

**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 February 11, 2008 at 4:00 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 attendance 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, Ron Lindow, Robin Rund, Vic West, Tony DeBoard

4:07 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 with noted amendments was raised by Vic West, seconded and passed.
- Robin Rund and Brian Tognetti advised that Imagineers at Summit Mall in January went well, despite losing some schools, as well as teams. There were still 40+ schools involved. For the first time, a second event will be held in 2008 on March 1st in Macomb County at Lakeside Mall. There are 20+ schools scheduled to be participating. Robin Rund advises that his involvement in the future will be limited. Brian Tognetti, Sabrina Kassab and Kay Kocis will step up to help out in the future. Sabrina Kassab advised that she has access to a storage facility for Imagineers supplies if necessary.
- EXPO review; a few prospective members stopped by the CSI booth. There were approximately 50 members in attendance at the meeting.

III. UPCOMING EVENTS

- Elections, Neil Steinkamp is on the ballot as a candidate for new board member.
- Next Board Meeting will be held in March, time and location to be determined by Jerry Marquette and announced via email.
- Upcoming program venues are reviewed by Jerry Marquette and Vic West. March is still not confirmed, possibly could be Fireproof Glass/Pilkington. April will be Ashrae. May, Lighting Design with the Smith Group. June will be the Presidential Ball, Sande Budd is working on this venue.

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- CSI Education Day is discussed by Jerry Marquette. This is a suggested title for a program that our CSI Chapter will develop in lieu of participation in the CAM EXPO. A committee should be formed to begin planning details, starting with date, educational tracks, venue options. Jerry would like the committee to report to the board periodically with updates. Dan Saltsman, Tony DeBoard, Vic West and Brian Tognetti all agree to be involved with the committee.

IV. PEOPLE / COMMITTEES

- Sabrina Kassab updates the board as to the status of the Awards Committee and our Outstanding Chapter Nomination. She and Cathy McAtamney have submitted all the documentation and are now just waiting. We also have the possibility of earning a Regional Award as well. Jerry Marquette and Sabrina review some awards/plaque options and changes for the future. Jack Garnett has been in charge of ordering and delivering the awards in the past.

V. REVIEW REPORTS

- Minutes were reviewed & passed, see above.

VI. OLD BUSINESS

- Bylaws/Administration Guide Revision – Final version will be submitted to Legal Council for final review, and then Institute for their approval and review. Jerry Marquette would like to have these processes complete by the end of this FY term, June 2008.
- Brian Tognetti reviews the chapter credit card options as previously discussed for Tony Wolf's expenses. There are many concerns involved in having a credit card, Brian will further investigate the possibilities and advise the board before obtaining a credit card.
- Timelines for website advertisement posting are reviewed by Jerry Marquette.

VII. NEW BUSINESS

- Jerry Marquette discusses BIM/Design Build (Building Information Modeling). He distributes recent printed guidelines for the board to review. He feels that that this will be a valuable resource for our chapter members. He would like to dedicate a page on our website specific to this subject. He would also like to see 3-4 membership meeting topics for the next fiscal year to cover this. It will not only give positive recognition to CSI, but help grow membership as well.

5:44 p.m. Meeting duly adjourned by Jerry Marquette.
Minutes prepared by Kay Kocis.