



Knowledge for Creating  
and Sustaining  
the Built Environment

# MEETING AGENDA

## Construction Specifications Institute Metropolitan New York Chapter

4:30 p.m. on June 8, 2011  
50 East 43<sup>rd</sup> Street, New York, New York

### Action and Discussion Item

Call to Order LDS3

\* Minutes of the previous meeting (Attachment A1) \*\* BD

\* Treasurer's Report/Finance (Attachment B) \*\* RC

#### \* Committee Reports

Membership (Attachment C) \*\* BK

Programs TS

Public Relations JM

House AD

Education and Certification SK

Technical WJ

Communications RC

Awards: *Reminder of change in number of awards this year.* SJT

† Product Show JM/AK

† Golf Outing AD

Academic/Emerging Professionals/Scholarship RS

† Sixtieth Anniversary Planning AK/AD

Audit JM

NE Region Director's Report JM

Purpose of the Region level in CSI JM

#### Old Business

Proposal to operate the Frybergh Fund through the CSI Foundation

Budget for 2011-2012 (Attachment D)

MEETING AGENDA  
Construction Specifications Institute  
New York Metropolitan Chapter

June 8, 2011

New Business All

Announcement of Next Meeting LDS3

Board Meeting: Date and Location to be announced.

Board Retreat: Wednesday, August 10, 2011, 2:00 to 6:00 p.m. at  
115 Fifth Avenue, New York.

Adjournment LDS3

Items in shaded area will not be taken up at this meeting.

\* Items will be considered as part of the consent calendar. Unless a Board member desires to discuss a particular item it will be included in the consent calendar.

† Items will be considered separately from consent calendar.

\*\* No attachments are provided with this agenda. Attachments will be provided at the meeting.

The Board of Directors of the Metropolitan New York Chapter of CSI will convene at 4:30 p.m. on the date and at the location noted above. In order to include additional items on the Agenda, contact the Chapter Secretary [bill\_dubois@gensler.com] and copy the President [l.stables@perkinseastman.com] at least 24 hours prior to the beginning of the next meeting.

# Chapter Budget Fiscal Year 2012

Attachment D

## Budget Planning Document

### Income

Members			Note
	Member Dues	20,000.00	1
	Chapter Dinners	4,050.00	2
Addendum/Website			
	Addendum Ads	2,350.00	
Tabletops at Dinners		3,000.00	3
Trade Show			
	Booths at Trade Show	22,500.00	4
	Sponsors at Trade Show	5,000.00	5
	In-Kind Contributions	100.00	6
Golf Outing			
	Sponsors at Golf Outing	4,400.00	7
	Foursomes	14,000.00	8
	Raffle	1,000.00	9
	Dinner tickets (only)		10
Inter-organization support		2,000.00	11
TOTAL INCOME		71,400.00	

- 1 200 members @ 100.00
- 2 135 dinners @ 30.00
- 3 12 tabletops @ \$250.00
- 4 30 tabletops @ 750.00
- 5 5 sponsors @1,000.00
- 6 Door prize contributions
- 7 12 sponsors @ 250.00; Prize sponsors @ 1,400
- 8 80 players @ 175.00
- 9 50 tickets @ 20.00
- 10 4 @ 50.00
- 11 PWC, AIA, USGBC, etc, buy space in CSI programs
- 12 Note not used

## Chapter Budget Fiscal Year 2012

### Expenses

House			Note
	Annie Moore's, dinners	5,600.00	13
	Ticketing	300.00	14
	Comp dinners	384.00	15
	Food & Bev. at non-dinner meetings	1,800.00	13
	Name tags	100.00	
Membership			
	Incentives	1,000.00	
	NE Region Assessment	2,960.00	16
Programs			
	Speaker recognition	800.00	17
	Comp dinners	400.00	18
	Honoraria	500.00	
	Travel	2,000.00	
	Miscellaneous	400.00	
Addendum/Website/ Newsletter	Addendum Publishing	4,340.00	
	Supplies	300.00	
	Postage	160.00	
	Misc	200.00	
	E-News service	200.00	19
Awards			
	Certificates & Pins	350.00	
Academic			
	Student Membership	1,755.00	20
	Student campus events	900.00	21
	Sponsor students to CSI convention	1,500.00	22
	Sponsor students at Chapter dinner meetings	640.00	23
	Supplies	60.00	
Environment			
	Events with Emerging Green	500.00	
Trade Show			
	Venue	9,000.00	24
	Food, Wine, Tips	5,000.00	25
	Insurance	-	

Chapter Budget Fiscal Year 2012

	Graphic design	800.00	
	Printing	800.00	
	Advertising	500.00	
	Supplies	300.00	26
	Door prizes	700.00	
	Speaker recognition	240.00	27
Golf Outing			
	Facility Fees	4,960.00	
	Food Service	5,460.00	
	Supplies and Printing	600.00	
	Prizes	970.00	
	Raffle prize	500.00	
Administration			
	PO Box	120.00	
	Treasurer Administration	500.00	
	Accounting	1,500.00	
	Treasurer Supplies	300.00	
	Treasurer Postage	50.00	
	Treasurer Misc	200.00	
Board of Directors			
	Meals	500.00	28
	Supplies	100.00	
	Insurance	2,500.00	29
	Fundraising	500.00	
	Inter-organization support	2,000.00	30
Certification			
	Room	500.00	
	AIA CES fee	150.00	
Conferences			
	CSI National	2,500.00	
	NE Region	2,500.00	
	Conference ads	1,000.00	
Scholarship			
	Scholarship	5,000.00	
TOTAL EXPENSES		76,899.00	
UNDER (OVER) INCOME		(5,499.00)	

13 175 dinners @ 32.00 incl. 40 member dinners in November @32.00; 4 meetings without dinner, food & beverage @ \$450.

14 Brown Paper Ticket, fees + credit card fees

## Chapter Budget Fiscal Year 2012

- 15 12 @ 32.00
- 16 Based on NER Budget; was previously 235 members @ 20.00
- 17 12 hardhats for speakers @ 30.00
- 18 12 speakers @ 32.00
- 19 iContact; 12 months plus extra photo space
- 20 65 student members @ 27.00
- 21 2 pizza events @ 450.00
- 22 1 student to Chicago convention: registration, airfare, hotel, meals, transfers
- 23 20 students @ 32,00
- 24 Metropolitan Pavilion
- 25 \$4500 catering + \$300 wine + \$200 tips
- 26 Name badges, pens, etc.
- 27 8 hardhats @ 30.00
- 28 Retreat food 500; supplies 100
- 29 Two separate annual policies: event liability and directors and officers
- 30 Buy space in PWC, AIA, USGBC, etc, programs; expect return support