

**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 March 17, 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., Kay Kocis, Secretary, Brian Tognetti, Treasurer, David Jenosky, Robin Rund, Vic West, Tony DeBoard

4:05 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 Brian Tognetti, seconded and passed.
- Robin Rund and Kay Kocis reported that Imagineers at Lakeside Mall in Macomb Township went well. There were several CSI representatives. This was the first Imagineers contest in Macomb County and was pursued and carried through by Judy Martin as her desire to complete the goals and wishes of her late husband and active Imagineers/CSI member, Stan Martin.
- It is suggested that we cancel/postpone our scheduled joint meeting with Ashrae in April due to the fact that it will be their “History Month”. Vic West advises that a venue at Farina’s covering the topic of Fire Rated Glass with a speaker from Pilkington Glass would be an option. He will check into the details and advise.

III. UPCOMING EVENTS

- The next board meeting will be held in April. Time and location will be determined after the membership meeting venue is confirmed, Jerry will advise all via email.
- Upcoming program venues are reviewed by Jerry Marquette and Vic West. Vic distributes an updated schedule for the remainder of 08, he will organize the preliminary schedule for 09 and advise. Vic notes that Sande Budd is still working on the details for the June Presidential Ball, with plans to be held at Forest Lake Country Club. Dan Saltsman discusses possibilities of a joint meeting with ACI and Robin Rund discusses a possible tour of the new North Metro Airport Terminal in conjunction with Gensler.
- The 2008 Metro Detroit Golf venue is discussed. Dan Saltsman suggests July 29th at Shenandoah (same location as last year). All present board members agree. Dan will pursue the details and confirm the date/location.

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IV. PEOPLE / COMMITTEES

- Scholarship terms in regard to CSI's annual donation to LTU are reviewed. It is determined that there are currently not as many contestants involved in the Specification Writing Contest to contribute the entire donation to that event as we have done in the past. Perhaps giving the lump sum to the school for their own process of distribution would be better. Don Bauman will discuss these details with LTU and advise the board. Jerry will contact David Paterson and Larry Raymond in regard to their involvement with our Scholarship committee.
- The Budget Committee should schedule a meeting in May to determine the budget for the fiscal year 2009. Members of this committee are; Brian Tognetti, Jerry Marquette and Dan Saltsman.
- Neil Steinkamp has been officially elected as a board member for the 2008-2009 term. Officer elections will take place at the next board meeting in April.

V. REVIEW REPORTS

- Minutes were reviewed & passed, see above.
- Brian Tognetti reviews the financial report. There were a few expenses that caused the current overages, such as the legal review of the bylaw changes and the D&O Insurance. In spite of the overages, our chapter is on track to meet the budget by the end of the fiscal year 2008.

VI. OLD BUSINESS

- Bylaws/Administration Guide Revision – Kay Kocis reports that the final version has been submitted to Institute; Caroline Warren at Institute advises that it is being reviewed by the Institute Secretary (John McCaffrey) and we will be notified soon.
- CSI Education Day – Committee members will be; Brian Tognetti, Tony DeBoard, Dan Saltsman and Vic West. We are hopeful for a November 2009 event.

VII. NEW BUSINESS

- Jerry Marquette discusses the importance of BIM. He distributes samples of an ideal stand alone website strictly highlighting BIM and its benefits. He is hopeful that our chapter can sponsor this website as a valuable tool for our members.
- Don Bauman suggests that our chapter website has a link for new members with a membership application. All board members agree and direct Don to review this with Tony Wolf.

5:55 p.m. Meeting duly adjourned by Jerry Marquette.

Minutes prepared by Kay Kocis.