

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

March 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, Christine Irwin, Fred Herbold, Erica Bitterman-Ryon, Skip Brown, Bud Henson, Jane Phifer,

ABSENT: Doug Allen, Kaye Kloster, Corey Morris, Michael Madias

GUEST: Cherie McNabb.

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

Treasurer: Fred handed out a P & L report. At this time we are solvent. The report is on file at the CSI office.

Awards: Nothing to report at this time.

Certification: Nothing to report at this time.

Education: The committee found out they can hold meetings at the U of O, White Stag building and they will only charge CSI \$50 per seminar/day. The Committee's first seminar will be on Sustainable Wood. Russ stated that there is an association doing classes but they are offering them at no charge. So the committee will meet again and look at possibly having vendor's sponsor the classes to offset the cost of renting the space and meals.

Membership: Is holding steady.

Golf Tournament: Announcements were sent out and Erica has several already committed. Lewis River golf course will work with her if we don't make our numbers. Cherie stated that she would like to have the advertising push put on the Industry Forum and not the Golf Tournament. Russ stated that we would hold off on sending out an golf information for one month.

Newsletter: Newsletter will go out today.

Nominations: The ballot will be ready for the next chapter meeting and we will be taking nominations from the floor.

Program: The flyers will be going out for the Industry Forum this week. The program committee meeting minutes will be emailed out today to the board.

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 can send notices of events too. Once the spread sheet is updated broad cast emails can will go out to various organizations that will share our information with their members and add it to their calendar of events. Erica will get something from Kaye on the March meeting to put the flyer together.

Website: Corey was absent but notified the board that he has been working with the Industry Forum and has created an Evite so people can respond online if they plan to attend.

Industry Forum: They have 5 vendors signed up and are working on the layout.

NEW BUSINESS

OLD BUSINESS

A motion is made and passed to offer the ½ price membership at the CSI Industry Forum attendees. We will have to have a New Member Orientation in June and all new members who took part in the ½ price offer will need to attend.

Industry Forum committee is small at this time and could use a few architects on the committee to help promote this and get vendors involved. Please contact Cherie if you or someone you know would like to help in any way.

BEC conference – we will need to get sponsors for this conference. It was discussed that we would put off getting vendors for this until after the Industry Forum.

50th Anniversary – Erica suggested to have it at the World Trade Center if the Industry forum goes over well in their facility. At this time we will not make a decision until after the Industry Forum.

ACTION ITEMS

- April greeters, Fred & Chris
- Green Minute for March, will be Kaye Kloster
- Chris will update the bylaws for change
- Consent agenda to be added to monthly agenda
- Russ to talk to Perky about the 50th Anniversary and what she has accomplished to date
- Erica to check with Mark Reeves at Hanset to see if he has taken the Archives

Next Board meeting will be Tuesday, April 7th , at Noon, at the Mt Adams conference room.

Adjourned at 12:47 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary