

**Boston Chapter of CSI**  
Meeting Minutes

*Wednesday, September 14, 2016*

*Present:*

1. Cynie Linton, President
2. Michelle Roberts, Immediate Past President
3. Howard Levine, Vice President
4. Herb Ule, Treasurer
5. Susan Raneri, Secretary
6. Ralph Enos, Director
7. Kelsey McMenemy, Director
8. Jessica Holloway, Communications Chair
9. Kevin Murray, Microsite/Website Editor
10. Tony DeVito
11. Susan Borne
12. Al Stanislas
13. Frank DeSimone

*Next meeting:* October 19, 2016, 4:15 pm, UMass Club, One Beacon Street, 32<sup>nd</sup> Floor, Boston, MA

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**CURRENT MEMBERSHIP 152**

(No current break-down of members)

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

New and Renewing: N/A

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**UPCOMING INDUSTRY EVENTS**

- "In a LEED v4 Quandary? Solutions Through Collaboration", October 19, 2016, UMass Club, One Beacon Street, Boston, MA
  - ABX, November 15 – 17, 2016, Boston Convention and Exhibition Center, Boston MA
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**I. Announcements**

**Meeting Agenda**

Meeting called to order at 4:30 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. (The group achieved a quorum at 4:40 pm).

- Tonight's presentation: "Practice Tips for Ten Specification Writers" panel discussion: Mark Kalin, Jay Ford, Lisa Goodwin Robbins of Kalin Associates, Cynie Linton and Kristin Norwood, SMMA, Greta Eckhardt and Mike Quinn, Payette Associates, Steve Ostapower, Specifications Consultant, Po Putnam, Putnam Associates, Robb Wilkinson, Wil-Spec,
- 5 Tabletops expected for the evening.

## II. Discussions and Committee Reports

### Budget Report –

- No Report

### Priority Action Items –

- Cynie announced that interested members should sign up for vacant/under-supported sub-committees, establish meeting times and goals. Jessica Holloway has agreed to take on the Chair for the Communications Committee once again. Currently there is no one else on the committee. Also vacant is the Operations Committee.
- The Boston Chapter needs to provide a presence at the ABX show in November (15<sup>th</sup> - 17<sup>th</sup>). CSI will have a booth and is looking for volunteers to man the booth for 2-hour shifts (preferably 2 people/shift). Cynie is looking for someone to take charge of putting together a sign-up sheet and spearhead the effort to get volunteers.
- The Chapter is looking for someone to spearhead the Winter Social planning -- scheduled for our December meeting.
- The Programming Committee has printed out 50 copies of the 2016-17 programming schedule available for distribution in local architect offices. The schedule will be posted on the Chapter's website in the next week. The Chapter is also looking to produce a bookmark version of the schedule.
- Cynie Linton, Kelsey McMenamy and Susan Borne reported on their impressions of the CONSTRUCT/CSI Convention in Austin, TX. The most surprising information coming out of the meeting was the announcement that the 2017 show will be in Providence, RI. It was discussed that Informa (the show coordinator) doesn't communicate well with CSI and has its own idea of where the show should be held. Because Providence has a weak chapter at best, the Providence CONSTRUCT show is seen as an opportunity for the Northeast Region to pull together to assist the Providence chapter.

### Ongoing Action Items –

Communications Committee – No Report

Programming Committee – See Priority Action Items above.

Those interested in participating in the Programming Committee are welcome to attend the meetings. They are held on the 4<sup>th</sup> Wednesday of the month at 1 pm at Whole Foods Market (340 River Street, Cambridge). Next meeting is scheduled for October 26<sup>th</sup>.

### Membership and Awards Committee – No Report

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

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

### **New Action Items –**

- Once a quorum was achieved, Cynie Linton asked the group whether they'd had an opportunity to read the email that she'd sent out prior to the meeting. (Michelle Roberts recused herself from the meeting at this point.) The ensuing discussion revolved around acquiring administrative help for the Chapter. Cynie stated that some of the more successful chapters in our organization (i.e. Chicago and Los Angeles) contract out some type of administrative assistance to aid the chapter with event planning, dues collection, sponsorship renewal, etc.

The Chapter has investigated several options for this help in the past, including the use of Virtual, whose services turned out to be cost-prohibitive. The Region has also looked into procuring help, however, the sharing of one person among 15 chapters, doesn't seem feasible or useful. Michelle Roberts (Immediate Past President) has approached Cynie Linton (President) and Bob McEachern (President-Elect) with a proposal to provide these services for an hourly wage. The downside of hiring an outside person to provide these services is the steep learning curve that would be involved in getting someone to work independently. The benefit of hiring Michelle would be that she understands the business and know what needs to be done. Her paid duties would include:

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

Michelle's work is expected to bring in an additional \$4000.00 of sponsorships in order to offset the expected \$6750.00 paid for Michelle's services (\$750/month for 9 months). The contract would be 9 months, ending at the end of the 2016-17 fiscal year. Either party can cancel at any time (with 3 months' notice).

Kevin Murray asked whether anyone had checked the by-laws to see if there is any reason why the Chapter couldn't hire Michelle. Howard Levine said that he and Bob McEachern had both checked the by-laws and there was no apparent issue. Herb also questioned whether there would be an issue with the IRS (paying a director for services). He will check with the Chapter's accountant. The other issue that arose was whether paying a current

member/director to do work that in the past has been done on a volunteer basis was setting a bad precedent.

While it was decided by the group that help is needed within the Chapter, the discussion was tabled until next month.

- Brian Neely (through Kelsey McMenemy) announced that the Region is looking for a Chapter member to volunteer to be on the Regional Nominating Committee to look for nominees for Region Secretary and Treasurer. The appointment involves (4) 30-minute conference calls to discuss potential nominees. Susan Borne has volunteered for the position.

**Meeting was adjourned at 5:13 PM**

Respectfully submitted,  
Susan Raneri, CSI