



December 14, 2011

Perkins Eastman

115 5th Avenue

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 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 type="checkbox"/>	Tom Lanzelotti	TL
NE Region Director	<input type="checkbox"/>	Bert Korteling	BK
Student Affiliate (no vote)	<input type="checkbox"/>	<i>Vacant</i>	

Six required for a quorum.

Committee Chairs Present:

By-Laws	<input checked="" type="checkbox"/>	Michael Bean	MB
Certification	<input type="checkbox"/>	Luis Rosario	
Education	<input type="checkbox"/>	Bill Jaquette	WJ
Membership	<input type="checkbox"/>	Tom Lanzelotti	<input checked="" type="checkbox"/> Bill DuBois
Technical	<input type="checkbox"/>	Michael Bean	
Ed./Electr. Communication	<input 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 type="checkbox"/>	Angela Centanni	

Others Present:

<input checked="" type="checkbox"/>	Susan Kaplan
<input type="checkbox"/>	

Action and Discussion Item

Action/Pending Decision/Follow-up

Call to Order

JM

President called to order at **12:10** p.m.

Acceptance of minutes of the previous meeting.

11/9/11 Meeting minutes approved by unanimous vote.

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

December 14, 2011

Treasurer's Report/Finance	RC	Treasurer's Report attached. Motion: Increase the budget line item for Conferences by the amount necessary to cover Bill DuBois' expenses for the CSI Annual Convention in Chicago (amount yet to be determined). Passed. The President asked for a report on the current status of expenses versus budget. The Treasurer did not have a report, but reported that the Chapter's finances are in good shape. The President asked that the budget/expenses report be made at the next meeting.
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Committee Reports:

By-Laws (ad hoc)	MB	The proposed changes to the By-Laws were presented and reviewed. The changes are mostly to comply with revisions on the national level regarding membership categories which have been removed. The other substantive recommended change was to the composition of the Nominating Committee. The Board decided to leave the number of Nominating Committee members at five. Motion: Approve the proposed By-Laws changes and to forward them to the Institute for review and approval and then to the membership for a vote. Passed.
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Membership	BD	<p>Membership dropped to 249 this month, and the reasons are not clear. Three new members received a welcome letter and PowerPoint presentation. The Committee is working on sending a survey to members that haven't renewed.</p> <p>The Committee is also pursuing the membership cards. Assa Abloy has offered to sponsor the cards, and in return they would get their logo on the back of each card. The Committee will look into what exactly the sponsor plans to help pay for. Cards will be distributed after the first of the year, if all goes well. (See attachment)</p> <p>The Committee reported that e-mail addresses for the officers and Board members are in place and have been distributed.</p>
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MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

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Programs	BC	The High Line tour in April will be followed with a bowling night at Chelsea Piers, with pizza. \$30.00 pp plus gratuities. In May there will be a networking meeting at the Grohe Showroom rooftop Garden. Other venues have been scheduled well into the 2013 program year, though programs have not been planned that far in advance.
Public Relations	AC	No report.
House	AD	Holiday Party tonight will be a buffet dinner and 50 people are expected. The President has scheduled a DJ for entertainment. The \$250 cost is to come from the Program budget.
Education	SK	Committee will write a report on training available for women in the electrical construction industry.
Certification		(Reported by Linton Stables) The series of classes for the CDT exam has been scheduled and a location secured. Luis Rosario has done the planning and will be the instructor.
Technical	WJ	No Report.
Communications	RC	No Report.
Awards	LS	Fellowship nomination for Scott Tobias is awaiting some information from the nominee.
Product Show	JM	It was determined to lock in the place and date for the 2012 Trade Show: Metropolitan Pavilion on October 10, 2012. A final accounting was requested by the Board for the 2011 show, since there had been a number of non-payers prior to the show date.
Golf Outing	AD	No Report.
Academic/Scholarship/Emerging Professionals	RS	The Committee would like to take advantage of the Northwest Region's offer to pay half of the expenses for members to attend a leadership training session. The Chapter or the individual would pick up the other half. The Board discussed this but did not decide to support the expenditure.

MEETING MINUTES
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The Committee also wants to take advantage of the CSI Academy this year, perhaps with some financial support. Again the Board did not decide to support this expenditure but left it open for the Committee to use its budgeted amount for this purpose. See attached report.

Nominating	AK	No Report.
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Audit	DI	No Report.
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NE Region Director's Report	BK	See Report attached.
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Old Business	Action Required by:
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A proposal to eliminate the PDF version of the Addendum is still on the table and was not taken up at this meeting.

New Business

Motion: Support the Museum of the City of New York exhibition on the work of Kevin Roche, and in particular an event on January 17, 2012. Support will consist of distributing the event information to our mailing list. Passed.

Motion: Reimburse membership dues for retired member Bob Crane while he is actively involved on the Board of Directors. This amount will come from the Membership budget. Passed.

Motion: Support the LMNOP organization's fund drive to support emerging professionals, in the amount of \$500 to come from the Public Relations budget for Inter-organization Support. Passed.

Announcement of Next Meeting

The next Board meeting will be held on January 11, 2012. Location: Perkins Eastman Architects, Time: 12:00 pm. Lunch will be served.

Adjournment

The meeting was adjourned at 1:20 p.m.

MEETING MINUTES
Construction Specifications Institute
New York Metropolitan Chapter

December 14, 2011

Attachments:

- **Treasurer's Report**
- **By-Laws Report**
- **Membership Report**
- **Academic 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.

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

Metropolitan New York Chapter Construction Specification Institute

Treasurers Report

Date: December 13, 2011

- All bills, to date, have been paid. Checkbook reconciled through the November 17, 2011 bank statement.
- Copy of the register report included with report (11/17/11 – 12/13/11)
- Received dues from National for October in the amount of \$1,950
- Citibank Checking Account
 - o - Balance of the Checking Account – December 13, 2011 - \$26,249.24.
- Morgan Stanley Account
 - o Balance of the Morgan Stanley Account – December 1, 2011 - \$25,099.42
- PayPal Account
 - o Balance of December 13, 2011 - \$1,020.32.
- Deposit paid for April venue at 300 NY Bowl in the amount of \$919.94
- National CSI Conference
 - o Submitted expenses have been paid – 4 requests
 - o With the approval of the increase reimbursement allotment to \$5,000
 - J. Matles - \$1159.44
 - W. Jacquette - \$1,353.85
 - J Montebello - \$1080.16 (Student)
 - L. Stables - \$1,556.49
 - Total \$5,149.94

Sincerely,

Russ Carpenter
Chapter Treasurer

Register Report

11/17/11 Through 12/13/11

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 11/16/11						30,087.19
11/17/11		Interest Earned		Int Inc	R	1.20
11/23/11	DEP	CsI Dues	October 2011	CSI Dues		1,950.00
11/23/11	1209	Jeff Matles	Natl CSI Trade Show 2011	Reimbursement:Natl CSI Show		-659.44
11/23/11	1210	W. Jacquette	Natl CSI show 2011	Reimbursement:Natl CSI Show		-853.85
11/28/11	1211	BP Maltz	December 2011 Addendum	Newsletter:publishing		-395.00
12/1/11	1212	AIA/CES	Provider # S001 Inv-2008281646	Technical:AIA CES Fee		-150.00
12/1/11	1213	Linton Stables	Natl Trade show 2011	Reimbursement:Natl CSI Show		-1,556.49
12/1/11	1214	... Linton Stables	Student exp	Reimbursement:Natl CSI Show		-1,080.16
			Board meeting	Adminstration:President:Meeting		-107.44
			I Contact e-newsletter service	Newsletter:Adminstration		-295.00
			Sept meeting receipts	Meeting Income:Meals		270.00
12/1/11	1215	... Russell Carpenter	Nov newsletter	Newsletter:copies		-17.60
			stamps	Newsletter:postage		-24.23
12/5/11	1216	300 New York	April 2012 Event	House CSI:Venue		-919.94
TOTAL 11/17/11 - 12/13/11						-3,837.95
BALANCE 12/13/11						26,249.24
TOTAL INFLOWS						2,221.20
TOTAL OUTFLOWS						-6,059.15
NET TOTAL						-3,837.95



Membership Committee

Membership Committee Report

December 14, 2011

Tom Lanzelotti

Bill DuBois

1. Membership Numbers Update:

- Two (2) new members: (1) in November & One (1) in December
- New Member Diversity:
 - General Trade/Sub-Contractor: 1
 - Product Representative/Supplier: 1
- Total Chapter Membership: 249, down from 264 at last Board Meeting
- Welcome Letters forwarded to all new members

2. Membership Renewal PowerPoint (presented at last Board Meeting):

- Plan is to send out monthly, via email, to those members whose membership will be expiring in the next month.
- Will look to start this program in January

3. Non-Renewed Member Survey (presented at last Board Meeting):

- We are working with Linton in preparation of the survey...
- Plan is to send it out monthly, via email, to those members whose membership has expired

4. Membership Cards Update:

- Received Board Approval at last Board Meeting to proceed with Membership Card initiative including the purchasing of a remote reader (white paper submitted at last Board Meeting).
- We have received a price quote from New England Security & Communication and will be working with them in the purchase of all equipment and cards for current membership.
- Assa Abloy has volunteered to sponsor Membership Cards
- Next Steps:
 - Place Order & Get Demonstration of equipment and tracking software
 - Finalize Card Design
 - Game Plan is to introduce at January Meeting



Membership Committee

White Paper: NY Metro Chapter Membership ID Cards

By: Tom Lanzelotti, Bill DuBois & Ruma Som
November 2011



Mission:

To provide Membership Cards to all Metro New York Chapter Members to:

- Provide as sense of belonging to the chapter
- Provide a more visible presence for the Chapter
- Use as name badges at Chapter Events (we would provide badge holders)
- Identify members with their "Class of"
- Track attendance at Chapter Events
- Assist in tracking Learning Credits
- Assist in networking at Chapter Events

Game Plan:

Review concept with representative from HID to:

- Gain Understanding of Development Process
- Understand Schedule
- Understand Software & Hardware Requirements
- Understand Operability

Request budget requirements, from HID based upon concept review meeting

Review budget, developmental schedule and system functionality with Chapter Leadership

Receive approval from Chapter Leadership

Develop work agreement with HID and Authorize production

Distribute badges to Chapter Members

Team:

Tom Lanzelotti

Bill DuBois

Ruma Som

Hope Gilson, HID Manager (Badge Consultant)

Schedule:

June 2011-October 2011: Concept Development

November 7, 2011: Meet with HID to review concept and begin development process

December 14, 2011: Present Development Concept to Chapter Leadership for Approval

January 11, 2012: Issue Badges to Chapter Members at January Meeting

Funding:

TBD at Concept Development Meeting with HID.

New England Security & Communications

Quotation

9 Main St., Suite 4B
 PO Box 421
 Manchaug, MA 01526-0421
 508-476-9200 Phone
 508-476-9333 Fax

DATE	QUOTE NO.
11/9/2011	6663

NAME / ADDRESS
Ruma Ruma Som Membership Committee, CSI Metro NY

TERMS	Valid For
Prepay	30 Days

ITEM	DESCRIPTION	QTY	COST	TOTAL
TeamTracer	TeamTracer Emergency Personnel Tracking & Management System with BadgeBuilder ID application - Primary license	1	1,295.00	1,295.00
BCR-MS146-4G	MS146 Barcode Slot Reader, Color: Black with IP54 and Visible Light, USB Cable	1	149.00	149.00
SHIPPING	FREIGHT & HANDLING CHARGES***To Be determined***	1	0.00	0.00
			TOTAL	\$1,444.00

Note: Quotations are valid for 30 days unless noted otherwise above.

CSI Metro New York Board Meeting Reference December 13, 2011

To: The CSI MNY Board

From: Ruma Som, Assoc AIA, AHC, CSI, CDT
Education Chair, Metro New York
Phone 201-398-6583 rsom@assaabloydss.com

Date: 12-13-11

Subject: **December 14, 2011 Education Chair**

A. The Report

1. Activities:

Institute is holding CSI Academies in San Diego on March 1-3 Northeast Region
Should Metro NY send representation? Who is attending? Can we send someone who
would attend and share information in form of pdf with the Chapter Membership? There
is available funding in NER of \$11,000 that is allocation for activities relating to
Academic. In role of Academic Chair, Ruma Som sent recommendation to NER
Executive committee to hold poll to see if we should use the funding to assist Chapter to
send one candidate from each Chapter to the upcoming CSI Academies. My thought was
to send Academic Chair or someone who can add value to the Education/Academic
initiatives.

2. Initiatives: Can we consider a workshop to address Sustainability in Specification and impact of
upcoming inclusion of Life Cycle in LEED rating system?
3. Concerns: I see our membership lacks knowledge in Sustainability and Specification and looking for help
here. This will add value to membership

CSI Northeast Region Report

12/13/11

As some of you know recently there was a CSI Region meeting held in Waterloo, NY in November. This was a 2 day event. The first day involved a motivational speaker a Mr. Richard Tosi (interesting), a CSI Institute Strategic Plan Overview presented by Walter Marlow, and a lengthy look at BIM. We got to the agenda the second day in which a new Vice President was elected to the vacant seat Mr. Brian Neely. I found it to be very much like our own chapter meetings with discussions of membership retention, how to get the younger crowd involved, and how to spend the region's money. One thing that was put into place and received an approved vote was that any moneys given to the region from the chapters that are not spent by the region, would be returned to that chapter. This, for now is a one shot deal, and may become an annual allowance. There were no big arguments, which I had heard were to be expected. It seems that the region is really getting their act together. Discussions of corporate partnerships also came up as a way to get a lot more funding in. There are currently 11,900 total members and about 3,300 of them are on linked in. Financially the region is in good shape without gross excess.

Sincerely,

Bert Korteling CSI

Metropolitan NY Region Director