

**Boston Chapter of CSI**  
Meeting Minutes

*Wednesday, September 4, 2014 (4:30 – 5:30 pm)*

*Present:*

1. Michelle Roberts, President
2. Jay Ford, Immediate Past President
3. Howard Levine, Vice President
4. Herb Ule, Treasurer
5. Susan Borne, Secretary
6. Kelsey McMenemy
7. Heidi Jandris
8. Bob McEachern
9. Ralph Enos
10. Kevin Murray
11. Carolyn Hughes
12. Mark Weiner
13. Scott Denney
14. Tracy Powell

*Next meeting:* October 8, 2014, 4:30, UMass Club, 225 Franklin Street, Boston

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**CURRENT MEMBERSHIP 180**

(160 professional, 6 professional emeritus, 1 professional retired, 6 Emerging professional, 7 student)

CDT	42
CCS	13
CCPR	6
CCCA	4

New and Renewing:

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**UPCOMING INDUSTRY EVENTS**

- CONSTRUCT 2014, Baltimore, MD; September 9-11
- ABX 2014, BCEC; October 28-30

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**I. Announcements**

**Meeting Agenda**

Prepared by Michelle Roberts. Meeting called to order: 4:30 PM. Reading/approval of August minutes deferred until October meeting.

- Jay Ford will be recognized for his service as President for the past 2 years, as well as for being Chapter Advisor for the next 2 years.
- New members (Gary Brock, HMFH Architects and Charles Flagg, Habeeb Architects) will be recognized.
- Michelle will direct members to the updated 2014-15 Calendar, Chapter Sponsorships and Parameter Ads which has been posted on the Chapter website. Jay Ford announced that the Parameter has been updated – any errors should be noted.
- Michelle is looking into a ‘features and benefits’ sheet to promote CSI membership. Howard Levine asked for copies when available to provide to clients.
- Committee sign-up sheets will be available at the meeting. Anyone looking to help out a committee are encouraged to sign up.

- Tony DeVito has volunteered to coordinate tabletops for the coming year.
- Michelle will encourage all members to add the CSI logo to their business cards. The logo is available for download at <http://www.csinet.org/memberloop>.
- There will be a sign-up sheet for the CONSTRUCT 2014 show so that attendees can share contact information while in Baltimore.
- CSI Corporate Partners DuPont (at ABX) and Roxul (10/2/14) have upcoming presentations.
- Michelle will announce an upcoming dues increase of \$10.00 effective in September.

## II. Discussions and Committee Reports

### Budget Report –

Herb presented a financial update; the chapter currently has received \$24840 in deposits. He has begun to get paperwork together for the Chapter's accountant in order to file taxes.

### Priority Action Items –

- The chapter's 1<sup>st</sup> technical paper has been finalized and is ready for distribution.
- The chapter's 2<sup>nd</sup> technical paper is being taken on by Howard Levine, Mark Weiner and Susan Borne. The working topic is "High Performance Coatings for Metal". The group is looking for feedback from the group to narrow down the subject matter.
- Michelle recognized Bob McEachern for his work in contacting new and outstanding sponsors.
- CDT classes for the Spring exam are expected to begin in January. Tom Scarlatta is unsure whether it will be held at Add, Inc.
- The Membership Committee has taken on the responsibility of ordering the CSI Pull Up banner.
- Michelle showed everyone the original chapter Charter – now framed and signed.
- Michelle negotiated with the UMass Club for the upcoming year in order to keep the cost of dinner at \$55.00. In order to keep costs down, dinner will be changed from family-style to buffet.
- Herb is compiling a master Excel spreadsheet of log-ins and passwords which will be passed on to each new President.
- Michelle asked the group whether meeting agendas should be posted on our microsite. The consensus was positive.
- Michelle also raised the question of how to best communicate job openings to the membership. Some of the suggestions were to utilize 'LinkedIn' and to send out potential open positions with the monthly announcements.

## Ongoing Action Items –

- Heidi Jandris has developed a Constant Contact list to ensure that Michelle sends emails out to encourage membership.
- The Boston Chapter website is difficult to navigate. Heidi and Kevin will look at other chapter websites in order to find others that are more user-friendly and perhaps modeling the Boston site after these.
- Kelsey suggested posting the monthly presentations (as PDFs) on the chapter website so that members may access them.
- Bob stated that the membership sponsor calls are now complete. Invoice letters for 2014-15, as well as for some past-due accounts, have all been sent out. Bob says the contact list needs to be “cleaned up” and would like to provide an incentive to those firms who move from business card ads to corporate sponsorship. One of the suggestions would be to allow for one “free” guest at each meeting. It was also suggested that renewing corporate sponsors should be recognized at the meetings.
- Les Traeger is working on a “pop-up” function for the Chapter. It is tentatively scheduled for October.
- The cost of advertising in the BSA Currents is \$300.00. It was discussed that this might be a worthwhile expenditure of money to advertise interesting programming and, therefore increase attendance.
- Nothing to report regarding the upcoming Winter and Summer Socials.
- Ralph suggested that we need to review the national awards in order to nominate our local members. It was suggested that we form a sub-committee to review.
- Michelle brought up the need to develop joint meetings with other industry organizations (BSA, ASHRAE, AGC, SMPS, USGBC, etc.). Susan McCabe of NAWIC is open to scheduling a joint meeting for 2015.
- Scheduling plant/project tours are still an option; nothing has been developed at this time.

## New Action Items –

- The UMass Club will be leaving their current home on the 33<sup>rd</sup> Floor of 225 Franklin Street and moving to the top floor of One Beacon Street in 2015. It is unclear how this move will affect what we pay to meet in this venue. Because of this, we are looking for ideas for new venues. Susan Borne has volunteered to head up this investigation.
- The Program Committee is looking for ideas on venues for the Winter Social.
- A suggestion was made to the group that Chris Vance’s attention would be better focused on the website than on the Parameter.
- Tracy Powell spoke about the Northeast Region/Boston CSI joint event at the ABX2014 show on the evening of October 29<sup>th</sup>. Bob Weigant will present “BIM and Omniclass - Project Management for the 21st Century”. Cocktails will be available at 5:30 and a plated dinner will be available (\$30.00 for members). Registration will be available through the ABX website. The Northeast Region Board meeting will be held on Thursday morning, October 30<sup>th</sup>.
- The ABX tabletop will fall under the responsibility of the Membership committee.

- The MedEd tabletop will also fall under the responsibility of the Membership committee. They will coordinate the receipt and shipping out of the necessary items, as well as order the needed literature.

**Meeting was adjourned at 5:30 PM**

Respectfully submitted,  
Susan Borne, CSI