a deadline of the end of February 2012.
2. Photograph: Professional color head and shoulder photo. To be taken/provided by the end of February 2012. Need copy for each required copy of the nomination package.
3. A statement about the nominee's notable contributions in the four areas, with emphasis on the two chosen areas. This is needed by the end of February 2012.
4. Letters of Endorsement.
 - a. No more than 10.
 - b. Each letter must have some direct bearing on one of the four "notable contributions."
 - c. Committee would like a diverse group: Some CSI "insiders" and some from the rest of the industry but not CSI; some big shots and some regular people who have been helped by Scott; a well-rounded picture of Scott should develop in the collection of letters.
 - d. Committee will give guidance to the writers of the letters and will ask for very specific information to be included in each.
 - e. The nominee and the committee will agree on who will be asked to write letters of endorsement. The Committee Chair will make the official request of the letter writers. Members of the committee will be assigned individuals to follow up with to get the letters written (and re-written) in a timely manner.
 - f. Finalized letters must be in hand by the end of February 2012.

- g. Writers of endorsement letters must send them directly to the Chair of the Jury no later than one month prior to the filing deadline.
- 5. Copies of nomination packet must be made. This should be accomplished no later than one month prior to the filing deadline.
- 6. Original and copies of the nomination packet must be delivered to the Chair of the Jury. This should be done about one month prior to the filing deadline.

Committee:

Linton Stables, Awards Committee Chair

Bill DuBois

Mary Hosley

Liana Steffens