

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE
BOARD OF DIRECTOR MEETING MINUTES

October 7, 2008

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: Skip Brown, Steve Gray, Bud Henson, Russ Pitkin, Michael Madias, Christine Irwin, Fred Herbold, Kaye Kloster, Corey Morris, Jane Phifer

ABSENT: Doug Allen, Erica Bitterman-Ryon

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

TREASURER'S REPORT: Fred is working on the budget and would like some help from the committees. The budget as it stands now is not balanced. We would like to have a balanced budget this year, with hopefully net proceeds. Fred and Jane will talk about the newsletter as that has not been revisited since it went paperless. He asked the program chair to give an income and expense report for the year on programs. He asked Lee to give cost associated with the directory. Lee stated that there will be no cost this year. Lee stated he was looking at the dues and we are at 400 members. Dues have gone up \$10. Russ stated at the Region conference they had us at 340 members and projecting a 3% growth to 350. Fred stated he was not sure how to handle the changes that will be made to the PPSF. Fred will contact Cherie to work on a budget for the new PPSF. Russ asked if anyone had questions regarding the current balance sheet. Russ stated that thanks to Fred we will have a budget that we will use for years to come.

Newsletter: Deadline is 2nd Tuesday.

Program: Good meeting last week. Ecostar wants to be a sponsor for the November meeting. We now have sponsorship form to be filled out by sponsor for upcoming meetings. The committee would like to offer a discount for X amount of meetings to promote purchasing in advance. Last year's December meeting we donated the proceeds to charity. The committee would like to do this again by purchasing a green house from Apples and Chocolate. We could then raffle the prizes at the November and December meeting and donate the proceeds to a charity of our choice.

Website: We have moved from Sporg to PayPal. The people that took over Member Pipeline have stepped up and are helping with the website. Corey stated that having logos on the front page for golf and PPSF would take up the front page. The board agreed that the logos should go on a tab for each of the committees. Jane, Fred and Corey will be on the PayPal list for contacts.

Membership/Education Meeting: Education committee has met and they divided the schools among the committee members. They are working on ½ day to full day seminars. They are meeting next Wednesday at Rodda Paint at Noon. They have not done any work on the new products fair as they have not been asked.

Membership committee - membership is staying static. We missed out on the money at the region conference for new members because we are such a large group. Next meeting Monday.

Golf Tournament: no report

Publicity: nothing to report.

Planning: nothing to report.

Certification: Training classes and article has been sent to Jane for the newsletter and to go on the website. Michael will make an announcement at the next chapter meeting. Rick Heiserman offered AMAA for the classes so we have no expense for the training classes. The committee wants to order a bulk order of the PRM from National. Christine stated we could add purchasing the PRM to the registration form to purchase the PRM and give them a 10% discount. They have to buy the book at registration to get the 10% discount. Then order once we have a number. A motion was made and passed to purchase 26 PRM's to be offered to the class at a 10% discount.

PPSC: The committee met last week. They looked over the information that the Seattle chapter sent them on how they run Prospect. They are thinking 30 vendors with tables of 10.

Awards: We need a nominating committee if we are going to put someone up for Fellow. Russ and Christine will be the committee. If anyone has someone they would like to put up for an award contact Christine. Lee stated if we are going for Chapter Accommodation we will need to get working on that, there is a lot to cover for that award. Russ stated he would like to go for a newsletter award.

NEW BUSINESS

Orientation Greeters - Chris and Steve will be the greeters at the November meeting. Reminder to the board, please be there at 5:00pm for new member orientation.

NW Region Conference was held earlier this month. Institute is trying to come up with new ideas to help each chapter come up with ways to attract new members and address why old members are dropping off. They are also making a hard push on certifications. They are talking to other organizations and explaining to them how important certification is to their profession.

OLD BUSINESS

Chapter Bylaw rewrites – Chris is still working on the rewrite.

Membership Expansion – we need to target large architectural firms, especially those that do not have any CSI members.

Gifts for Dennet and Erica for winning the Al Hansen award. Christine will have it order and at the October meeting for presentation.

ACTION ITEMS

- Christine to purchase gift for Dennet and Erica.
- Jane to put a blurb in the newsletter regarding purchase of MF2004 books that we have on hand
- Jane to order 26 PRM manuals.
- Kaye to create an article for the newsletter on the raffle for the December program

Next Board meeting will be November 4, at Noon, River East 3rd floor.

Adjourned at 1:02 pm

Respectfully Submitted,
Erica Bitterman-Ryon, Secretary