



Knowledge for Creating  
and Sustaining  
the Built Environment

# RETREAT AGENDA

## Construction Specifications Institute Metropolitan New York Chapter

2:00 p.m. on August 10, 2011  
115 Fifth Avenue, New York, New York

### Action and Discussion Item

Trade Show Planning

JM & AK

Chapter Planning Retreat

JM

Impact on our members

Impact on the Chapter

Impact on New York

Impact on the construction industry

Impact on the environment

Impact on the future

Impact on the Institute

Impact on leadership/ourselves

Goals for the Chapter (Attachment A – Goals from last year)

Objectives for 2011-2012

### Considerations

Academic involvement

Events to appeal to new groups of people

Administration

Succession planning

Involvement in the wider construction community

### Committee Activities

Membership

TL

Programs

RC

**RETREAT AGENDA**  
Construction Specifications Institute  
Metropolitan New York Chapter

August 10, 2011

Public Relations	AC
House	AD
Education/Certification	RS
Technical	WJ
Communications	RC
Discussion: Do we need a printed newsletter?	
Awards	LS
Product Show	JM/AK
Golf Outing	AD
Discussion: Do we want to have a golf outing?	
Academic/Scholarship	RS
Nominating	
Audit	DI
Business	
Confirm Adoption of Budget for 2011-2012 (Attachment B)	RC
Calendar 2011-2012-2013 (Attachment C)	
Date for Annual Trade Show for 2012	
Theme for 2011-2012	
Scholarship Campaign	
Announcement of Next Meeting	JM3
Adjournment	JM
Dinner	

# Goals, Objectives, and Strategies

Metropolitan New York Chapter, CSI  
Adopted August 13, 2010

Attachment A

## Goal for FY2011

Grow our Chapter by reaching out to our industry and those who are training to be part of our industry, involving our membership in sharing our knowledge and passion for the built environment.

### Objectives:

Make a bold move to attract a new group of people to our meetings and keep our current membership involved.

Celebrate who we are by putting the word out in a methodical and sustained way to the many design and construction constituencies in the New York area.

Build our future by encouraging student membership and student involvement in our programs.

Contribute to the industry in a direct way, and one which is consistent with the history and the purpose of CSI.

Build our leadership by encouraging participation and fostering openness in governance.

### Strategies:

Make a bold move to attract a new group of people to our meetings and keep our current membership involved.

Make all the dinner meetings free to attend.

Start a new series of meetings on a different schedule and in different venues to attract new people to CSI. Programs would be practically-oriented to help those who are just starting out in their careers, or specialists such as interior designers or engineers.

Start a winter event much like the Golf Outing, but geared to a younger group; bowling party.

Improve our monthly meetings by planning them better, offering a time for organized networking, and controlling the environment to make the experience more pleasant.

Build on the programs offered by getting excellent speakers on topics of interest to a broad range of attendees.

Add a personal touch to meetings with a member testimonial at each program.

Celebrate who we are by putting the word out in a methodical and sustained way to the many design and construction constituencies in the New York area.

Continue to improve our electronic communications, and branch into additional areas such as social networking, and an electronic newsletter.

Produce a broadly-appealing celebration of the Chapter's 60<sup>th</sup> anniversary, inviting participation from across the industry.

Build our future by encouraging student membership and student involvement in our programs.

Continue our program with Pratt, addressing the incoming and outgoing classes, and offering free membership to all students. Offer free dinner to students who attend monthly programs.

Start a CDT study session at Pratt.

Offer additional resources to Pratt faculty.

Find one more institution open to our message and start a similar program to that we are operating at Pratt.

Award our scholarship again this year with broader advertising of its availability.

Contribute to the industry in a direct way, and one which is consistent with the history and the purpose of CSI.

Offer special classes and events for industry groups that have not previously enjoyed our attention, such as contractors, construction managers, and engineers.

Become a sponsor at an event for one of these groups where CSI's presence would be noticed. Sponsor a table or buy an ad in the program to get exposure.

Sponsor the "12 Things Every Architect Should Know" series again this year.

Build up our Trade Show so that it is one of the New York area construction industry's major events each year.

Offer a CDT study session to members of the industry who want to take the exam.

Build our leadership by encouraging participation and fostering openness in governance.

Use electronic communications to foster an atmosphere of open-governance, encouraging participation in decision-making and the organization. Encourage the idea that leadership is open to all members, and that being involved is not difficult.

