



Knowledge for Creating
and Sustaining
the Built Environment

MEETING AGENDA Construction Specifications Institute Metropolitan New York Chapter

4:30 p.m. on May 11, 2011
50 East 43rd 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: <i>Reminder of change in number of awards this year.</i>	SJT
† Product Show	JM/AK
† Golf Outing	AD
Academic/Emerging Professionals/Scholarship	RS
† Sixtieth Anniversary Planning	AK/AD
† Nominating: Results from Chapter election	
Audit	JM
NE Region Director's Report	JM
Purpose of the Region level in CSI	JM

MEETING AGENDA
Construction Specifications Institute
New York Metropolitan Chapter

May 11, 2011

Old Business

Proposal to operate the Frybergh Fund through the CSI Foundation

Discussion on continuing free dinners in 2011-2012

Discussion on changing meeting venue

Budget planning for 2011-2012

New Business

All

Announcement of Next Meeting

LDS3

Board Meeting: June 8, 2011, at 4:30 p.m. at 50 East 43rd Street.

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.

Metropolitan New York CSI

May 11, 2011

**NER Board Report Summary May 6 – May 7, 2011
Enfield, CT**

Report Submitted by Jeffrey Matles, NER Director

The NER Board met to refocus their efforts and discussed the following:

- 1. Expectations**
 - A. Networking**
 - B. Share Best Practices**
 - C. Mentoring**
 - D. Support**
 - E. Leadership**
 - F. Membership**

- 2. What does the Region need to do to improve?**
 - A. Communication**
 - B. Web Site**
 - C. Visit Chapters**
 - D. Act**
 - E. Motivation**

- 3. What has NER done well in the past?**
 - A. Conferences**
 - B. Build Relationships**

- 4. What is the Region capable of?**
 - A. Continue to Build Relationships**
 - B. Implement a Strategic Plan**
 - C. Virtual Meetings**
 - D. Show Value**

Ken Gehringer elected to be President 7/1/2011

Budget Approved \$42,000 including leadership training... NER pays 50%

Reserves \$90,000

Proposed Budget for FY12

NERCSI Proposed FY12 Budget			Budget Amount	Sub Totals	Total
100		Income			
	101	Boston	2,900.00		
	102	Buffalo	900.00		
	103	Eastern NY	880.00		
	104	Hartford	1,120.00		
	105	Housatonic	620.00		
	106	Long Island	1,040.00		
	107	Maine	1,400.00		
	108	Metropolitan NY	2,960.00		
	109	New Hampshire	600.00		
	110	New Jersey	880.00		
	111	Rhode Island	1,440.00		
	112	Rochester	1,720.00		
	113	Syracuse	880.00		
	114	Vermont	820.00		
	115	Worcester	740.00		
	125	Interest	25.00		
	150	Region Allocation Program - Estimate	13,080.00		
		Total Income		32,005.00	
200		Expense			
	201	Fall Meeting			
		201.1 Facility Exp	(3,800.00)		
		201.2 Exp Reimb	(3,250.00)		
		201.3 Misc Expenses			
		201 Sub Total		(7,050.00)	
	202	Spring Mtg			
		202.1 Facility Exp	(3,800.00)		
		202.2 Travel Exp Reimb	(3,250.00)		
		202.3 Misc. Expenses			
		202 Sub Total		(7,050.00)	
	203	Executive Committee Mtg			
		203.1 Facility Exp	(125.00)		
		203.2 Exp Reimb	(125.00)		
		203 Sub Total		(250.00)	
	204	Executive Committee Expenses			
		204.1 President	(2,000.00)		
		204.2 Vice President	(2,000.00)		
		204.3 Treasurer	(200.00)		
		204.4 Secretary	(100.00)		
		204.5 Tele-Conf	(500.00)		
		204 Sub Total		(4,800.00)	
	205				
		205.9 Event / Conference	(5,000.00)		

Income from Chapter assessment is \$3,340 less than FY11

Adjusted for a 13% decline in membership

Total Income is \$10,417 Less than FY11

Proposed Budget for FY12

		205 Total		(5,000.00)	
	302	Institute Conv			
		302.1 Suite Rental	(300.00)		
		302.2 Food	(450.00)		
		302.3 Region Caucus	0.00		
		302.4 Other Expenses	0.00		
		302 Sub Total		(750.00)	
400		Region Committees			
	401	Academic Liaison	(50.00)		
	402	Awards	(350.00)		
	403	Certification	(50.00)		
	404	Education	(50.00)		
	405	Finance	(50.00)		
	406	Membership	(50.00)		
	407	Planning	(500.00)		
	408	Programs	(50.00)		
	409	Publications	(50.00)		
	410	Technical	(50.00)		
	411	Website	(50.00)		
	430	Web Site Mgt			
		430.1 Domain Fee	(50.00)		
		430.2 ISP	0.00		
		430.3 Site Maint	(530.00)		
		430.4 Additional Programing	(200.00)		
		400 Sub Total		(2,080.00)	
800		Region Admin Expenses			
	801	NH Incorp			
		801.1 Incorp Service Fees	(25.00)		
	802	Accountant Services	(700.00)		
	803	Liability Ins	(1,500.00)		
	804	Bank Fees	(75.00)		
	805	IRS Payment	0.00		
	806	Merchant Discount	(150.00)		
	807	Legal fees	(500.00)		
	809	Region Staff	0.00		
	810	Other	0.00		
	811	Region WebX-Teleconference	See 204.5		
	812	Task Teams	0.00		
	813	Region Training			
		813.1 Leadership Training	(9,000.00)		
		813.2 Workshop Training	(4,000.00)		
		800 Sub Total		(15,950.00)	
		Total income:			32,005.00
		Total expenses:			(42,930.00)
		Difference:			(10,925.00)

