



January 11, 2012  
Steelcase Showroom  
4 Columbus Circle  
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 type="checkbox"/>	Arnold Kravitz	AK
Secretary	<input checked="" type="checkbox"/>	Angela Centanni	AC
Treasurer	<input 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 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 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 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 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 **4:15** p.m.

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

MEETING MINUTES  
Construction Specifications Institute  
New York Metropolitan Chapter

January 11, 2012

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Treasurer's Report/Finance	RC	See Attached: Reviewed by JM
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Committee Reports:

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Membership	TL	6 new members since last meeting. Up to 265. Welcome letters were sent out last week. Eblast is going out to 17 members with upcoming expiration as a renewal reminder. TL and BD will be working with LS on a member survey next week with intent to be sent out next month. Membership cards: Email addresses are set up for Board members and committee chairs. Plan to introduce new members at chapter meetings as a welcome and invite them to join in on a Board Meeting. They will also have a sponsor assigned as a mentor. This will give us an understanding of their interests in CSI. RS suggest inviting them to the board meeting since it is intended to be open.
Programs	BC	Discussion as to whether moving forward, we should obtain speakers that are approved by IDCEC to give Interior Designers credit as well as architects and specifiers. BC to work with all board members to seek qualified people and programs. JM recommends a committee formed for this. The board agrees it is important and will stem more attraction. Not all programs need to be approved, aim for at least half moving forward.
Public Relations	AC	See Attached. AC has completed the Sponsorship of LMNOP and will inform all Board members to events being held. She also spoke with IDCEC. Being that CSI speakers are self directed, they can only be approved if IDCEC requirements are filled out and approved. AC and Public Relations committee to work with RC on obtaining these certifications.
House	AD	CSI Badges: Lee Davidson with IDESCO joined meeting to present. Family owned business for providing ID Badges. Cards will be able to be scanned upon attendance. He

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		<p>recommends a system that includes installation and training. A package was presented to all board members. HID creates the badge and Fargo creates the tag. Dual sided printing. Sell and Service locally. Carry Case can be created, it is not a standard, however is lightweight and mobile. Laptop and scanner to be brought to each site. Ability to output 5000 cards. A USB port is required, Insurance is not required. The scanner automatically translates to software. Cost: \$6000-8000. BD: Looking into sponsorship to offset this fee. BD noted that we are setting the standard for CSI and National may follow. RS: ASSA ABLOY would like to sponsor the initial set up, budget then to be set year upon year. No monthly fee or ongoing costs aside from ribbon and cards.</p>
Education	WJ	Approval has been provided for course given by Jarrett Huddleston. Tonight's event is registered as well. The AIA takes approx 10 days for approval.
Certification	LS	Classes for the CDT exam begin on February 7 <sup>th</sup> at the Hafele showroom, 25 East 26 <sup>th</sup> St, NY 6:00-8:00 pm.
Technical		<b>[No Report]</b>
Communications	LS	Website fairly up to date. LS will follow up.
Awards	LS	LS will now send out requests for letters of recommendation on behalf of Scott Tobias Fellowship. All appropriate forms can then be filled out. The deadline for application is March.
	JM	Product Show. JM and AK will be meeting next week to discuss. Cost should remain the same as this past year. LS noted we should start early s possible in order to have it into budget.
Golf Outing	AD	No Report
Academic/Scholarship/Emerging Professionals	RS	IIDA / Kevin Roche: program for students to do a joint program. Chair of Education for scholarships interested in working with us. RS

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		spoke with Renaldo of HOK, expressed interest in programs with students as well.
Nominating	AK	[No Report]
Audit	JM	[No Report]
NE Region Director's Report	JM	[No Report]

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Old Business Action Required by:

<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: Discussion>

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Announcement of Next Meeting

The next Board meeting will be held on Wednesday, February 8<sup>th</sup>, 4 pm at the Tandus Flooring Showroom. Tandus is located at 71 5<sup>th</sup> Ave, NY, NY 2<sup>nd</sup> Floor.

Adjournment

The meeting was adjourned at <5:15> p.m. to begin the January Chapter meeting and presentation.

Attachments:

- [Member Report]
- [Treasurers Report]
- [Public Relations Report]

**MEETING MINUTES**  
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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:** January 11, 2012

- All bills, to date, have been paid. Checkbook reconciled through the December 16, 2011 bank statement.
- Copy of the register report included with report (12/13/11 – 1/11/12)
- Received dues from National for November in the amount of \$1,250
- Citibank Checking Account
  - o - Balance of the Checking Account – January 10, 2012 - \$24,686.21.
- Morgan Stanley Account
  - o Balance of the Morgan Stanley Account – January 1, 2012 - \$25,072.39
- PayPal Account
  - o Balance of December 13, 2011 - \$1,020.32.
- Copy of Mid-year budget analysis, Included.
  - o Budget Expense show \$71,400, Actual \$78,400 (Addition error)
  - o Some Expenses will occur in second half
    - Liability Insurance
    - Scholarship
  - o Expenses tracking Higher than budget in first half
    - Casino Night, not budgeted, cost over \$11,000
    - Canceled Golf outing netted only a \$400 loss
- Actual Income vs Expense YTD – are amounts directly from the checking account
- Excluding the Casino night the Chapter is running slightly below budget.

Sincerely,

Russ Carpenter  
Chapter Treasurer

## Metropolitan CSI Income and Expenses Mid-Year Analysis

Income		Budget	6 months	
	Member dues	20,000	8265	
	Chapter Dinners	4050	1680	
Addendum/Web				
	Ads	2350	0	
Tabletops	At Dinners	3000	100	
Trade Show	Booths	22,500	23,375	
	Sponsors	5000	0	
	In-Kind	100	100	
Golf Outing	Sponsors	4,400	200	
	Foursomes	14,000	2300	
	Raffle	1000	0	
	Dinner only	0	50	
Inter-Organization		2000	0	
	Total Income	78,400	36,070	
	Budget shows	71,400		
Expenses	House	8,184	1,653	
	Membership	3960	0	
	Programs	4,100	14,777	Casino Ngt -11,341
	Newsltr/Web	5200	2763	
	Awards	350	0	
	Academic	4,855	1,080	
	Environment	500	0	
	Trades Show	17,340	17,233	
	Golf outing	12,490	2955	Canceled (-405)
	Administration	2,670	1,905	Insur not Included
	Board of Dir	3600	0	
	Public Relations	2000	0	
	Certification	650	0	April Exp
	Conferences	6000	4070	No Region
	Scholarship	5000	0	June 2012
	Total	76,899	44,936	
		Income	Expenses	
Actuals Income vs	Expenses YTD	38,064	47,605	

Metro NY CSI

1/11/12

**Register Report**  
12/13/11 Through 1/17/12

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<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Clr</b>	<b>Amount</b>
		BALANCE 12/12/11				26,247.89
12/16/11		Interest Earned		Int Inc	R	1.18
12/20/11	DEP	Csl Dues	November 2011	CSI Dues		1,250.00
12/20/11	1217	Linton Stables	December meeting	Program:Dinner Ch...		-2,074.97
12/28/11	1218	BP Maltz	January 2012 Adden...	Newsletter:publishing		-395.00
12/29/11	1219	... Russell Carpenter	Nov newsletter	Newsletter:copies		-17.60
			stamps	Newsletter:postage		-25.29
1/9/12	1220	Harrison Manageme...	January 2012 Meeti...	Program:Honorarium		-300.00
1/11/12	1221	Robert Crane	Reimbursement of d...	Dues		-30.00
		TOTAL 12/13/11 - 1/17/12				-1,591.68
		BALANCE 1/17/12				24,656.21
		<b>TOTAL INFLOWS</b>				1,251.18
		<b>TOTAL OUTFLOWS</b>				-2,842.86
		<b>NET TOTAL</b>				-1,591.68





## Membership Committee

# Membership Committee Report

January 11, 2012

Tom Lanzelotti

Bill DuBois

1. Membership Numbers Update:
  - Six (6) new members: (5) in December & One (1) in January as of Monday, January 9, 2012
  - New Member Diversity:
    - Manufacturer, Supplier, Agent, Representative: 3
    - Consultant: 1
    - Architectural Profession (Revit Specialists): 2
  - Total Chapter Membership: 265, up from 249 at last Meeting
  - Welcome Letters were forwarded to all new members on Monday evening (1/9/12)
2. Membership Renewal Reminder PowerPoint
  - Email with PowerPoint attachment, was sent out to seventeen (17) current members whose membership will expire at the end of January, 2012.
  - Next month we will forward Power Point attachment to thirty-five (35) current members whose membership will expire at the end of February 2012.
3. Non-Renewed Member Survey:
  - We will work closely with Linton, this month to prepare the survey...
  - We have nine (9) members whose membership has expired in November 2011 and December 2011 that we will be forwarding the survey to in order to see why they are choosing to allow their membership to lapse.
4. Membership Cards Update:
  - Local Supplier for system to attend Board Meeting (01/11/12) to review system details and pricing
  - Assa Abloy has volunteered to sponsor Membership Cards

**Membership Committee****5. Chapter Email Address:**

- Reminder that we have established Metro NY Chapter email addresses for all Board and Committee Chairs. We should begin to use these email addresses to communicate information for the chapter.
- Email Addresses are typically first name\_last name@csi-metrony.com

**6. Still in the works:**

- Development of new members Orientation Program
  - Welcome Email provides welcome letter, event calendar & committee list
  - Introduce new members at Meetings
  - Provide membership cards
  - New Members Session with Chapter Leadership at end of Meeting to:
    - Meet new Members as a group
    - Understand who introduced them to CSI
    - Understand their CSI Goals/Interests
    - Identify potential "Buddy" Relationship



# 2012 SPONSORSHIP

OUR MISSION is to provide personal, professional development  
to members of the architecture and design community through  
training, education, and networking activities.



**Leadership • Mentoring • Networking • Opportunity for A+D Professionals**



Dear Architecture and Design Community,

As we embark on our fourth year as an architecture and design organization, LMNOP NYC Inc. will be introducing new and exciting goals for 2012. We are invigorated by the success and progress of our organization.

LMNOP (**L**eadership, **M**entoring, **N**etworking **O**pportunities for **A**&**D** Professionals) is a professional development organization that was started by and for those within the architecture and design (A&D) community. Our mission is to provide personal and professional development to members of the A&D community through training, mentoring and networking activities. LMNOP was created in early 2009 with the goal of creating an environment where members can connect, support and advise each other in interactive and productive ways. We look forward to continuing to provide support to the A&D community in 2012 by:

- Increasing the number of Professional Members
- Promoting our Mentoring Program, and continuing to providing professional development workshops
- Giving back to the A&D community
- Continuing our collaborations with International Interior Design Association (IIDA), the American Institute of Architects (AIA) and other industry organizations
- Reaching out to the architectural and design firms in the hopes of further involvement with LMNOP NYC Inc.

We have nurtured great relationships with our Industry Partners and would like to thank them for sponsoring us for the past three years.

Our Workshop Series expanded LMNOP members' skill and knowledge base. The response to our Workshop Series has been enthusiastic, and we look forward to advancing the Series in 2012.

We look forward to the continued support of the A&D community in 2012. We invite you to join us in supporting our industry now to ensure a stronger future. To that end, we have created LMNOP Sponsorship Tiers, with different support options. We hope that one of these levels is right for you. Please review our Sponsorship Tiers and explore our website.

We look forward to working with you to make 2012 another outstanding year!

**LMNOP Leadership**

Jennifer C. Graham  
Stephanie Chiuminatto  
Hector R. Fernandez  
Susan K. Donohoe  
Kristen Mucci



## **WORKSHOPS**

- **Personal Professional Brand**  
Explore your foundation, attitudes and the amazing YOU that emerges after completing a few simple exercises. This workshop taps into your inner depths to access your personal core. You will be asked to record your incredible accomplishments throughout your life – from childhood to the present – to determine your strengths. This information will be the basis and foundation of your individual professional self. It is an informative, eye-opening, interactive session that will leave you contemplating our true abilities to be who we *really* are.
- **Project Cost Estimating**  
Introduction to the basics of project cost estimating for A&D professionals. The presentation will outline the basics of a construction budget, quantity survey, trades, fees, general condition, insurance and the correlation between the construction budget & the project budget; hard and soft costs; and capital improvement versus non-capital improvement.
- **Design Project Management**  
The Design Management Workshop will provide an overview of the way in which projects are managed - from initial marketing through design, documentation, construction and project close-out. Issues of fee/ budget, staff assignments, schedule and scope development and management will be addressed. The session is intended to be an interactive discussion, so please come prepared with your questions.
- **Presentation Skills: How to present your firm**  
Are you apprehensive about giving presentations? Would you like to refine your skills? This workshop will give you tools to use whether you are seasoned or inexperienced.
- **Contract Negotiations**  
The program will address issues designers and architects face when negotiating agreements with their clients including the pros and cons of the AIA form and other types of contract, the critical provisions for any agreement, and tactics for negotiating those agreements with your client.
  - What form of agreement should I have with my client?
  - What are the critical provisions for any agreement?
  - How should I hire consultants?
  - How do I get paid for additional services?
  - How do I handle disputes?

This session addresses these and many more questions....



- **Networking: How to build, manage and maintain your Professional Network**

How much do you really know about navigating networking events? Here you will learn how to maximize your assets to achieve a desirable first impression. How to change a pleasant social event into a good business fit. Never forget that every encounter could be a potential business opportunity.

  - How do you successfully set up an introduction with a new contact?
  - How do you arrange an informational interview at a firm?
  - Do you properly thank everyone along the way?

These questions and others will be answered in our usual round table discussion format.
- **Portfolio Reviews**

This is a great opportunity to have a third eye look at your Portfolio. Reviewers will include design directors from A+D firms and Recruiters. Each Interviewee will have (2) 15 minute reviews plus the opportunity to learn from peers. Participants should bring their portfolios and / or resumes to the workshop for on site review
- **Mock Interviews**

This is a great opportunity to practice your interviewing skills and have a third eye look at your Portfolio. Interviewers will include design directors from A+D firms and Recruiters. Each Interviewee will have (2) 15 minute interviews plus the opportunity to learn from peers' mock interviews. A general interviewing preparation write-up will be sent to all participants and it is expected that you familiarize yourself with the contents before the workshop begins.
- **Compensation Negotiations**

This panel discussion on salary and benefit negotiations taps into the expertise of industry professionals from different backgrounds (recruiters, design firm principals and interior design with HR experience), providing a range of information.
- **De-mystifying Insurance**

We will review a broad range of insurance categories of Interest to Architecture / Design professionals including: Terms and descriptions; Professional practice insurance (Commercial General Liability, Professional Liability, Errors and omissions coverage); General Contractor insurance (General Contractor's liability Insurance, Workman's Compensation, Builder's Risk, Property Insurance, Umbrella Policy); Disputes and insurance

