

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE  
*BOARD OF DIRECTOR MEETING MINUTES*

April 7, 2009

**CALL TO ORDER:** The meeting was called to order at 12:01 by President Russ Pitkin at the Mt Adams Conference Room. A quorum was present.

**PRESENT:** Russ Pitkin, Steve Gray, Christine Irwin, Fred Herbold, Erica Bitterman-Ryon, Skip Brown, Corey Morris, Michael Madias, Jane Phifer,

**ABSENT:** Doug Allen, Bud Henson

**GUEST:**

A motion was made and passed to accept the March meeting minutes.

**Treasurer:** Fred stated that we are balanced at this time for the budget. Fred asked Jane to add a P&L previous year to be for fiscal year.

**Awards:** Christine has sent the list of award categories to Russ. Russ will figure out who is getting what award. Christine stated that Hanset will do the frames but the cost is \$110.00 each. But Russ was going to look into that and see if Mark would be willing to donate them again like in previous years.

**Certification:** The exam was last week; Michael is not sure how many or who took the exam. He has not heard from the institute who has passed. Institute stated it would be another week before we hear the results. The committee is going to ask those that took the test to email them the test questions they remember so the committee can put together an example test for next year's students.

**Education:** Education seminar is April 21<sup>st</sup> at the White Stag building on "How good is your wood". There is concern about the class because at this time we only have one person signed up for this seminar. Another email blast will go out about the seminar to try and get more interest. The cut off to register is the 16<sup>th</sup>.

The speaker is set for the Industry Forum.

There was not education meeting last week.

**Membership:** Is holding steady.

**Golf Tournament:** Nothing to report.

**Newsletter:** Newsletter is complete.

**Nominations:** The ballot closed today. The election is complete.

**Program:** The meeting minutes went out this morning. They have started planning the fall programs.

The 50<sup>th</sup> Anniversary will be done in September.

Kaye stated that having the new member orientation in June when there is a tour is very difficult. In order to follow the rules of the 50/50 deal with Institute, we have to have a New Member Orientation within a month of the member signing up. June 9<sup>th</sup>, 3:30 at Ford Graphics will be the New Member Orientation.

**Publicity:** Erica has been sending out information to various associations. She also will talk to Mark Atteridge to see if he will be the chair for publicity.

**Website:** Nothing to report at this time.

**Industry Forum:** There will be a meeting coming up shortly. We have almost all C packages sold.

## **NEW BUSINESS**

We talked about where to hold the June Planning meeting. We are looking at June 2<sup>nd</sup>. It was decided that we would have the meeting at the RiverEast from Noon to 4:00 PM.

## **OLD BUSINESS**

50<sup>th</sup> Anniversary – Fred Larson will be the Chair for this committee. Chris will be the liaison for the board.

## **ACTION ITEMS**

- No greeters for June.
- Green Minute for April, will be Skip Brown
- Chris will update the bylaws for change
- Consent agenda to be added to monthly agenda
- Russ to talk to Perky about the 50<sup>th</sup> Anniversary and what she has accomplished to date
- Erica to check with Mark Reeves at Hanset to see if he has taken the Archives

Next Board meeting will be Tuesday, May 5<sup>th</sup>, at Noon, at the Mt Adams conference room.

Adjourned at 12:47 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary