

**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 September 11, 2007 at 3:45 p.m. – Farina’s Banquet Facility, 2485 Coolidge, Berkley, 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, Don Bauman, VP Prof., Sabrina Kassab, VP Ind.,
- 2 Kay Kocis, Secretary, Brian Tognetti, Treasurer, David Jenosky, Vic West,
- 3 Ron Lindow, Tony DeBoard.

3:52 p.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 amended.
- 3 Vic West confirms the upcoming program schedule, including the holiday event in December. All plans are status-quo.
- 4 Brian Tognetti reviews the financial report. GLRC fees are discussed. Jerry Marquette presented to the board the year-end report prepared by David Oglesby. Jerry and Brian briefly discuss the tax filing system for our chapter.

III. UPCOMING EVENTS

- 5 Next Board Meeting: Scheduled by Jerry Marquette, 3:45 p.m. at Farina’s.
- 6 New Member Orientation scheduled for October 9th at 5:00, Tim Ford will do the presenting.

IV. PEOPLE / COMMITTEES

- 6 Awards Committee; clarification is made that the Awards Committee and the Nominating Committee are 2 completely separate Committees.
- 7 Nominating Committee; As Immediate Past President, David Paterson is the Chair of this committee. It is required to consist of 2 professional members and 2 Industry members. This committee will be in charge of the nominating, voting, and ballot counting of the Presidential and Board Members Election of the 08-09 Fiscal Year. In February this committee will distribute ballots, at the March meeting, the voting will close.
- 8 Scholarship Committee: Doug Barnes is the chairman. David Paterson is going to be involved with this committee. Robin Rund has sent an email out Tom Young and Larry Raymond in an effort to confirm their interest. He has rec’d a confirmation from Larry Raymond so far.

V. REVIEW REPORTS

- 12 Minutes & Financial Reports were reviewed, see above.

VI. OLD BUSINESS

- 14 Bylaws/Administration Guide Revision; Jerry Marquette advises that this has been diligently worked on and plans to have a presentation of the same at the October Membership meeting.

- 15 It has been suggested that our chapter hire a corporate attorney to review our final Bylaw changes and Administration Guide Revisions. The board agrees that Brian Tognetti can solicit a quote for the same and advise the board for a vote on the final decision.
- 16 David Jenosky advises that he is still in the process of obtaining a quote for the D&O insurance for our chapter.

VII. NEW BUSINESS

- 17 Previous Board Topic: Projector purchase for our chapter.
David Jenosky motions that the board approve a purchase of a projector by Vic West with an allocation of \$1,000 cap, to be stored and transported by the Program Chair. No screen will be purchased. Motion seconded and passed unanimously.

5:15 p.m. Meeting duly adjourned by Jerry Marquette.
Minutes prepared by Kay Kocis.