

**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 October 9, 2007 at 3:45 p.m. – Farina’s Banquet Facility, 2485 Coolidge, Berkley, MI

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

**I. QUORUM.**

A quorum was declared present based on the presence of the following Directors: Jerry Marquette, President, Don Bauman, VP Prof., Sabrina Kassab, VP Ind., Kay Kocis, Secretary, David Jenosky, David Paterson, Tony DeBoard.

3:50 p.m. Meeting called to order by Jerry Marquette, mail was distributed by Kay Kocis.

**II. REVIEW, UPDATES**

Minutes prepared and distributed via email by Kay Kocis. Reviewed and passed as amended.

**III. UPCOMING EVENTS**

Next Board Meeting: Scheduled by Jerry Marquette, Tuesday, Nov. 6<sup>th</sup> prior to monthly membership meeting (3:45).

CAM/CSI, February Meeting. – Dan Saltsman is heading up this meeting. He has reported that there is no update or news at this point to report to the board. A notable speaker is desperately needed as the date draws near. Vic and Dan will be heavily soliciting any and all options and/or suggestions.

**IV. PEOPLE / COMMITTEES**

Kay Kocis and Dave Jenosky have contacted all the new members (within the past 6 months) and invited them to the New Member Orientation to be held today. Tim Ford will be doing the presentation. Our current membership status is 171, which is about 10% lower than last year.

Sabrina Kassab reports that she continues to work on and compile information for the Awards Committee and the nominations for our chapter awards. Cathy McAtamney, Robin Speer & Dan Saltsman are all part of the committee. She encourages everyone to ensure that there is a chairman assigned to each committee, an “open seat” will cause automatic point deductions in our commendation for nomination in the Outstanding Chapter Award. Tim Ford has advised Sabrina that he must withdraw his participation on this committee; he also notified the board that he has resigned from the CAM Expo Committee as well. It is clarified that the Awards Committee is in no way connected to the student awards.

Jerry Marquette reviews with the board an email sent to him by Robin Speer that notes that CSI is financially responsible for the VIP reception; our sponsors have usually contributed enough to cover these expenses.

Jerry Marquette asks the board for their vote on supplying CAM (at their request), mailing labels for our entire membership roster. The majority of the board members present vote that our member’s information should not be passed along via mailing

labels. There will be a CAM planning meeting held on November 1<sup>st</sup>, all are welcome.

**V. REVIEW REPORTS**

Minutes were reviewed & passed, see above.  
No financial reports are distributed at this time.

**VI. OLD BUSINESS**

Bylaws/Administration Guide Revision – Tabled for the next meeting.  
D & O Insurance – Tabled for the next meeting.

**VII. NEW BUSINESS**

Officer Election Procedures – Jerry Marquette reviews the timelines that are slated in the current Bylaws as to when voting is required to nominate our chapter officers and directors for the next term. There are some conflicting dates that we will work around and hopefully change for future elections.

The Nominating Committee will include Don Bauman, Sabrina Kassab & Tony DeBoard.

David Paterson and Jerry Marquette announce that anyone (board or general members) that would like to address any loopholes in our current procedures or any suggestive direction they would like to see our chapter heading in, to please advise them. They will ensure that everyone is heard and that our long term planning is at its best.

General Membership Meeting Attendance: Jerry Marquette would like to see more of our membership attending on a regular basis and solicits any ideas from the board. Kay Kocis will work on developing a spreadsheet of regular attendees. Dave Jenosky will contact members who have requested no emails and request they update their profiles so that they are fully aware of dates and locations of our meetings.

Website Advertising: Tony Wolf would like some guidance from the board in this area. Tony, Robin Rund and David Paterson met on this issue previously and determined that we could increase our revenue by monitoring and soliciting advertisements on a more regimented schedule. Costs and fees that should be charged are uncertain. Dave Jenosky offers to do some comparisons with other chapters.

5:40 p.m. Meeting duly adjourned by Jerry Marquette.  
Minutes prepared by Kay Kocis.