

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

November 4, 2008

CALL TO ORDER: The meeting was called to order at 12:020 by President Russ Pitkin at the Mt Adams Conference Room. A quorum was present.

PRESENT: Steve Gray, Bud Henson, Russ Pitkin, Michael Madias, Christine Irwin, Fred Herbold, Kaye Kloster, Corey Morris, Erica Bitterman-Ryon, Jane Phifer

Guest: Lee Kilbourn

ABSENT: Doug Allen, Skip Brown

A motion was made and passed to accept the October meeting minutes

TREASURER'S REPORT: Fred has not been able to balance budget as of yet. He has handed out an preliminary budget and would like to have comments from the board and committee on how to balance it.

Awards: a bowl was found for Dennet's award it will be available at the November meeting.

Certification: No registrations for certification classes as yet. Michael questioned the approval to order 26 PRM's. He is wondering if we need that many. He also realizes that we chose that number due to the discount from National. Jane stated that the books have been ordered already and will be delivered to Ford Graphics. Announcements of the books will go to the AIA for their newsletter and in the CSI Predicator.

Membership/Education Meeting: Education is discussing a Building Envelope seminar. The Puget Sound Chapter is bringing a gentleman from Arcon in to do an all day seminar on MasterSpec in April. Bob Kenworthy is putting this together and is out of town until January. Steve will see if we can get him to come to Portland to do a MasterSpec seminar for us and we could split the cost with the Puget Sound chapter. Steve is thinking to have him one day here and do all day education classes.

Membership meet, the chapter is up in membership numbers currently.

Golf Tournament: Erica is looking at August 14th for next year. She has been talking with the vendors on which days worked better for them with their schedules. Many of the golf sponsors handle more than one area or territory and travel throughout the week. Friday was the overall best day to have a tournament. To avoid other tournaments Erica decided to move up a week. she is also sending out save the date announcements and sending the notice to the AIA office to have it put on their calendar of events.

Newsletter: Deadline is 2nd Tuesday.

Nominations: Fred is working on putting together the nomination ballot for the next board of directors.

Program: Forbo is a sponsor for the November meeting. We have 14 people registered so far. Kaye has asked that we send out a reminder today. We have the green houses to raffle as prizes and the proceeds will go to a charity. The charity group will be United Way of Columbia. Greeters at the November meeting will be Chris and Steve. DeaMor and Rodda are the sponsors for December's meeting. January is a joint meeting with ASPE and AACE and John Mitchell will be our speaker. December meeting will be \$65 and \$75. December greeters will be everyone on the board that attends.

Publicity: The committee will be sending out the Certification information to their list of associations that we share information with. If the board or committees want anything else to be published in other newsletters Erica needs to have them by tomorrow or for future information the same day as the board meetings.

Website: Corey asked for a few things from the committees to get the website updated. He was needing the list of sponsors from the last PPSC.

PPSC: Last meeting was Jim Wilson, Jody Moore, Skip Brown, Rick Heiserman and Cherie McNabb. They worked on a budget but were not able to complete the budget. Speaker research, Cherie has emailed Nike but heard nothing back. She is also checking with the Blazer coach. Jim is working on an Architect for a speaker.

NEW BUSINESS

The BEC conference – the board had asked the gentleman to come and talk to us in regards to holding it in Portland but he was unable to attend. If the board has questions in regards to the conference we can send them to Bud Henson and he will funnel them to the BEC gentleman. This is their 2nd annual meeting of BEC. Rob represents the local BEC council; they were associated with the AIA at one time, however, the AIA said they were not associated with them now. This is an opportunity for CSI Portland to make a connection with the local BEC. However, the national Level 2 BEC is coming up in the Spring. They would like us to help support this. Fred learned that NIBS is backing BEC. A call for papers needs to go out ASAP. It was decided that it would go to Christine so she can put it in the Region Newsletter.

Russ asked if there was anyone on the board that wanted to send him info for the Green minute at the November meeting.

New LEED program – this would be a good meeting if we would be interested. Kaye wondered if this would be a better educational session. Lee suggested doing a program to tickle their interest and then do a more involved educational seminar the next day.

Russ received an email from a group of fire protection consultants; they are looking for a speaker on Master Format and were looking to us for some to cover this topic. Erica stated that Dennet was a speaker at a Society for Design Administration (SDA) program and did a wonderful job with Master Format and had a power point presentation as well. Russ was going to contact Dennet and see if he was up for the task.

OLD BUSINESS

Chapter Bylaw updates – there is not a lot of revision to ours. We just need to tweak and it will be done.

Al Hansen award for Dennet will be ordered.

Next New Member Orientation will be April.

ACTION ITEMS

- Christine to purchase gift for Dennet
- Fred to put together a committee for nomination of the next board of directors
- Erica will bring raffle tickets to the November meeting
- Erica to get Corey & Jane the PPSF sponsorship companies for the website
- Steve to send Russ info for the November Green minute
- Russ to talk to Dennet about speaking on specification to the fire protection consultants

Next Board meeting will be Tuesday, December 2, at Noon, River East 3rd floor.

Adjourned at 1:16 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary