

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

February 3, 2009

**CALL TO ORDER:** The meeting was called to order at 12:00 by President Russ Pitkin at the Mt Adams Conference Room. A quorum was present.

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

**ABSENT:** Doug Allen, Kaye Kloster

A motion was made and passed to accept the January meeting minutes as amended.

**Treasurer:** Fred stated that we are in good standing at this time. Taxes are completed. Fred will sign and mail them in.

**Awards:** Chris sent our awards submissions over night, the post office did not delivered until the 16<sup>th</sup>, a day late. Because of the Post office error none of our chapter awards were accepted by National. Chris is working to get a refund from the post office. We need to start thinking about chapter awards for this year and how many frames we will need to order from Mark at Hanset.

**Certification:** We have 12 people that are registered for the CDT class. We have four people that will do the CCCA class and Skip will help Rick Heiserman with the CCS class. There will be no fee for the CCCA and CCS classes.

**Education:** Last meeting was attended by Skip, Michael and Steve. They went to U of Oregon, White Stag building to see if we will be able to use it for the seminars. They are hopeful it will work, but the U of O is slow to respond. They are waiting to hear back from them. A lot of irons in the fire but need a location to hold the meetings.

**Membership:** The chapter is holding steady, they have a goal of 20 new members this year. Cherie stated that she went to a meeting at the Willamette Valley Chapter and they were offering a special. Non-members could join for ½ price during a specified week time period. Cherie was going to look into that and how the arrangement was made with Institute. At the next board meeting we will discuss further if this is something we would like to try out to attract new members. The board will also need to discuss what week in what month we would like to try this. The May meeting was brought up as a prefect event for something like this.

**Golf Tournament:** Erica will start sending out announcement tomorrow via email.

**Newsletter:** newsletter went out yesterday.

**Nominations:** Glen Miller with GA Miller Architects has agreed to run for the Director Professional position. We are also talking to Scott Martin with Tremco; he is undecided at this time. The committee decided that we would ask Amy Clements to run for Secretary the next year.

**Program:** We have sponsors for the February meeting. Kaye is working on sponsors for the March meeting. If anyone has suggestions please let her know. The program for March is BIM-Product manufactures experience. Fred and Skip will be the greeters.

**Planning:** Doug is absent.

**Publicity:** Erica will send out an email to the committee to schedule a meeting. They will discuss updating the spread sheet of organizations and media that we send notices of events too. Erica will get something from Cherie to put in the program flyer for the February dinner meeting and will need to get something from Kaye on the March meeting.

**Website:** Everything is up to date. If anyone sees any mistakes or changes let Corey know.

**PPSC:** CSI Industry Forum 2009 is the name of the new event. The event is scheduled for Tuesday, May 12<sup>th</sup>, from 4:00 to 8:00 PM at the Portland Two World Trade Center. Cherie brought a budget and gave it to the board for review.

## **NEW BUSINESS**

Russ, prior to the board meeting, sent out an email with the agreement for the Portland Two World Trade Center for the board to review. A motion was made and passed to authorize Cherie to move forward to get the CSI Industry Forum event started and for her to sign a contract with Portland Two World Trade Center.

After discussion the board has decided not to have a May meeting.

It was also brought up for consideration to move our monthly meetings from the Governor to the Two World Trade Center. The board has decided that we will wait until after the May event to make this decision.

Russ brought up dues. Institute wanted us to lower or membership dues so the total membership cost would not go up. Most chapters were not willing to do that. Russ stated that the cost of membership is a good value in today's economy.

Would the board like to work with Institute to offer ½ price dues for a week? Cherie will check and see how to do this and get it to Russ. At that time the board can vote if this is something we want to do.

The board discussed emailing the ballots out. A motion was made and passed to change the bylaws to call email a form of mail that we can use for distribution of ballots and other items that need to go to the membership. Chris will make the appropriate changes to the bylaws.

## **OLD BUSINESS**

The BEC Conference, Russ got a copy of a memorandum between Portland BEC and Portland CSI. Jane will scan and email out to the board for discussion at next month's board meeting. The main thing to discuss is the revenue distribution.

Fred will do the green minute for the February meeting.

Perky is working on the 50<sup>th</sup> anniversary for the Portland Chapter. Russ was asking what we would like to do for the 50<sup>th</sup> anniversary. A normal meeting or do something a little more fancy. Chris suggested inviting all past presidents to the meeting and have them as speakers.

#### **ACTION ITEMS**

- March greeters, Skip & Fred
- Russ to forward Nora Vivarelli's email regarding dues
- Green Minute for February, will be Fred Herbold
- Chris will update the bylaws for change
- Cherie to check in to half price dues
- Cherie to sign contract for the CSI Industry Forum 2009
- Kaye and Cherie get information to the Publicity chair.
- Golf invite to go out

Next Board meeting will be Tuesday, March 3<sup>rd</sup>, at Noon, at the Mt Adams conference room.

Adjourned at 1:02 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary