

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

November 6, 2007

CALL TO ORDER: The meeting was called to order at 12:01 by President Doug Allen at SERA Architects Conference Room. A quorum was present.

PRESENT: Doug Allen, Russ Pitkin, Steve Gray, Fred Herbold, Erica Bitterman-Ryon, Dennet Latham, Skip Brown, Bud Henson, Mark Reeves, Lee Kilbourn, Jane Phifer

ABSENT: Kaye Kloster, Corey Morris

Newsletter: Deadline is next Wednesday.

Program: The January program will not be held at the AIA office as it is not big enough. Jane to check into the Princeton ballroom for the January meeting. The committee is working on getting sponsorship as the speaker is \$2000.00. Kaye gave Jane the calendar of events that will get mailed out this week.

Awards: Nothing to report at this time. We need a replacement for Denise as she is moving.

Website: Nothing to report at this time.

Membership/Education Meeting: *Education* had a meeting last month. They are working on a paint seminar that will be 4 hrs long. Dennet and Fred are looking at tours of manufacturing plants and charge for the tour. *Membership* no meeting last month as the institute website has been down to find out who is sign up. If any member wants a PRM or MF2004 contact Fred Herbold.

Golf Tournament: Flyer is ready and on the website. After the first of the year she will send out for sponsorships.

Certification: The committee met and they are set up for the exam and classes for next year. We have a replacement for one of our instructors who can't do it this year. A motion was made and passed to approve a thank you lunch not to exceed \$100 for Christine Steele to take her assistant, Michelle Walker. When Christine took time off Michelle stepped in and took over for Christine.

PPSF: The committee is checking into different locations to hold the fair. The board will start working on a key note speaker.

Promotion: Had their first meeting yesterday. They have created a spreadsheet of all associations they could. They will contact them to get a contact and find out if they will give out our information. They are also working on a sheet for benefits of joining CSI to give to prospective members. It was discussed that maybe the flyer of benefits should be membership Next meeting is December 3, 2007, noon at DeaMor office.

FINANCIAL REPORT

Jane handed out a finance report for the month of October. Jane answered a few questions. The reports are on file at the CSI office for review. Jane stated that NW Region Committee shows a discrepancy on how

much we collected vs. how much they think that we should have collected. The board agreed that Jane would give the committee her file of paid and they can follow up on those that have not paid.

BOARD MEETING MINUTES

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

NEW BUSINESS

Russ has the paper work to get the information out of Columbia Mortgage.

OLD BUSINESS

AIA has not given us a fee structure for rent.

Archives are at Hanset Stainless.

- *Jane to mail out the calendar of events*
- *Erica to email out the list of associations/schools to the board for review and additions.*
- *Doug to order certificates*

Next Board meeting is scheduled for **Tuesday, December 4, 2007** at Ankrom Moisan office

Adjourned at 1:13 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary