

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE  
*BOARD OF DIRECTOR MEETING MINUTES*  
September 3, 2008

**CALL TO ORDER:** The meeting was called to order at 11:37 by President Russ Pitkin at the Mt Adams Conference Room. A quorum was present.

**PRESENT:** Skip Brown, Kaye Kloster, Corey Morris, Steve Gray, Bud Henson, Russ Pitkin, Michael Madias, Christine Irwin, Bud Henson, Jane Phifer, Ellen Onstad, Cherie McNabb

**ABSENT:** Doug Allen, Erica Bitterman-Ryon

**Board Meeting Minutes**

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

**Treasure's Report:** Fred stated that we are working on a balanced budget. We are making changes where needed. First change; there will no longer be lunches provided at the board meetings.

**Newsletter:** Deadline is 2<sup>nd</sup> Tuesday of the month.

**Program:** The committee has 3 sponsors locked in for the September meeting. The October, November, December, and January are completed at this time with the exception of sponsors. The committee is working on late winter and early spring programs.

**Website:** Corey stated that he has updated everything on the website. He also added what programs he had locked in and put TBA on those programs yet to be provided to him. His next task will be to update the certification people. He will get with Erica to add all the golf sponsor logs on the web as well. The last round of exams stills need to be add to the web site, waiting on confirmation on who passed.

**Education Meeting:** Education committee has not met for awhile. Steve is going to work on putting a new date and location together.

**Membership:** Membership committee will meet next Monday. Institute would like us to see an increase of 10 people for the year. We have 2 new members so far. The institute states we have 340 members in our chapter at this time.

**Golf Tournament:** We have made \$1800 as of today. Jane stated that Erica had some outstanding money that she is collecting. We will try and have a final P&L at the next board meeting.

**Publicity:** Nothing to report.

**Planning:** Nothing to report.

**Certification:** All exams will be electronically monitored starting this fall. CDT date for exam will be at the end of March of 2009. There will be an announcement in the next newsletter. Fred brought up the idea of purchasing PRM's to make them less expensive to the membership.

**PPSC:** Will discuss at the special meeting scheduled after this board meeting.

**Awards:** if there is someone we want to put up for fellow now is the time.

## **NEW BUSINESS**

For September Chris and Steve will be greeters. October greeters will be Michael, Bud, and Skip. Orientation will be in October. Each new member will receive one free drink ticket. October will be the Orientation for new members, and Russ will touch base with Jody and Cherie about the set up.

Nomination committee – nominations are due in April. Fred will chair the nominating committee. Chris will be on the committee.

Chris is working on Awards and if anyone has a nomination, it needs to get submitted to Chris.

## **OLD BUSINESS**

Chapter bylaw rewrite – Chris is waiting until the NW Region Conference to talk to some of the Institute people at the conference.

Website responsiveness – We have not had any communication with the company that hosts our website. Corey will check with the Puget Sound chapter and see if they have a different contact.

Membership Expansion – we want to target large architectural firms, especially those that do not have any CSI members. Next membership meeting there needs to be 5 to 10 minutes on how do we target these firms.

Dennet's gift for winning the Al Hansen award was discussed. A motion was made and passed to purchase a gift of no more than \$200, a memento (crystal clock or bowl). Christine Irwin will purchase the gift. The gift will be given to Dennet at the October Program Meeting.

## **ACTION ITEMS**

- Corey to contact Puget Sound webmaster to see who their contact is for their website.
- Chris to purchase gift for Dennet
- Jane to send Lee date of last Orientation

Next Board meeting will be October 7, at Noon, River East 3<sup>rd</sup> floor.

Adjourned at 12:30 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary

## **PRODUCTS AND SERVICE CONFERENCE MEETING**

Russ starting meeting at 12:40

He stated that the last few years we have had a decline in attendance on the PPSC and we are down about 50% in profits. CSI raised about \$10,000 this year on the PPSC.

We are looking at a way to change the trend on the PPSC, in the July Planning meeting the options that were brought to the table were a education day with a keynote speaker and lunch or dinner and that the keynote could be purchased separately. The education committee would be a part of this. The other option is the CSI virtual product show which could be hosted on the CSI Portland Chapter web site. The site would include local rep picture and information on their products and how to reach their rep.

In the past the conference has been position well with Architects renewing the licenses. May has been a prime time for educational events and that is part of why in the past the PPSC has been so successful.

Today's meeting we need to look at the Educational and Sponsorship portions on the PPSC and where we need to go with those key points.

Russ opened the meeting up to the attendees which consisted of the current board, past presidents and past PPSC committee members, to discuss the Educational portion of the PPSC.

The Puget Sound Chapter was brought up by several on their format and that they had gone through the same issues we are currently going through. PSC format starts about 2pm with seminars, 2 choices, last an hour. Same at about 315pm. 430 cocktail hour with dinner at 5pm to 6pm, Keynote at 7pm. Your night is done.

It was brought up that Education alone will not help bring in the funds we need to sustain our chapter. It was agreed by some that it is a component of the bigger picture and that this is just on piece of the greater plan.

A recap of the Planning meeting was brought up with the different items thrown out to the attends. Half day or full day seminars, half day with a Keynote at Lunch, full day key note at dinner. During the educational day or half day that table tops could be sold to potential sponsors, similar to what was done at the NW Region Conference. Virtual Product fair which would be sold for less then the cost of a booth at the PPSC and it could be up for a half year or full year.

A attendee mentioned why not all 3 options. The Virtual is a no brainier, then set up day seminars, and a night like Puget Sound does.

An attendee read back some on the meeting minutes on the this topic to refresh everyone memory.

It was asked what an event needs to make to not cause the chapter heart ship. Russ gave the number of \$20,000.00.

Cherie brought up that the Vendors bring in the money, and she recently did a trade show and no one came by. That isn't good business and a lot of money for getting a pat and thank you for coming. We have to protect the vendors and make sure it is worthwhile for them to spend all the money and hours.

Fred reiterate that there are 3 proposals on the table. Virtual, Seminars with table tops for the vendors, and then some like Pro-spec that Seattle does. Fred asked from a vendors point of view what is the best option. Cherie said that she doesn't think it needs to be limited to one option.

Steve offered a similar model as Seattle but do a lunch. While there bring up the Educational Class to the attendees. He also brought up that the Double Tree that was used during the NW Region Conference worked well, it had plenty of parking, pricing was reasonable and was on the Max line.