

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

October 2, 2007

CALL TO ORDER: The meeting was called to order at 12:11 by President Doug Allen at the Ch2M Hill Conference Room. A quorum was present.

PRESENT: Doug Allen, Russ Pitkin, Steve Gray, Fred Herbold, Erica Bitterman-Ryon, Dennet Latham, Skip Brown, Corey Morris, Kaye Kloster, Jane Phifer

ABSENT: Bud Henson, Mark Reeves

Newsletter: Deadline is next Wednesday.

Program: October meeting is set. Russ and Dennet will be the greeters at check in. Kaye stated that the AFO meeting is scheduled the same night so she is hoping there will not be conflict because of it. The committee is looking for something more festive for the Decembers meeting. Kaye is going to check out 10 thousand villages for the December meeting. May and June are open at this time.

Awards: Denise is willing to stay on and do the chapters awards this year. She is looking to relocate to Idaho next year. Denise and Doug will meet to work on awards for this year and look for someone to take the position over.

Website: Up to date at this time, please let Corey know of any corrections that need to be made.

Membership/Education Meeting: Education did not meet last month. Membership met but the institute website was down and they did not have any current information,

Golf Tournament: Preliminary date for the golf tournament is August 22nd, Friday at Lewis river Golf course. We are going to try Fridays again. Looking for higher level sponsors.

Certification: We have a request from the City of Portland to do a MF 2004 class. They asked that we do the class but not do the CSI pitch. The Institute had a webinar regarding CDT being an electronic test. Prometric is the service that does the testing for the Institute. The time period to take the test will be limited to a week or two. People wanting to take the test will go to a website and go from there. At the CSI conferences they will allow electronic or paper tests. We as a chapter will not offer a paper test, only a electronic one. Then in 2009 it will be electronic only for all chapters. We don't have a timeline at this point for when the upper certifications will be electronic as well. Next meeting for the instructors will be October 11th.

PPSF: We are going to pursue having the products fair again next year. 4:00 next Tuesday for a meeting at Bridgeport before chapter meeting.

Promotion: Will be meeting October 15th at Deamor's office. Jody would like to know what the expectations of the board are. Doug stated the Goal is to make contact with various organizations and trade magazines to promote our events throughout the industry.

FINANCIAL REPORT

Kaye handed out a finance report for the month of September. Jane answered a few questions. The reports are on file at the CSI office for review. We have 12 PRM's and 16 MF books that are for sale.

BOARD MEETING MINUTES

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

NEW BUSINESS

OLD BUSINESS

AIA has not given us a fee structure for rent.

Archives are at Hanset Stainless.

- *Jane to contact Bridgeport regarding parking for the chapter meeting*
- *Jane to send out email reminder of change of location*

Next Board meeting is scheduled for **Tuesday, November 6, 2007** at the SERA office

Adjourned at 1:00 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary