

**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 April 8, 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, David Jenosky, Ron Lindow, Robin Rund, Vic West, David Paterson, Past President.

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 Robin Rund, seconded and passed.
- Sabrina Kassab reported that she and Cathy McAtamney are currently working on completing the requirements for the Region award nominations for our Chapter. We did receive the Outstanding Chapter award.
- Robin Rund updates the board on the outcome of the Proctor Exam. He and Don Bauman served as Proctors, everything went smoothly, we had 4 completed (and passed) exams.

**III. UPCOMING EVENTS**

- The next board meeting will be held in May. Time and location will be determined at a later date, Jerry will advise all via email.
- Upcoming program venues are reviewed by Vic West. May will be the Lighting presentation by the Smith Group with a tour at the YMCA downtown, June will be the Presidential Banquet at Shenandoah Country Club, Sande Budd is working on finalizing the details. July 29<sup>th</sup> is the set date for Golf, Dan Saltsman will confirm the details and advise via email, Brian is to be sending the deposit along with the signed contract back to Shenandoah. Our chapter should begin right away to solicit sponsors as well as working on graphics.
- Jerry Marquette and Dan Saltsman discuss the different levels of website sponsorship available, and all agree that the run time for web ads should not exceed 2 months. Additional options such as printed programs, signage in the form of table plaques and brochures are reviewed.

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#### **IV. PEOPLE / COMMITTEES**

- Kay Kocis advises that 4 members have signed up to serve as Delegates on behalf of our Chapter at the Annual Meeting to be held at the National Convention in June.
- 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.
- Vic West has a scheduled meeting on Thursday to finalize the program venue for the FY 2008-2009.
- Robin Rund updates the board regarding the discussions pertaining to the Scholarship awards that our Chapter annually distributes to LTU through the Specifications Writing Contest. Professor Ashraf Ragheb wanted to assure the board that they currently had a minimum of 12 students interested and planning to participate. The presentations will be held April 16 & 17, with the contest following on May 5th. Robin, David Paterson and Don Bauman will be involved in the grading process. Specific distribution of the 3K scholarship awards are discussed.

#### **V. REVIEW REPORTS**

- Minutes were reviewed & passed, see above.

#### **VI. OLD BUSINESS**

- Bylaws/Administration Guide Revision – Kay Kocis reports that the final version has been submitted to Institute; the Institute Secretary, John McCaffrey suggests that we wait to implement our final changes until Institute completes their changes, as they may affect our final version, all present board members agree to wait.
- CSI Education Day – Committee members will be; Brian Tognetti, Tony DeBoard, Dan Saltsman, Vic West and Sabrina Kassab. We are hopeful for a November 2009 event, the committee will be organizing a meeting soon.

#### **VII. NEW BUSINESS**

- Jerry Marquette discusses the importance of BIM. He advises that he is working closely with someone to build the website. Additional information will be shared at a later date.
- David Jenosky advises that he has done some research pertaining to the website advertising. Other chapter websites was the main source of information used to compile information regarding charges and fees that were involved. It is noted that listing the website ad options and fees on the site for all members to review was a good idea.
- Results of the Officer and Director Elections for FY 2008-2009 were reviewed.

6:02 p.m. Meeting duly adjourned by Jerry Marquette.  
Minutes prepared by Kay Kocis.