Goals, Objectives, and Strategies  
Metropolitan New York Chapter, CSI  
Adopted August 13, 2010

Require that every committee have at least three members.

Encourage some committee work to be done by conference call or on the Internet.

Provide more supervision and mentoring of committees by the officers of the Chapter.



# Chapter Budget Fiscal Year 2012

Attachment B

Adopted by the Board of Directors on June 8, 2011

## 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; assume half of programs are dinners, half are receptions
- 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	
Public Relations			
	Misc.	500.00	
	Inter-organization support	1,500.00	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)	

## Chapter Budget Fiscal Year 2012

- 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
- 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

# Annual Planning Calendar FY 2012

Metropolitan New York Chapter, CSI

	Institute	Region	Chapter	Board	Officers
June 2011			<b>Annual Meeting</b> June 8; New officers, awards (Shavuot - not a problem); June 1 is Chapter's 60th Anniversary.	Meeting June 8; award Scholarship	Trade Show planning
July			<b>Golf Outing</b> July 13	No Meeting	Trade Show planning
August			No Meeting	Board Retreat August 10	Trade Show planning
September	National Convention in Chicago, September 14-16		<b>Meeting</b> September 7; Anniversary Event; Scholarship presentation; start of program year; free dinner for members; Pratt CSI Night	Meeting September 7 or 21 (??)	Trade Show planning
October			<b>Trade Show</b> October 12; (Sukkot)		
November			<b>Meeting</b> November 9	Meeting November 9	
December			December 14; <b>Holiday Party</b>	Meeting December 14	
January 2012	Exam Early Registration deadline, January		<b>Meeting</b> January 11; Meet Pratt seniors	Meeting January 11; appoint committee for Kehoe Award	Recruit new officers, board members, committee chairs; start planning for Trade Show

Attachment C

# Annual Planning Calendar FY 2012

Metropolitan New York Chapter, CSI

February	Exam Registration Final deadline, February		<b>Meeting</b> February 8	Meeting February 8; decide on scholarship amount	Start planning for Golf Outing; Trade Show planning
March			<b>Meeting</b> March 14; Chapter election	Meeting March 14; Send out Scholarship announcements to colleges	Start awards process for June meeting; Trade Show planning
April		Conference (?) or May (?)	<b>Meeting</b> April 11	Meeting April 11	Start planning programs for upcoming year; Trade Show planning
May			<b>Meeting</b> May 9	Meeting May 9; deadline for Scholarship applications May 31	Trade Show planning
June			<b>Annual Meeting</b> June 13; New officers, awards (Shavuot - not a problem); June 1 is Chapter's 60th Anniversary.	Meeting June 13; award Scholarship	Trade Show planning
July			<b>Golf Outing</b> July 11	No Meeting	Trade Show planning
August			No Meeting	Board Retreat August 8	Trade Show planning
September	National Convention in Phoenix, September 11-14		<b>Meeting</b> September 5(?) or 19(?); Scholarship presentation; start of program year; free dinner for members; Pratt CSI Night	Meeting September 5(?) or 19(?)	Trade Show planning
October			<b>Trade Show</b> October 10		

# Annual Planning Calendar FY 2013

Metropolitan New York Chapter, CSI

	Institute	Region	Chapter	Board	Officers
June 2012			<b>Annual Meeting</b> June 13; New officers, awards (Shavuot - not a problem).	Meeting June 13; award Scholarship	Trade Show planning
July			<b>Golf Outing</b> July 11	No Meeting	Trade Show planning
August			No Meeting	Board Retreat August 8	Trade Show planning
September	National Convention in Phoenix, September 11-14		<b>Meeting</b> September 5(?) or 19(?); Scholarship presentation; start of program year; free dinner for members; Pratt CSI Night	Meeting September 5(?) or 19(?)	Trade Show planning
October			<b>Trade Show</b> October 10		
November			<b>Meeting</b> November 14	Meeting November 14	
December			December 12; <b>Holiday Party</b>	Meeting December 12	
January 2013	Exam Early Registration deadline, January		<b>Meeting</b> January 9; Meet Pratt seniors	Meeting January 9; appoint committee for Kehoe Award	Recruit new officers, board members, committee chairs; start planning for Trade Show

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Metropolitan New York Chapter, CSI

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