

Boston Chapter of CSI
Meeting Minutes

Wednesday, October 19, 2016

Present:

1. Cynie Linton, President
2. Bob McEachern, President Elect
3. Herb Ule, Treasurer
4. Susan Borne, (serving as Secretary for Susan Raneri)
5. Len Anastasi, Director
6. Ralph Enos, Director
7. Heidi Jandris, Director
8. Mark Weiner, Director
9. Jessica Holloway, Communications Chair
10. Kevin Murray, Microsite/Website Editor
11. Allen Stanislaus

Next meeting: November 9, 2016, 4:15 pm, UMass Club, One Beacon Street, 32nd Floor, Boston, MA

CURRENT MEMBERSHIP 156

(No current break-down of members)

CDT	N/A
CCS	N/A
CCPR	N/A
CCCA	N/A

New and Renewing: N/A

UPCOMING INDUSTRY EVENTS

- 2016 Healthy Materials Summit, October 26, 2016, 8:00 am – 12:00 pm at Google, 5 Cambridge Center, Cambridge, MA
- Programming Committee Meeting, November 1, 2016, 1:30 – 2:30 pm at Whole Foods, 340 River Street, Cambridge, MA
- Membership Committee Meeting, November 2, 2016, 1:30 – 2:30 pm at Whole Foods, 340 River Street, Cambridge, MA
- “From Concept to Completion: NetZero Metal Panel House at Ferment Farm, Springvale, ME”, November 9, 2016, 5:30 pm, CSI Boston Chapter Meeting, UMass Club, 1 Beacon Street, 32nd Floor, Boston, MA
- ABX, November 15 – 17, 2016, Boston Convention and Exhibition Center, Boston MA
- Boston CSI Winter Social, December 5, 2016, UMass Club, 1 Beacon Street, 32nd Floor, Boston, MA
- CONSTRUCT/CSI Convention, September 13th – 16th, 2017 in Providence, RI

I. Announcements

Meeting Agenda

Meeting called to order at 4:20 PM by President Cynie Linton. Although there wasn't a quorum at the start of the meeting, the group decided to proceed with the meeting

and move any voting decisions to the end of the agenda. Previous meeting minutes were not approved due to the fact that Susan Raneri was absent (Susan Borne filled in to take minutes).

- Tonight's presentation: "In a V4 Materials Quandary? Solutions Through Collaboration" panel discussion: Carrie Havey (Moderator), The Green Engineer, Steven Burke, Symmes Maini McKee, Lisa Goodwin Robbins Kalin Associates, Conor McGuire, Columbia Construction Company, Sarah Michelman, The Green Engineer
- 5 Tabletops expected for the evening.

II. Discussions and Committee Reports

Budget Report –

- No Report

Priority Action Items –

- CONSTRUCT 2017 will be held in Providence, Rhode Island. CEO Mark Dorsey is scheduled to be in Boston during ABX in November and it is hoped that he will provide more details on next year's show while in town.
- Due to a scheduling conflict, Cynie announced that this month's Programming Committee meeting has been changed to Tuesday, November 1st at Whole Foods in Cambridge (1:30 – 2:30).
- The Winter Social has been tentatively scheduled at the UMass Club on Monday, December 5th. Cynie had hoped to get the 14th which is the regular meeting night but the room has been booked. The only other option was December 20th but the feeling was that the date was too late in the holiday season. There was some discussion revolving around a different location (for example, Tico on Berkeley Street in Boston) but it was agreed that it's too late at this point to try a new venue and get information out to the membership in time. Jessica and Cynie have volunteered to spearhead the planning and obtaining of sponsorships but would welcome additional input and help.
- Boston CSI will have a booth at the ABX show November 15th – 17th and Bob McEachern has put together a sign-up sheet for volunteers to staff the booth for 2-hour shifts (preferably 2 people/shift). The sign-up sheet will be at the registration table for tonight and next month's meeting. The discussion moved to which members of CSI would be presenting at ABX for the benefit of the chapter. Len Anastasi has one of the presentations, however, it's unclear who is providing the second presentation (Christopher Haines? Lisa Goodwin Robbins?)
- Cynie announced we are still seeking members for both the Communications Committee to assist Chair Jessica Holloway and the Operations Committee (need Chair and members).

Ongoing Action Items –

Communications Committee –

Jessica Holloway (Chair) reported that she'd like to revamp the look and content of the microsite and provide more project-based information. She's looking into commissioning original artwork to freshen up the site as well. Jessica would like to also improve the look of "The Parameter" but she'd like to get a budget number from the Board in order to prioritize the changes to be made. Chris Vance received \$150/issue but Jessica will find out what he would charge as an hourly rate. It was agreed that "The Parameter" needs to be updated and look more professional.

Programming Committee – No Report

Those interested in participating in the Programming Committee are welcome to attend the meetings. They are held on the 4th Wednesday of the month at 1 pm at Whole Foods Market (340 River Street, Cambridge). Next meeting is scheduled for November 1st.

Membership and Awards Committee –

Bob McEachern reiterated that we all need to be the face of the Chapter and recruit people for membership and attendance at our events. He also emphasized the need for "peer to peer" marketing to promote our programming. Bob reported that he hasn't done anything regarding Parameter sponsorships which run from September to June. He's hoping that with the pending vote regarding administrative help that this responsibility will be passed on to Michelle.

Ralph Enos reported that Bob McEachern had resubmitted our by-laws to National for review. It's hoped with this re-submission that we'll again be considered for an "Outstanding Chapter" award. Work has begun on submitting Mark Kalin for consideration for Distinguished Fellowship and several candidates for Fellowship recognition.

Those interested in participating in the Membership/Awards Committee are welcome to attend the meetings. They are held on the 1st Wednesday of the month at 1 pm at Whole Foods Market (340 River Street, Cambridge). Next meeting is October 5th.

Social Committee – See Priority Action Items above (Winter Social).

New Action Items –

- Once a quorum was achieved (at 4:35 pm), Cynie Linton asked the group to revisit the conversation regarding the hiring of Michelle Roberts (and Chatham Hill) for administrative support. Copies of the revised agreement were emailed to all the directors prior to the meeting so that they could be

reviewed. To avoid any hint of impropriety, Michelle has officially resigned from the board.

It was agreed that a lot of work doesn't get done because there isn't enough manpower available. These duties include:

- Calling members to renew
- Calling Parameter sponsors to renew
- Managing monthly meeting sign-up
- Organizing additional forums (to increase membership)
- Acquiring new sponsorships

The Chicago Chapter (largest group within CSI) hires a full-time administrator to handle this type of work. It was agreed that Michelle understands what needs to be done and will not have to be "trained" in order to make an immediate impact. Michelle will report back to the group on a monthly basis on her progress and her contract can be revisited at the end of June to determine whether her services have been of value to the Chapter.

Ralph Enos made a motion to approve the contract with Michelle Roberts and Chatham Hill. Herb Ule seconded the motion. The vote passed unanimously.

- Bob McEachern mentioned that the Chapter will be doing passcards for the tabletops. Various prizes will be awarded to members who visit all of the tabletops. It is hoped that this will encourage better traffic for the vendors who have paid to showcase their products.

Meeting was adjourned at 4:53 PM

Respectfully submitted,
Susan Borne, CSI, CDT (for Susan Raneri)