

**Boston Chapter of CSI**  
Meeting Minutes

*Tuesday, December 10, 2013*

*Present:*

1. Len Anastasi
2. Dan Fitzgerald
3. Jay Ford, CCS, President
4. Howie Levine
5. Cynie Linton, Secretary + NE Region Director
6. Brian Neely
7. Michelle Roberts, President Elect
8. Herb Ule, Treasurer

*Next meeting: January 8, 2014, 4:30, GRANITE LINKS, QUINCY, MA*

**I. Meeting Opened**

Meeting called to order at 5:02. Meeting agenda prepared by Jay.

**II. Announcements**

- o THANKS TO: Winter Social Sponsors, Builders and Remodelers Association of Greater Boston, Winter Social Committee, Boston Chapter Board Members.
- o INTRODUCTION OF: Emily Grandstaff-Rice, Cambridge 7, BSA President, and Gerry-Lynn Darcy – VP of Real Estate – Lupoli Companies
- o NEXT MEETING: January 8, 2013 - Joint meeting with ICRI at Granite Links discussing mass masonry walls.

**III. Priority Action Items**

- o Program Committee – Technical Paper: Greta emailed the paper out to Len and Brian who will follow up, with goal to have it ready for Parameter in January.
- o Sponsorship: Kevin and Caroline to follow up with sponsorship collection and coordination and confirm that the copy in the Parameter is current/up to date.
- o CDT class to take place at ADD inc., beginning in late January. It will be well attended.
- o Michelle needs help with Constant Contact.
- o Banner: Brian to order new table runner to replace the missing one, cost \$65.
- o Parameter improvements – Ask presenters for technical articles for the Parameter.
- o Move Elections to Priority Action Item Category.

**IV. Ongoing Action Items**

- o Communications Committee – Parameter improvements – Reformat. New content/technical articles. Request presenters to recommend article.
- o Membership calling duties.
- o Connect with BSA and AGC committees – Jay to contact Mary.
- o Planning for summer social.
- o Develop plant/project tours.
- o Send list of new or rejoined members to parameter editor and include in announcements.

- Connect with cost estimators association.
- Establish awards committee.
- Operations Committee – Calendar of deadlines.

**V. New Items**

- Possible Joint Meeting with SMPS - Howie spoke with them at ABX and they expressed interest in a joint meeting/event with us.
- The Chapter received the Region distribution: \$1450.
- New Members were recruited at ABX.

**Monthly Board Meeting was adjourned at 5:30 PM and was followed by Winter Social.**

Respectfully submitted,  
Cynie Linton, Associate AIA, CSI, CDT