This amount will be supplemented by \$10,925.00 from the reserves to balance the budget

Chapter Dinners Comparison

13 October 2010

	No.	Income	Expense	Cost	Non-budget cost
Budgeted					
Dinners for members, regular	310	9,300.00	9,920.00	620.00	
Dinners for members, in dues	40		1,280.00	1,280.00	
Comp dinners for guests	12		384.00	384.00	
Comp dinners for speakers	12		384.00	384.00	
Comp dinners for students	20		640.00	640.00	
Total	394	9,300.00	12,608.00	3,308.00	-
No charge for dinners					
no increase in attendance					
Dinners for members, regular	310		9,920.00	9,920.00	
Dinners for members, in dues	40		1,280.00	1,280.00	
Comp dinners for guests	12		384.00	384.00	
Comp dinners for speakers	12		384.00	384.00	
Comp dinners for students	20		640.00	640.00	
Total	394	-	12,608.00	12,608.00	9,300.00
No charge for dinners					
max increase in attendance					
Dinners for members, regular	720		23,040.00	23,040.00	
Dinners for members, in dues	40		1,280.00	1,280.00	
Comp dinners for guests			-	-	
Comp dinners for speakers			-	-	
Comp dinners for students			-	-	
Total	760	-	24,320.00	24,320.00	21,012.00

Chapter Dinners Comparison

13 October 2010

No charge for dinners

max, exclude 2 events

Dinners for members, regular	720	5,400.00	23,040.00	17,640.00	
Dinners for members, in dues	40		1,280.00	1,280.00	
Comp dinners for guests			-	-	
Comp dinners for speakers			-	-	
Comp dinners for students			-	-	
Total	760	5,400.00	24,320.00	18,920.00	15,612.00

No charge special events; max,
regular charge for programs

Dinners for members, regular	720	16,200.00	23,040.00	6,840.00	
Dinners for members, in dues	40		1,280.00	1,280.00	
Comp dinners for guests			-	-	
Comp dinners for speakers			-	-	
Comp dinners for students			-	-	
Total	760	16,200.00	24,320.00	8,120.00	4,812.00

Assumptions

1. Eight meetings will be held in the remainder of 2010-2011. One of them is already under way.
2. Dinners cost an average of \$32 each.
3. The seating capacity of Annie Moore's is 90.
4. If dinners are free there will be no distinctions among those who get them.
5. Two annual events, the Holiday Party and the Annual Meeting, could be treated separately.
6. Two annual events are the same cost as regular dinners (not normally the case).

Chapter Budget Fiscal Year 2011

Adopted by the Board June 9, 2010

Income

Members			Note
	Member Dues	20,000.00	1
	Chapter Dinners	9,300.00	2
Addendum/Website			
	Addendum Ads	2,350.00	
Tabletops at Dinners		2,000.00	3
Trade Show			
	Booths at Trade Show	12,000.00	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
Contributions		3,500.00	12
TOTAL INCOME		75,850.00	

- 1 200 members @ 100.00
- 2 310 dinners @ 30.00; 40 member dinners in October
- 3 8 tabletops @ \$250.00
- 4 16 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 Direct fundraising for scholarship

Chapter Budget Fiscal Year 2011

Expenses

House			Note
	Annie Moore's, dinners	11,200.00	13
	Ticketing	600.00	14
	Comp dinners	384.00	15
	Name tags	100.00	
Membership			
	Incentives	1,000.00	
	NE Region Assessment	4,700.00	16
Programs			
	Speaker recognition	360.00	17
	Comp dinners	384.00	18
	Honoraria	500.00	
	Travel	500.00	
	Miscellaneous	200.00	
Addendum/Website/ Newsletter	Addendum Publishing	4,340.00	
	Supplies	300.00	
	Postage	160.00	
	Misc	200.00	
	E-News service	200.00	19
	Social networking	300.00	
Awards			
	Certificates & Pins	350.00	
Academic			
	Student Membership	1,755.00	20
	Student campus events	900.00	21
	Sponsor students to CSI convention	-0-	22
	Sponsor students at Chapter dinner meetings	640.00	23
	Supplies	60.00	
Environment			
	Events with Emerging Green	500.00	
Trade Show			
	Venue	4,000.00	24
	Food, Wine, Tips	5,000.00	25
	Insurance	-	

Chapter Budget Fiscal Year 2011

	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	-0-	
	NE Region	2,500.00	
	Conference ads	1,000.00	
Scholarship			
	Transfer to Schlrsh. Fund	6,710.00	
	Scholarship	5,000.00	
	TOTAL EXPENSES	78,569.00	
	UNDER (OVER)		
	INCOME	(2,719.00)	

13 350 dinners @ 32.00

14 Brown Paper Ticket, fees + credit card fees

Chapter Budget Fiscal Year 2011

- 15 12 @ 32.00
- 16 235 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 or 2 students to convention (no convention in FY 11)
- 23 20 students @ 32,00
- 24 Center for Architecture
- 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