

CSI PLANNING MEETING
University Center
June 26, 2008 2:00 – 6:00 PM

Attendance – Fred Herbold, Michael Madias, Skip Brown, Cherie McNabb, Bud Henson, Corey Morris, Erica Bitterman- Ryon, Ellen Onstad, Christine Irwin, Steve Gray, Russ Pitkin, Kaye Kloster, Jane Phifer, Shonnie Samwel

Goals - We are here to put together a comprehensive set of committee goals and budgets with membership goals. Russ had put together some goals that he would like to work on in the coming year. Improve communication and networking with AIA, Cascadia Chapter of the US Green building Council and other organization that would be appropriate. Also improve chapter vitality. Improve our volunteer base and bring the Predicator back up to award winning level by improving the content we are providing.

Treasure – Fred worked on some numbers. He asked for accurate information from committees to work up a current 2008-2009 budget to work within. Fred pointed out that we will run in a deficit on member dues alone and that is where the various committees come in to help raise money for the operation of the chapter.

Secretary – Emeritus status for a member, was taken care of. The fiscal Year Chapter officers and Chairman form needs to be updated. Ed needs to be removed from the list as PPSC chairman, as he will not continue this year. Chris Irwin needs to be added as Awards Chair and Director of Industry. Fred moves into Treasurer which opens up a Director Professional. Michael Madias was added at Certification chair and took the Director Professional position. Once Erica has updated the information it needs to be sent in to the Institute.

We broke into the following groups:

Certification, education, continuing education, SSG & technical, student affiliates

Editor publicity, webmaster, awards, & golf tournament

PPSC, program, membership, orientation, & student affairs

PPSC, programs, membership & orientation

Programs – (committee: Kaye Kloster, Melissa, Jon Grasle, Julie, Dennet Lathem) Goals for program committee are to raise the ticket price to \$40 for members \$50 non members. Reciprocate the promotion of our meetings between other associations. Expand the program committee with an architect and GC. Secure sponsors for each meeting so we make \$500 in revenue per meeting.

PPSC – Ed will not continue as committee chair. We need to find a new committee chair. At this time there is some vendors that have not paid, Jane is working with Ed to find out who those people are and what amounts are due by them. At this time we have made \$11,000.

Goals, review format, determine how much revenue it should raise, come up with a couple steps to get us down that path. Do we change format, or stay the same. Change Venue or stay. Day seminars with keynote speakers. Possibility in May do a networking dinner and show new website.

Membership – goals to grow membership with architects and students. Board members to meet with top 25 architect/contractors to remind them why they should have them be a member of CSI. Outreach to university and professors.

Orientation - Schedule for October, April to have them meet board members and be comfortable.

Newsletter, publicity & webmaster, awards & golf tournament

Awards – Chris Irwin is the new chair. At this time we will not be submitting for awards as we have not accomplished what needs to be done to submit. Our goal is to be able to submit for all awards next year. We also would like to make the awards banquet more prestigious. Chris will also be a board member as Director Industry.

Newsletter/website – We are hoping to add to the newsletter/website new and renewed members, member news, prominent projects, organization news, member feedback & committee reports. We are looking to go to our own domain. We also need a new online registration. Need a person to be the editor to get the information to put in the newsletter. The deadline is the 2nd Tuesday of each month. We want to move the website to another domain so we have more control. We also need to find a new online registration as SPORG is canceling that service.

Chris Irwin, Ellen Onstad and Erica Bitterman-Ryon are going to take on the task of collecting information for the newsletter. Items that can be collected and added to the newsletter:

President Letter	Members in the know
Fred's article	Industry rep articles
Perky notes	Articles on promenade Projects
Calendar of events	Member feed backs
Industry/other organization events	Welcome to new members/renewals
Board/Committee listing	Bob Simmons article
Committee Reports	Articles from institute

Publicity - Committee (Mark Atteridge, Erica Bitterman-Ryon, Jody Moore, Cherie McNabb, Bud Henson). Deadline date is 2nd Tuesday of the month. Each committee chair is responsible to get the information to the publicity committee by the deadline date

or information does not go out. The flyer the publicity committee puts together needs to be edited so that it is correct, clear, complete and concise. Send information to other organization that we are sharing information with. Keep organization contact spread sheet up to date.

