

**MINUTES OF THE
BOARD OF DIRECTORS MEETING**

Metropolitan Detroit Chapter of the Construction Specifications Institute

A regular meeting of the Board of Directors of the above corporation was held on July 17, 2007 at 7:30 a.m. – PPG Inc., 23361 Telegraph Rd., Southfield, MI

The purpose of the meeting: **Regular** monthly meeting.

I. QUORUM.

- 1 A quorum was declared present based on the presence of the following Directors: Jerry Marquette, President, Dan Saltsman, Pres.Elect, Kay Kocis, Secretary, Brian Tognetti, Treasurer, David Jenosky, Robin Rund, Vic West, Ron Lindow, Tony DeBoard.

7:35 a.m. Meeting called to order by Jerry Marquette.

II. REVIEW, UPDATES

- 2 Minutes prepared and distributed via email by Kay Kocis. Reviewed and passed as presented.
- 3 Regional Conference agenda is reviewed. Dan Saltsman notes that golfers are needed, emails & phone calls will be made to further solicit attendees. Statewide Meeting follows the golf outing with dinner at 5:30pm.
- 4 David Jenosky motioned that the \$125 registration fee at GLRC is the only refund to the Metro Detroit Chapter members. Ron Lindow Seconded, Motion Passed.

III. UPCOMING EVENTS

- 5 Next Board Meeting: Scheduled by Jerry Marquette, 7:30a.m. – 8:30a.m. August 21st at PPG.

IV. PEOPLE / COMMITTEES

- 6 Jerry Marquette will contact committee chairman to ensure their interest/involvement for this fiscal year, also so that the contact info for committee positions is updated and current.
- 7 Officers and Committee Chairs need to submit their year-end reports.
- 8 Awards Committee: Jack Garnett is the Chairman, it is suggested that another committee person get involved for year round involvement and consideration for individual and chapter award nominations. Sabrina Kassab has expressed interest in this area in the past, Jerry Marquette will contact her to discuss.
- 9 Nominating Committee: This topic will be revisited at the September Board Meeting.
- 10 Scholarship Committee: Doug Barnes is the chairman. David Paterson has expressed interest. Jerry Marquette would like the Scholarship committee to make a proposal to the Board in regard to the distribution and presentation of our scholarships.
- 11 Expo Committee: Tim Ford, Robin Speer, David Oglesby and Dan Saltsman. Jerry Marquette would like to have a better understanding of the expectations that CAM has of CSI at the involvement of EXPO. It is noted that CAM would like CSI to be more involved in the recruitment of architectural attendance. Dan Saltsman will investigate obtaining a list of architects and engineers in the state of Michigan for marketing purposes. Jerry Marquette requests that the committee compute as close as possible how many hours are dedicated by CSI members to EXPO. The bottom line

question is; “are we serving our members” by our involvement and participation in this event? Discussions about attendance of our members at the seminars continued. Jerry Marquette requested this topic be tabled.

V. REVIEW REPORTS

- 12 Brian Tognetti discussed the budget as presented. Revenues and expenses as listed for the Holiday Event and President’s Gala were questioned and reviewed. Clarification was made to everyone’s satisfaction. Kay Kocis motioned the budget be passed as presented, Robin Rund seconded, motion passed.
- 13 Brian Tognetti advises that the current check signers are: David Oglesby, Jennifer Friedland, and Dan Saltsman. Three are required. He will change them to; Brian Tognetti, Vic West and Dan Saltsman. The Board is in agreement.

VI. OLD BUSINESS

- 14 Bylaws/Administration Guide Revision; Robin Rund advised that he is working on this and that we are proposing very few changes from Institutes recommended version. David Jenosky, David Oglesby and Jerry Marquette are helping in the effort. Procedures required to have the revisions implemented was discussed. It is assumed we will present our bylaw changes to our Board for approval, then to our membership (1/3 of membership approval req’d); then onto seeking approval from Institute. Kay Kocis will verify timelines and procedures with Institute and advise. Jerry Marquette questions whether we can solicit the vote electronically to our membership as he is wondering if electronic voting is legal for non-profit organizations. David Jenosky will investigate and advise. Robin Rund will email the Administration Guide revisions to Jerry Marquette. They will ultimately be presented together with the Bylaw changes. Jerry Marquette notes that it is his goal to have these changes and revisions adopted officially during his term as president.
- 15 D & O Insurance; premiums are high. Jerry Marquette is wondering if there is a chapter rider available through Institute. Kay Kocis will check with Institute and advise.
- 16 CAM Ads for 08 EXPO; Jerry Marquette will email information from Robin Speer in regard to how to distribute and circulate these ads. Seeking the most effective way to advertise to our membership.

VII. NEW BUSINESS

- 17 Our official/legal chapter name has changed to Metro Detroit CSI.
- 18 Doug Barnes emailed the Board information to consider ESD Administrative Services. Discussions ensued regarding Maple Secretarial and the services that have been and are currently being rendered for minimal fees. The ESD proposal involves many services that are not currently necessary. The Board unanimously agreed to keep Maple.

9:37 a.m. Meeting duly adjourned by Jerry Marquette.
Minutes prepared by Kay Kocis.