

**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 November 6, 2007 at 3:45 p.m. – PPG Industries, 23361 Telegraph Rd., Southfield, 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, Dan Saltsman, Pres. Elect, Don Bauman, VP Prof., Sabrina Kassab, VP Ind., Kay Kocis, Secretary, Brian Tognetti, Treasurer, David Jenosky, Ron Lindow, Vic West, Tony DeBoard.

Guest: Robin Speer

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. Motion to pass as submitted by Brian Tognetti, seconded and passed.
- Holiday Party is December 4, 2007 at Henry Ford Estate.
- Robin Speer updated the board on CAM/EXPO follow-up meeting. CAM has suggested that since “Architectural Alley” is CSI’s portion of the show, that CSI should offset the financial costs involved for future shows. CSI has in the past, and would continue to be, responsible for sponsors. CSI would also be responsible for the VIP Breakfast Reception. Jerry Marquette requests that Robin Speer find out who is the CSI/CAM liaison now that Tim Ford is gone. He suggests that if our contract is continued and we are involved with EXPO after ’08, a committee is formed for all negotiations between CAM and CSI. We must advise 30 days PRIOR to EXPO 08 if we are not planning to participate in 09.

Jerry Marquette will coordinate a board meeting to specifically discuss and decide our future involvement. Suggested date: December 4, 2007 4-6pm. He will confirm via email.

III. UPCOMING EVENTS

- Next Board Meeting: Scheduled by Jerry Marquette, Tuesday, January 8th prior to monthly membership meeting at Farina’s (4:00). Previously set for Bylaw Review Mtg. May still work with Robin’s situation, will advise.
- CAM/CSI February Meeting, Vic West advises that our speaker option could be the President of the Detroit Renaissance; he will confirm all costs or fees involved and advise.

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IV. PEOPLE / COMMITTEES

Sabrina Kassab reports that she continues to work on and compile information for the Awards Committee and the nominations for our chapter awards. She has been working closely with Cathy McAtamney and they will be seeking help from committee persons and board members to get all the forms complete and submitted for the Outstanding Chapter Award.

V. REVIEW REPORTS

- Minutes were reviewed & passed, see above.
- Brian Tognetti reviews the financial report for the Great Lakes Regional Conference. Our net gain was marginal, approx. \$500. He advises that he will be working with the CPA on our annual tax return and will keep all posted.

VI. OLD BUSINESS

- Bylaws/Administration Guide Revision – Presentation is planned for January 8, 2008.
- D&O Insurance is discussed by Dave Jenosky, he reviews the details of the coverage and the fees involved. He motions that we obtain this 2-year policy immediately. Ron Lindow seconded, passed unanimously.

VII. NEW BUSINESS

- Brian Tognetti discusses the possibility of obtaining a Debit Card for our Chapter's checking account. Tony Wolf has been accruing expenses monthly for the post card mailing that he needs reimbursement for. A debit card for his use would alleviate a lot of the time and effort involved in this process. The board members are not in favor of a debit card due to security. It is suggested that an "allowance" be given at the beginning of the month that Tony can deduct from and submit receipts for balancing or obtain a no fee credit card with a cap on the expenditure limit.
- Jerry Marquette discusses Holiday Event Sponsors and different levels of sponsorship and what each of those would entail, signage, verbiage on the website for 1-year, etc.

5:33 p.m. Meeting duly adjourned by Jerry Marquette.

Minutes prepared by Kay Kocis.