Webmaster – Corey Morris committee chair. His goal is to get us moved to a new host. Get quotes from different host. Set up registration for all events. Membership listing. Virtual PPSC. Keep information updated.

Golf – need sponsors, golfers, would like to find a co-chair at some point. Need to raise between \$8000-\$10000. Find higher level sponsors.

Certification – Will be taken over by Michael Madias, and will be on the board as Director professional.

Certification, education, continuing education, SSG, technical & Student affiliates
Student affiliates – each person from the committee took a school and will get a student advocate from each school. They would like to see CSI give free dinner or membership to CSI so they will promote CSI. – **Tabled until September Board meeting**

Education – need more architects involved in the education. If we do a products fair we need the information way ahead so we can come up with education classes to promote to the architects.

SSG – no cost for attendance and no cost to hold so there is no budget. It was suggested to have the speaker be a sponsor. After discussions it was decided that we would not ask for sponsorship since the speaker purchases lunch.

Other discussions

Russ brought up for discussion the thought of having Year round predicator, board meetings and chapter meetings.

Newsletter:

Fred stated he likes the couple months off from writing articles for the newsletter.

Chapter meetings:

Steve stated that he felt summer was not a time to be having chapter meetings as they would be so slow and not worth the effort.

Kaye stated she would not do an evening meeting but if we wanted to try a lunch meeting that might be the ideal time.

It was suggested to have May be our last meeting and take June off.

Portland chapter 50 years is in 2010. We want to put together an adhoc committee.

Perky, Ellen, Jody are on the committee. Ellen has requested pictures of the last 10 years worth of presidents. Russ will pursue getting them more help.

Board Meetings:

Board meetings through the summer seems like a good idea. We will have a board meeting in August to discuss and make a final decision.

Membership expansion:

Student scholarships, discount membership, perspective new member free chapter meeting.

Bylaws:

Updating of the bylaws, we need to update them to match with National.

PPSC:

It was discussed at the last board meeting that we need a change. Russ discussed doing the following ideas: we could go to internet tradeshow. We could do the prospec format that Puget Sound uses. The other chapters that Russ talked to at the National conference are doing seminars only no tradeshow and running 8 hours of seminars for around \$150 a day. It was suggested if we did it that we would have tabletops through out the day with a keynote speaker at lunch and charge for that separately. It was suggested that we do two short seminars in the morning, a keynote at lunch and a long seminar in the afternoon. Kaye brought up that she thinks if we are going to try and earn \$20,000 from the products fair or seminar day we should have Laura Day from Event Builders give a presentation to the board as what she can do to help us reach our goal and what her cost would be. (We will invite her to a board meeting) We discussed the way that Puget Sound does their prospec night. They made over \$18000.00 with 35 vendors in attendance.

Virtual trade show was discussed with vendors having a logo with a pdf attached on our website and different prices depending on prominence of location on the site.

Russ stated that general consensus appears at this time to favor not using the Convention Center for PPSC. He likes the idea of the seminars and to not have vendor booth, just sponsors. We may add a keynote speaker at lunch and have a lunch only option

No decisions were made on the above topics it will be discussed further at our August board meeting.

Motions Made

A motion was made and passed unanimously to not do the standard PPSC for the next year.

A motion was made and passed unanimously to get a quote for the updating of the website to include the virtual tradeshow.

A motion was made and passed unanimously to start the planning for an all day seminar event in May of 2008. To include sponsor table tops.

A motion was made and passed unanimously to have Event Builders give us a presentation on doing the all day seminar, and golf tournament.

A motion was made that we meet the second Tuesday of August 12th for a board meeting.

A motion was made and passed unanimously to offer 10 meetings for \$360 to those that prepay by September 1st.

Also, NO on year round predicator and programs. Yes on board meeting year round.

Meeting completed 6:00 pm