



The Construction Specifications Institute-Maine Chapter

Monthly Meeting

Meeting Date: September 2, 2014

Time: 5:00-8:00 PM

Location: Pat's Pizza
Middle St.
Portland, ME 04101

Attendees: Dan Miller, Craig Wetmore, Troy Johnson, David Mains, David Early, Charissa McCarver, Dick Eustis, Conor O'Brien.

Call To Order: Chairman Miller calls the meeting to order

Previous Business

1. Motion to accept meetings of June planning meeting. C. Wetmore
2. Motion seconded T. Johnson
3. Motion passed.

Committee Chairs:

1. Vacancies: Membership Chair and one Director

Treasurer's Report: David Mains

1. Merchant account is set up with BSB. It works very slick.
2. We will be able to do online event registration. BSB will develop a merchant page. It will bring up a new window for event registration.
3. Will be on website in next month or so.
4. D. Mains has a new signature card at his house for D. Miller.

Other items

Discussion:

Membership

-New members-there are four.

-D. Early suggested following up with first meeting attendees who are not members with email.

-D. Miller volunteered to send email to attendees who are not members.

- Board acknowledges the Chapter needs more architectural and contractor members.
- D. Eustis notifies the board that membership list is posted online.

New Member Social

- D. Miller proposes scheduling a social for new members to help them get acclimated.
- Group to move forward with scheduling a social for new members.

Awards Committee

- B.Charland is stepping down from award committee chair.
- D.Miller proposes enhancing and making more noteworthy the awards the Maine Chapter gives.
- Proposes official project submission for the Chapter project awards. Create more press for the award.
- Chapter needs new Award Committee Chairperson.

Table Tops

- Dan Miller wants to generate more interest in and push the sale of table tops for Chapter Meetings.
- Non Chapter member vendors to be invited to participate.

Next Chapter Meeting

- Contractor Complaint Night-needs to be promoted.

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ABX Show

- Event organizers request permission to email blast Maine Chapter Members.
- Board approves.
- C.Wetmore-requests board permission to identify as representative of the Maine Chapter.
- Board approves.

CONSTRUCT SHOW

- D.Mains to look up what was budgeted for member assistance to attend CONSTRUCT.
- Noted that we went over budget last year and we need to be clear who is going.
- D.Mains to follow up with email to board informing members of what was budgeted for and who the funds are for.

Net Zero Conference

- D. Miller solicited more participation. Will be calling a Conference Committee meeting.
- A. Kippers is gone...D. Miller has someone that will do a very good job.
- D. Mains volunteers the SMRT Energy Group for participation in Conference preparations.
- Thornton Tomasetti also mentioned.

AIA List last year's conference

- Need volunteer to email architects to get AIA number so we can register them for credits.
- C. O'Brien to send T. Johnson the membership list.

Website

- Dick is going to take down the old website.

Board Meeting Time

- D. Miller would like to have board meeting before the Chapter Meeting.
- T. Johnson-we didn't get members to the meeting on time before so there was no quorum.
- C. Wetmore likes having board meeting after.
- D. Mains-after works better.
- D. Miller will notify the board that the meeting is going to be after Chapter meeting.
- C. O'Brien needs to notify the Institute the times of our board meetings.

Student Membership

- D. Early- Student membership cost is \$5.00
- D. Mains- the student member dinner cost is \$10.00
- students get one freebee.

Adjournment:

1. Motion to adjourn David Early
2. Motion passed, meeting adjourned.

Respectfully Submitted,

Conor O'Brien-Secretary

Cc: All attendees, Officers, Directors