

## CSI Boston Chapter – Board Meeting Minutes

- I. The meeting was called to order by the President Bill Waterston at 4:38 PM on Wednesday, February 13, 2008
- II. Board Members Present: Bill Waterston, President; Brian Neeley, President Elect; Howie Levine, Vice President; Herb Ule, Immediate Past President; Dave Kern, Treasurer; Pat Halm, Secretary; Directors: Kevin Murray, Norma Williams, Don Bannon, Mark Dermugrditchian  
Committee Members Present: Tom Scarlata, Certification;  
Additional Attendees:None  
A quorum is present
- III. Board Reports:  
Treasurers Report: The chapter recorded revenue of \$7,496 in January, 2008 (1/1/08 – 2/13/08) with expenses of \$4,629.74. Of particular note is the Chapter meeting income of \$916 versus the Chapter meeting expense of \$4,158.92.  
The Parameter is self sustaining – needs committee; suggested reduced circulation – Brian will make a presentation at the meeting in March. Bill Waterston requested historical costs – year end /twelve, not month by month. Tom Scarlata will look for budget template.
- IV. Correspondence and Announcements: The Institute requested a list of Chapter Delegates who will attend Construct 2008, Las Vegas. A form was provided along with notice that the completed form is to be returned no later than May 1<sup>st</sup>, 2008. In 2007, Boston had 21 voting members – none attended in 2007.  
The Institute provided the FY09 Chapter Officer and Chairman Forms with a notice that the completed forms must be returned no later than April 30, 2008
- V. Committee Reports:  
Technical: No report  
Program: February 13 – Air Barriers – WT Grace – Mark D. – 40 have signed up.  
March 12 – Confirmed – Brick Veneer & metal Stud back-up – Michael Gurevich  
April 9 – Confirmed – Payette – Current Projects and their challenges – David Feth  
May 9 – Confirmed – Filene’s Redevelopment Downtown Crossing – C. Lundeen  
June 13 – Confirmed – Arrowstreet – George Tremblay  
Certification:Tom Scarlata – 16 CDT candisates attending weekly sessions at Add Inc. Income offsets expenses. The CDT Exam is at Prometrics. Other exams seated at BSA. (These may be hels at the offices of BH + A).
- VI. Old Business: No discussion.
- VII. New Business: Our membership is dropping. From last year at this time we were reporting 224 members. We are now below 200. Our income is not keeping pace with our expenses. Volunteers are needed to assist in the following areas:  
Finances and funding sources – Are we exploring all opportunities for sponsorship and additional income beyond dues? Can we sponsor events to bring in funds?  
Volunteers: David Kern, Kevin Murray, Tom Scarlata  
Membership – We need to act on fact. Contact those members who have not renewed and determine the real reasons why. Sample some members who are not regular attendees and

talk to them about CSI. Ideas to retain and gain members using resources from region and national.

Volunteers: Howie Levine, Norma Williams, Mark Dermugrditchian, Bill Shannon, Tom Scarlata

Location and Meals – One of our largest costs are our meals. Examine alternative locations and meals. Central location, easy to get to using public transportation ideal, easy parking if not public transport. Discuss other venues.

Volunteers: Bill Waterston, Herb Ule, Don Bannon

Programs – We have discussed the necessity to have programs of interest arranged and confirmed early so they can be promoted. 2008-2009 programs are important

Volunteers: Brian Neeley, Pat Halm, Tom Scalata

Board asked to review current slate of officers and nominees for 2008 – 2009.

Don Bannon moved that the Board utilize the services of John and Carol Bunzik as volunteers to develop a web based survey to better understand membership concerns with Chapter effectiveness and to purchase the survey for an amount not to exceed \$500.

Dave Kern seconded the motion. Motion passed without dissent.

VIII. Next Board Meeting: March 12, 2008, 4:30 PM at the Le Meridien (formerly MIT Hotel)

IX. Adjourned by Bill Waterston at 5:47 PM

Submitted by: Patrick E. Halm, PE, CDT  
Syska Hennessy Group

February 08 mtg mnts.doc