

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

January 6<sup>th</sup>, 2009

**CALL TO ORDER:** The meeting was called to order at 12:05 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, Jane Phifer

**ABSENT:** Doug Allen, Bud Henson, Kaye Kloster

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

**Treasurer** – Fred reported we now have two accounts with B of A. We have checking and saving account, with liquid assets of over \$73,000. Fred asked Jane how we did on the December meeting; Jane reported that at this point the meeting looks like it broke even. We were collecting donation for the United Way and Jane will be writing a check to them once there is a total of funds raised.

**Awards:** Chris is working on the one for the predictor and will have it ready for signatures soon. She has finished the Environmental Stuart award and had Russ and Erica sign the submittal.

**Certification:** Michael has a few more inquires, he is following up with people and answering there questions. Jane reported that he has two people registered so far. Michael asked that any registration that come in be forward to him so he may touch base with them. The books are all located at Ford Graphics office. Jane would send an email to those that registered for books have an option to pick it up at the first class or they may pick them up at Fords Graphics office. Jane would let Kaye know who those people may be.

**Education:** There was no meeting do to the holiday and snow. Steve will send out a notice to the committee to have a meeting in the next couple weeks. Steve and Michael are meeting with the people at the White Stag to lock down meeting space for seminars. They are working on seminars and speakers.

**Membership:** we are holding steady.

**Golf Tournament:** Erica worked with Corey to have information posted on the web for registration and payment. She will also get something together for the newsletter. She will be sending out emails to those that have participated in the past. Erica is looking at cut backs on the golf tournament. No lunches this year, less expensive dinner menu.

**Newsletter:** Deadline is 2<sup>nd</sup> Tuesday. Jane is looking for articles still. She has Russ's and Perky's. Kaye brought up that it is confusing to members sending out the cover and then resending out the newsletter with the same cover after the event has past. That we either need to put the Presidents letter on the front cover or the next month's meeting on the cover.

**Nominations:** Fred reported that in the March meeting we should be announcing the list of nominees. All officer information needs to be reported to the Institute by May 30<sup>th</sup>. Fred mentioned that we should be having an annual meeting of some kind announcing the new board and inducting them into the board. Russ

and Kaye both wrote letters stating that they would like to continue one more year in their current positions. Letters were turned into Erica the current Secretary. Fred made an announcement to have a secret ballot to except Russ and Kaye extend term. The board voted and it was accepted that Russ will continue as President for one more year and Kaye will continue as President Elec for one more year.

It was also announced that Skip position of Industry Professional is open, but he will continue to handle the CEU's for the chapter and continue on the education committee. Glen Miller is interested in being more involved and he might be will to run for Skip's position. Steve and Fred are going to check into that.

There has been some rumbling in the chapter of officers sitting more than one term on the board. Fred put it to the board if there was any objection to Erica running another term as Secretary. Erica is willing to go one more year unless there is someone wanted to step in and run for the position. No objection from the board.

Scott from Tremco will be contacted about a possible board position for Industry.

Jane is going to prepare the ballot to go out to the membership.

**Program:** John Mitchell will be the January program, and Russ and Michael will be the greeters for the meeting. February will be Oregon Zoo; there will be a representative from the zoo to talk about upcoming projects. March is BIM and April is the Smart Tower. Kaye was asking the board if we should continue to have awards still in June. The board kicked around the idea of having the awards in May with a program but not a tour. It was also kicked around to do a tour in June, but just a tour. Because of graduation and vacation, things tend to interfere with June's program. It was also mentioned that the awards and induction of the board be done together. It was left for Kaye and the programs committee to come up with a senior for May and June.

**Planning:** Doug is absent.

**Publicity:** The committee will send out another Certification information blast to members and other that may be interested. The flyer for the program will have a notice on the Zoo on the front page, certification, PPSF and golf on the inside.

**Website:** Corey has all the logos from last year's PPSC on the web site at this time, need to look into some of the placement of the those logos, but other than that it is completed. He has the golf registration up and will have Erica take one last look to check it over. Last month after the board meeting a suggestion was made to add a page for lunch and learn information. A page to list certified speakers with their topic information so members looking for a speaker can quickly and easily find a contact. There is also a opportunity to make some money from the web site by having sponsor by space, but there is some legality on how we can do this without hurting our tax status. This was going to be discussed further and some questions needed to be asked of our tax person.

**PPSC:** skip reported the Cherie has locked in the Nines and Jim Wilson has locked in the Key note speaker. There is still no name for the new event and Cherie is asking the board to think about a name so we can start advertising this event. Russ asked the board to think of names and let's start brain storming on names.

## NEW BUSINESS

January 8<sup>th</sup> an email was sent out to the boards requesting a vote on bylaws changes.

Email:

*Lee did not have a problem with changing the by-laws (I'm sure he will weigh in with the program committee) however it is a time consuming process. It may be speeded through personal connections (Rick Heiserman knows the Institute Secretary) since there is nothing earth shaking about the change in date for the annual meeting. Now this annual meeting (after talking to Lee) is actually not our program meeting, but what we call our planning meeting and we could move it to another month other than June. However we can also call the meeting for June and adjourn it to another date. We seem to do this casually anyway without all the technicality. So we need to ask the question whether or not we should even bother changing the by-laws. If we do decide to change the by-laws we should also change them with regard to the voting procedure so we can send ballots out electronically (if you noticed this month's Construction Specifier included an attachment dealing with this same item).*

As for the monthly meetings, Lee is of the opinion we may issue awards anytime we choose. With this said, shall we:

A. Amend or B. Leave as is? What say each of you?

The motion was second via email and passed via email to Amend the bylaws.

On January 15<sup>th</sup> an email was sent out to the board asking for a vote on apply for funds from the Architectural foundation of Oregon. We are requesting that the AFO pays the honorarium for the May events Key Note speaker. The application deadline was in a week and could not be held until the board meeting. Russ moved that Jim Wilson apply for a \$500 educational grant from the AFO to fund the honorarium for the May event. It was second via email and approved.

## OLD BUSINESS

BEC chapter event. "Best 2". There is a call for papers out. The deadline is the 15<sup>th</sup> of January. Russ will send something to Jane to advertise this. A committee needs to be put together for locking in sponsors. Russ asks for a list of last year's sponsors so we have a list to start with. Bud said he would help with the committee and Erica mention a gentleman from Western Architectural names Larry that was interested in being a part of this as well. Bud was elected to chair this committee. Chirs Irwin and Steve Grey also said they would be a part of the committee.

## ACTION ITEMS

- Jane to send out the ballot.
- Chris to send out Award information
- February greeters, Steve and Chris
- Green Minute for January, Erica offered to send something on Precision Images to Russ.
- Send Cherie names for PPSC

Next Board meeting will be Tuesday, February 3<sup>rd</sup>, at Noon, first floor at Group Mackenzie.

Adjourned at 1:05 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary