

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

August 12, 2008

**CALL TO ORDER:** The meeting was called to order at 11:58 by President Russ Pitkin at the Mt Adams Conference Room. A quorum was present.

**PRESENT:** Skip Brown, Kaye Kloster, Corey Morris, Steve Gray, Bud Henson, Erica Bitterman-Ryon, Russ Pitkin, Jane Phifer, Michael Madias, Chris Irwin

**ABSENT:** Doug Allen, Fred Herbold

**Board meeting minutes:** May was not approved at the June Planning meeting and still needs to be sent out and approved by the board

**Finance Report:** Fred is working on the P & L right now. Fred, Kaye and Jane will be meeting by next meeting to finalize the Report.

**Newsletter:** August Newsletter is out. Deadline is 2<sup>nd</sup> Tuesday. Russ will have his president letter to Jane.

**Program:** Next Program dinner is the U of O White Stag building on September 9<sup>th</sup>. There is a tentative program schedule put together outlining the year.

Greeters for the September program will be Steve, and Chris.

Orientation committee will be Jody and Cherie in October.

**Website:** Golf tournament and September program meeting are on the website for members.

**Membership/Education Meeting:** Education committee is looking to change the education meeting from the first Monday as people are having trouble making the meeting. They are also working on making contacts with different professors/teachers at the University level and speaking with them about getting more involved with CSI and sending students to events.

Membership we are going to work on getting a couple more people on the membership committee. Next committee meeting will be Sept 8<sup>th</sup> at Macadam Bar and Grill.

**Golf Tournament:** Sales are slow for the tournament this year. Erica is hoping to make at least \$6000. She has made cut backs in raffle prizes, the dinner and prizes for the golfers.

**Certification:** Michael is getting up to speed on his new position with the board and checking the institute web site for information and changes that have been made. A place to hold the classes and getting teachers lined up will be next on the list of things to finalize.

**PPSC:** Will discuss at the meeting in September to get working on the education day.

**Promotion:** Erica needs to schedule a meeting with the committee and start working on the organization list and making sure we are still updated with correct contact information.

**Awards:** Nothing at this time

## **NEW BUSINESS**

Year round board meetings was passed by the board.

Year round newsletter and chapter meetings did not pass by the board. An August newsletter did go out with just some basic information on the upcoming events.

Bylaws have to be done and to institute by November. Only need to institute the change to our bylaws regarding the President. Article 5 is the only thing that is impacted and needs to be changed.

Corey discussed the changes we would like to make in our website. Our existing website company has been bought out and is being run by a new company. Corey has talked to the new company and they are interested in keeping us aboard. This would be our first option, which would cost us nothing. Corey handed out a sheet showing the cost to us to take over the website ourselves. It would be developed by a third party company and then we would update the website as needed. The cost would be around \$4000. However, given where we are financially Corey has suggested that we wait until the end of the year and see if the new company will meet our requirements and step things up . We will revisit this at the end of the year. A motion was made and passed to stay with the existing company and revisit in December to see if the arrangement is working for us.

## **OLD BUSINESS**

We need some new board members for the new year.

## **ACTION ITEMS**

Next Board meeting will be September 3, at 11:30 to 1:30 River East

Jane will invite Jody, Cherie, Ellen, and Scott Tice to the September board meeting at 12:30 to discuss PPSC.

Gift for Dennet and Erica for winning the Al Hansen award.

Approve May meeting minutes.

Meeting adjourned at 12:32 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary