

MEETING MINUTES, 5/11/05

Board Meeting Attendees:

Don Bannon (President)

Mike McBride (President elect)

Chad Lundeen (past Pres.)

Herb Ule (Secretary)

Bill Lawliss (Treasurer)

Directors: Mike Doiron, Tom Scarlata,

Shelly Hudson, Howie Levine,

William Waterston, Elinore

Charlton

Guest: Francis DeSimone , a potential new Director!

Voting quorum was present

CSI National Convention: Frank DeSimone attended the seminar on the new MasterFormat. The emphasis is shifting from being product based to being performance based.

The Parameter: Last issue was successfully produced and issued!
VOLUME 14, ISSUE 10

Board Meetings: Don emphasized that board meetings are open to all chapter members and anyone who is interested in the chapter may attend.

Welcoming and Promoting New Members: Continued discussion. We can reinstitute the “new members breakfasts” as a vehicle to introduce them to the chapter, the board, and our activities. Could do a lunch instead, if that is preferable. We should try to get them involved in chapter activities as soon as possible to tap into their energy and interest. Mark Kalin has volunteered as a resource.

Treasurer: Bill presented his financial report, which was accepted as read. Bill has prepared a memo which details the required procedure to change the financial signatures, which has to be done when each new board comes in. He also presented the official terms for signatory behavior. The board has to follow up on the status of our “Directors Insurance”, which cover the board members.

Hotel Charges: Related to our financial health, Mike Doiron will follow up with the hotel for clarification of a few charges. The hotel’s parking charge is either \$5 or \$7 per event-we have to check on the parameters. The hotel is also charging an administration fee in addition to a service fee. Will clarify why.

Board Policy: Don requested that the Board establish a policy as to when our chapter members can have use of the Evite to announce seminars that their companies are sponsoring. Tom pointed out that Evite should only be used to announce events if they are being promoted or backed by the Institute.

Submitted by: Herb Ule, CCS
Edwards & Kelcey, Inc.