

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

July 7, 2009

**CALL TO ORDER:** The meeting was called to order at 12:03 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, Corey Morris, Kaye Kloster, Glen Miller, Michael Madias

**ABSENT:** Doug Allen, Bud Henson

**GUEST:** Lee Kilbourn, Adrienne McNabb

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

**Treasurer:** no new information.

**Awards:** nothing to report.

**Certification:** an announcement will be going into this month's newsletter along with the class schedule.

**Education:** They are planning to have a meeting with in the next week. They have two or three seminars lined up and will use the space at the White Stag building. Chris Irwin has offered to by lunch for up to 25 people to attend their seminar on green roofing. They are looking at September to start seminars.

**Membership:** New members will be listed in the newsletter this year. Lee stated we will not win any awards for membership growth this year.

**Golf Tournament:** Erica stated that attendance and sponsorship is really low due to the economy.

**Newsletter:** Adrienne stated that the newsletter is almost complete. She needs the front page from Erica on golf, certification information from Michael and the calendar of events to finish the newsletter. She brought in a proof to show everyone the new layout and format. The deadline for submitting articles will be the third Friday of every month with mailing out on the last Tuesday of every month.

**Nominations:** nothing at this time.

**Program:** There were 57 attendees for the Ziba tour. The committee is looking to move the tour to April instead of June do to conflicts with graduation and school letting out. Lee would like the committee to have a regular program meeting in May since Industry Forum is an invitation only event. This year was the first time ever that we have had a meeting that was invitation only. Fred stated that he does not feel that we should have a meeting since we do not do business. **This discussion is being tabled at this time.** The committee meeting has been moved from a breakfast meeting to a lunch meeting from 11:30 to 1:00 at Ford Graphics. A new member joined the committee she is an outreach coordinator for new construction.

**Publicity:** The flyer will be going into the August issue of the newsletter.

**Website:** Corey stated he has gotten a little behind. He is working on getting Adrienne's email up and running. CSI got blacklisted on a spam filter that services a couple different companies. Corey worked with the IT departments and was able to correct the problem..

## **NEW BUSINESS**

September greeters will be Steve & Chris. September Green Minute will be done by Michael Madius pending on a meeting he attends on Friday.

The Predicator looks good. Jane stated that Adrienne needs to make sure the newsletter is not over 2meg. We will now make the newsletter available on the website and to non members.

Region Conference – The board held back on the amount of people they sent to the Convention so that more could go to the Region Conference. The board discussed what to cover for the attendees. Russ asked who from the board will be attending. Russ, Chris and possibly Kaye. A motion was made and passed to give a \$1000.00 to each of the three attendees.

September sponsor and appreciation event will be held an hour before the September meeting. It will be a wine/cheese affair for the vendors that sponsored anything within CSI for the previous year. We will also have packages for the upcoming year for vendors to sponsor.

May Meeting discussion continued from being tabled earlier during the meeting. One of the concerns that there was comment on is that the Industry Forum did not have enough CEU's available for professionals. There was discussion on having seminars earlier in the day that would be open to all. Lee suggested we should ask someone who attends or is a part of Prospec, to come to our next board meeting to discuss how they handle both chapter program meetings and The Prospec.

## **OLD BUSINESS**

BEST2 conference had a meeting last Thursday. Next meeting will be this Thursday at the White Stag building. Chris is working on the layout and a pitch letter to go to vendors.

Russ will continue to have the goals that were created at the planning meeting on the agenda and will be attached to minutes each month to remind us of the goals we set forth and to help keep us on track.

Convention in Indianapolis was a combined meeting with Today's Facilities Managers (TFM). They had ½ the attendance from the previous year. Next conference will be in Philadelphia in May.

## **ACTION ITEMS**

- Adrienne will put together survey on newsletter.
- Kaye and Ellen looking into speaker gift with CSI logo.
- Consent agenda to be added to monthly agenda.
- Start working on BEC conference next meeting.
- Russ to talk to Perky about the 50<sup>th</sup> Anniversary and what she has accomplished to date,
- Sympathy card to Bud

Next Board will be Tuesday, August 4th, Noon to 4pm, at the Mt Adams conference room.

Adjourned at 12:55 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary