

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

December 2, 2008

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: Steve Gray, Bud Henson, Russ Pitkin, Michael Madias, Christine Irwin, Fred Herbold, Corey Morris, Erica Bitterman-Ryon,

ABSENT: Doug Allen, Skip Brown, Jane Phifer, Kaye Kloster

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

Treasurer – Fred is working on the budget with Jane at this time. Russ asked if Fred had access to our account and he does not. Russ had a deposit he wanted to get made.

Awards: they are done for right now. Chris looked into someone being eligible for fellowship. Jody Moore or Cherie McNabb came to mind. Chris contacted them and Cherie is close, She obvious has been of outstanding service to the Portland Chapter (president and PPSF Chair for 13 years), Service to the Institute and membership chair last year, but she is short on her contribution at a Region level.

The criteria for fellowship: Outstanding contribution to the chapter, Service to the Institute and Service to the Region.

The newsletter was brought up; did we want to submit that for awards? If we decide to, it has to be in by the 15th of January. Chris mentioned we can submit it doesn't hurt to try.

Russ brought up a new award being given out; it is the Environmental Stewardship Award. It goes to a team, chapter, region, organization, firm, or person that has help promote environmental awareness in the construction industry, practicing sustainable design or educating others in the advantage of designing sustainable projects.

Russ was wondering as a chapter, have we met these criteria. Did our first 3 programs of the year qualify? The board discussed and believes this is something we can submit for. Chris will look into the information we need to put together for submittal.

Certification: Michael has about 8 people showing very strong interest in taking the exam. Jane was not here to tell us if anyone has actually registered for the exam yet. Out of the inquires Michael has received only one is a member of CSI, the rest are non members.

Education: Education met on the 12th. They are looking at locations for the seminar day. They are thinking about the White Stag building. They are checking into pricing. It may be free as long as the classes fit into the architectural industry.

Steve has talked with Bob Kenworthy and he mentioned that Arcom is doing an all day seminar for the Puget Sound Chapter teaching people how to use the master spec. Steve is thinking that because Arcom will be out here in April for the Puget Sound Chapter that maybe we can have them come to Portland and do

a half day or all day for our chapter. Bob made a deal with Arcom to split the proceeds of the seminar with them instead of a fee to help offset any cost they may incur.

Steve has put together a paint seminar and Michael is working on a wood seminar. Skip and Fred are working on a seminar dealing with Developers. Erica mentioned that our membership is full of other possible speakers for seminars and we wouldn't have to look far to find someone.

Steve has someone looking for a speaker for their class on master format and to speak a little bit about CSI.

They will meet again on the 17th at Rodda.

Membership: we are holding steady.

Golf Tournament: We have the date locked in and Erica sent the paper work to Cory to post on the web site so people can register online for their sponsorship or team. A save the date flyer has gone out to possible sponsors and players

Newsletter: Deadline is 2nd Tuesday. Russ is currently reviewing the newsletter, it will go out a little late, but will go out soon. There was a misunderstanding on the newsletter; many had thought it had already gone out.

Nominations: Fred is working on putting together the nomination ballot for the next board of directors. Fred needs to get with Lee to verify who is out going on the board. Erica stated she would run as Secretary for another year. Russ sent out his letter stating that he would like to continue for another year. Kaye needs to do a similar letter to the board stating her wish to continue as President Elec. Kaye has till January 1st to submit her letter. At this time we believe that Skip and Steve's terms are up. One Professional and one Industry position are open at this time. At the December meeting there needs to be an announcement made about what board positions are open and who has requested to continue on the board. Chris asked if an official ballot still needs to go out even if the board stays the same. Erica mention that yes we do need to send something out to let the membership know who is nominated for what position even if it is just someone extending the term. Chris then ask if this could go out in the newsletter? Corey mentioned that it could be arranged to go on the web site for people to go in and vote.

Program: Absent

Planning: Absent

Publicity: The committee will send out another Certification information blast to members and other that may be interested. If the board or committees want anything else to be published in other newsletters Erica needs to have information no later than the day of our board meeting. Steve pointed out that the flyers we leave out at the program meetings are missing the education committee and he would like that to be added.

Website: Corey has been working on updates. He still needs to finish the PPSC information. He wanted to know who got logos and who was just listed. It was said people that were on the poster got logos on the web page, all others are just listed by name. Corey would like to work on an interactive calendar. He is also looking at the Institute information about web site awards. The Institute listed board meeting minutes. Corey wanted to know if that was something we wanted to do and if there were any issues on posting. It was decided to post meeting minutes on the web page. Erica will send Corey PDF's of this year's minutes to date. Corey was also looking into have some advertising for firms to post projects, but needed more

checking into. Looking for more technical articles to post as well, Russ wanted to know if some of Fred's could be posted in that area as well. Fred was going to work on getting those to Corey.

PPSC: Russ received an email from Cherie and Jim. Jim is working on the speakers and layout of the event.

NEW BUSINESS

Russ asked if there was anyone on the board that wanted to send him info for the Green minute at the December meeting. Michael Madias brought up what he has been doing one in his office and wanted to know if it would work. It was discussed and noted that it would be the Green minute item.

OLD BUSINESS

BEC chapter event. Bud mentioned that they would like our help in looking sponsors for the event. The event will be 2010. Russ raised a concern about Best 2 being close to our own chapters PPSC. There was much discussion about the two events and their difference and how they may affect each other. Because of the new format of our PPSC the board feels it is safe for us to work with the BEC on their event. Russ asked for a motion, a motion was made and passed by the board.

Chapter By-laws. There is nothing that needed to be changed for our chapter, it is only a region change. Chris noted that there was an introductory membership that people could use considering many firms are making cut backs and watching their budgets. It is a 6 month introductory fee. It would be for new members only. Chris needed to look further into that and see if it is just local or national as well and how that works.

January greeters will be any board members that are attending.

Chapter dues, leave the same or decrease. It was voted to leave them as they are.

Russ submitted his letter of intent to continue as President for one more year. The board approved.

ACTION ITEMS

- Fred to put together a committee for nomination of the next board of directors

Next Board meeting will be Tuesday, January 6th, at Noon, River East 3rd floor.

Adjourned at 1:00 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary