



## **The Construction Specifications Institute-Maine Chapter**

### **Board of Directors-FY2016 Board Meeting**

**Meeting Date:** August 12, 2015

**Time:** 4:00-7:00 PM

**Location:** WRIGHT-PIERCE Topsham, Maine

**Attendees:** Cathy Michaud, Dan Miller, Steve Pedersen, Matt Carter, Doug Rice, Dick Eustis, Craig Wetmore, Conor O'Brien

**Call To Order:** Chairman Miller calls the meeting to order

- Chairman appoints D. Eustis as Director so board meets quorum requirements and can conduct business.

### **Order of Business**

- Approval of last board meeting's minutes: Minutes never submitted by stand in Secretary C. McCarver.

### **Open Issues / Old Business**

- Discuss Current Directors State and National websites are different
  - A disconnect is noted between national and local website –D.Miller. D.Eustis, email CSI National to get resolution.
  - websites pulled up and determined to be correct.
  - Officers not receiving membership notifications.
- **Discuss Vacant Committees chair positions**
  - Academic programming- D. Early
  - Awards-D. Rice
  - Bylaws Dick
  - Certification Troy
  - Electronic Communication-Dick
  - Emerging Professional- vacant
  - Historian vacant
  - Finance Chair-vacant
  - Membership-Cathy
  - Newsletters-David Mains

- Newsletter editor-vacant
- Program committee

### **Discussion of Vacancies**

Student affiliate chair-D. Eustis, there's one at USM. Faculty advisor has to be a faculty member at USM. David Early is retired. D. Eustis thinks there's a new faculty member from USM.

- Dan thinks we ought to confirm that we're going to discuss what D. Early's involvement will be post retirement.
- Dick-D. Early might be a good candidate for academic affairs committee.
- Finance committee chair is supposed to work with the Treasurer.
- D. Eustis-Finance Chair is supposed to help develop the budget.

### **Votes on chair vacancies**

- C.Wetmore nominates Conor O'Brien as Finance Chair.
- Motion seconded and approved.
- Conor O'Brien is elected Finance Chair
- D. Rice nominated Matt Carter as Newsletter editor
- motion seconded and passed.
- Matt Carter is elected News Letter Editor
- Steve Pedersen volunteered to be on newsletter committee.
- M. Carter will to look into MailChimp for dispersing Newsletter
- D. Miller note for clarification, M. Carter can appoint whoever he wants to help him without a board vote..
- C.Wetmore urges him to email the board for Newsletter ideas as board members have exposure to a wide variety of current construction related topics.
- D.Eustis-affirms the value of the Newsletter
- D. Miller-Notes D. Mains as Treasurer is responsible to sell advertising for the Newsletter.
- D.Miller asks whether Doug Rice would want to be History Committee Chair.
- No resolution is taken up.
  
- C.Michaud looks up description of Planning Committee.
- Planning Committee's responsibility is long-term strategic planning.
- Social committee-D.Eustis Social committee was created to take care of the awards banquet detail.
- C.Wetmore, can we combine Social committee with Awards committee chair?
- D.Miller- likes the idea of combining Social and Awards chairmanships.

### **Vote:**

- C.Wetmore made a motion that we do, Dan seconded and motion passed.

### **Appointments:**

- Steve Pedersen is appointed Technical Committee Chair.

## **Financial Report**

- Will have to address at next meeting because David Mains was away and didn't have time to put things together.

### **Discussion**

- Doug Rice-Do we have to do anything to be able to continue to pay bills?
- Dan Miller-Don't think there are any pending bills should be able to approve at next Chapter meeting.
- D.Eustis-if we are going for the Outstanding Chapter Award then we would need to have the financial report prior to the start of FY16.
- D. Miller-to set up conference call to set up to approve or reject FY2016 Budget prior to next chapter meeting.

## **New Business**

-D. Miller-Proposes creating a fund in our budget to create more engagement from students. Goal to have a student get involved and try and get them to promote CSI value at institute for higher learning.

### **Discussion**

-D.Rice-thought was to buy a membership at each of the schools so that we have a connection with each of the schools with A/E programs.

-D. Eustis-give a membership to a faculty member in return for them promoting CSI to the their schools. Public institutions are not reimbursing their employees for membership dues. At one time the Chapter taught a course at Central Maine Vocational. D. Early joined CSI before he began teaching. We haven't had anyone from Orono for a long time. There's interest but \$300 is a lot to not be reimbursed for.

-Craig-We're paying their national but not their state dues. How many are we looking at?

-USM, UMA, CMCC, UMAINE ORONO, SMCC. The first four have expressed a lot of interest in CSI.

-Dan Miller thinks we may want to budget for five in case there's another school to reach out to.

-D. Rice makes the motion.

-Dick seconded.

-No vote taken-further discussion ensued.

-C.Wetmore-\$1500 /year. Couple years ago we were bumping against the bottom. Is this something that we're committed to or can we pull back?

-D.Eustis-thinks feeling out first is wrong. They all get involved with the CSI program. USM gets involved with CDT and CCCA program. Orono with the Construction program, they use MasterFormat for their program. CMCC has a different group but it's normally not what the institution wants, it's the faculty that's teaching the course that can incorporate CSI principles and you have to find the CSI member who's interested. There are really no positions necessary. It's access to information that's relevant to what their teaching.

-C. Michaud-Eric Stark is at Augusta and has been good at promoting.

-D.Miller-Requests D.Rice redo your motion.

## **Vote**

- D.Rice-motion to approved paying the membership dues for faculty members at the State colleges that have A/E programs.
- D. Eustis-Seconds
- Motion passed. Board resolved to pay CSI membership for faculty members at State colleges with A/E programs.

## **Discussion:** Meeting Structure

- D. Miller -Our structure right now has been going from August to June. There has been talk to have less meetings and have more of an impact. Floor open on how we can be structured.
- M. Carter-what does this mean?
- Craig-meeting every month, with perhaps not the strongest topics for meetings. What we would like to do is two education sessions, quarterly. Two courses on similar topics. It would give us time to market it and likely have a bigger draw.
- M.Carter-plus you'd also be getting more resources in attendance.
- Craig-we loose money-can we promote it better if we amp up what we are trying to accomplish with this.
- M. Carter-That makes sense- I got into it cause if there's a cool topic I like it.
- C. Michaud- travel is hard for a lot of people in our state.
- S.Pedersen-likes field trips.
- C.Wetmore-liked the hospital one. That stood out. He'd rather make it a bigger event and get more people coming.
- D.Eustis- One of the things we have to look at is By-laws. Our By-laws may require our current meeting schedule.
- D.Eustis- We didn't get information out about the meeting topic until two weeks before. And so people had committed to something else. We need to have the information out sooner.
- D.Miller- We tried to do that last year but we failed.
- D.Eustis-you don't need all the details but you need to start promoting. In general at times what I term lunch and learns which are narrowly focused...you can't get the attendance if the topic is too narrow.
- S.Pedersen- won't go to Portland to learn about windows.
- D.Miller-is 100% with Dick on getting broader topics-
- C.Wetmore-liked contractor complaint night.
- D.Eustis-Feels word never gets out.
- D.Eustis-you have to get Institute to approve bylaw change.
- C.Wetmore-is tired of seeing empty rooms
- S.Pedersen-every other month... what if we did that?
- D.Miller- The problem we have is that a person knows the topic, the town, then we have to line all the details up and then what happens is we're rushing last minute. Even though I know we have it in March, I don't start until February.
- C.Michaud-bend on the first Tuesday thing and have less meetings.
- D.Eustis-once we change the date they get screwed up.

**Discussion**-Welcoming new members

-D.Miller- As we had the discussion earlier, when website was down we didn't know who our new members were. Felt odd about welcoming people members who have been members for 5 months.

-D.Miller- wants to put more into welcoming new members.

-D.Miller-greeters for new meetings. Bring back name tags

**Discussion:** FY2016 MEETING TOPICS.

-S.Pedersen is Chair of Joint committee with AGC on concrete

-D.Miller- Suggests floor committee come in to a meeting to talk about ---set up small presentation where it's a round table and invite Peter Craig. My thought is on this is, and I might be standing by myself, ...is that there is some stuff on flooring committee that is very pertinent to the challenges faced in our industry. Have Peter Craig talk about performance based on the adhesive issues. We don't talk about from the ground up. Not just about moisture with flooring at the committee, with the flooring committee he's going to be talking about RH levels...round table at the committee.

-C.Wetmore-We would have a round table on moisture in concrete conversation.

-S.Pedersen, the only hitch is that he's charging a fee.

-Dan-on his fee, there are some ways around that....have flooring contractor pick up fee to have a table top.

-C.Wetmore-It was such a popular subject we're going to have Craig talk again at conference.

-S. Pedersen-the thing that this would solve. If we could have the next member's meeting maybe we could have the round table.

-D.Miller-will benefit the chapter meeting and a lot a/e firms will be interested in this.

-D.Miller-Flooring Committee: CSI is hosting organization, Steve is chair, Dan is vice chair, Matt, Carolyn McDonough is on the committee,... Art Dudley. The contractors see it right now black and white. Let's put the product down, let the owner's pay for it. The old school method of the contractors that we're dealing with. Contractors say it's the A/E fault. The committee hasn't formalized this, but they're moving towards where to put it down and when.

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- Chapter Meeting and presentation
  - August Planning meeting 08-12-15 Topsham
  - September - 09-01-15 Open forum for all members. Questionnaire. Pat's Pizza Craig and Dan.
  - October - 10-06-15 Peter Craig roundtable  
Pedersen is taking the meeting. CMCC Auburn Dan is on it.
  - November - 11-03-15 EMMC Bangor
  - December - 12-01-15 Joint meeting AGC
  - January - 01-05-16 Joint with NH

▪ February	-	<del>02-02-16</del>	
▪ March	CSI Conference	03-02-16	By The Bay, Portland
▪ April	-	04-05-16	Contractor complaint
	night. tbd		
▪ May	-	05-03-16	tbd
▪ June	Award Banquet	06-07-16	Auburn

### **Award committee discussion**

-Part 1 D.Miller-would like Maine chapter to have a more refined process for it's annual project award. Anyone could submit the project and pay a fee to have the project evaluated by the board for the award.

-D.Eustis-doesn't want to throw too much cold water and D.Rice collected a series of comments on what the basis would be for the award. I think you need to finish up that step but I would take issue with paying to receive an award.

-D.Miller-I'm not saying that they have to pay, it could be a free application.

-D.Eustis-thinks you should have some basis other than Maine Chapter is giving an award would you like one?

-Matt Carter-You could set a group of criteria.

-S.Pedersen-Is the criteria based on a process?

-D.Eustis-we started with a set of criteria a year ago.

-D.Miller-I want to have structure to the awards that we give. We've given awards to a/e firms and contractors.

-D.Rice-the history has been that the presentation and the organization has had the authority to choose from the project tours.

-D.Miller- what I would like to do is to have it be when we give out an award that there should be some structure.

-S.Pedersen-Chaired the AIA committee in California and they paid \$150 to have A/E's promote their project. It was a very clear criteria.

-D.Eustis-we've got a Ralph Knowlton Memorial Award that we haven't given out in 5 years. We have a Robert Armitage award and we may not give out another now.

-D.Miller-We should have some basis of what we're awarding for.

Second part of the award piece is all these other awards and names of people. We should look at them midway through our fiscal year and the Awards Committee starts look at it early.

-Matt Carter-once from outside and the other ones are ones we just give out internally? But the award is coming from the selection committee versus an award that we just give out internally.

-D.Miller- I think, can we at our next chapter meeting discuss this and give direction to how we're going to move forward. We said we won't be applying for any chapter awards from Institute. We ought to be thinking if we are going to do that now and who is going to lead it.

-D.Eustis-The Outstanding Chapter Award is a great way to evaluate how we're doing.

-D.Rice-The Maine Chapter was determined to have the most new members in the Northeast Members. We had a 30% increase in members. I can possibly attribute it to the Building Envelope Seminar.

- D.Eustis-The person doing the calculation didn't know how to read the Institute report.
- D.Rice- going to send around the criteria previously discussed.

### **Open floor for New items**

- Put 4 meetings per year on September agenda.
  - D.Rice-if we can focus on less meetings, less quantity but more quality.
  - D.Eustis-let me throw one more thing into this mix....many of you, your employer pays their bill. Between institute and chapter dues they have \$350 bucks...what do they get?
  - D.Rice-why would I have to pay \$350 if I could come to all your meetings for \$5.00 more?
  - D.Eustis-we need to look at ROI
  - D.Rice-let's go one step further. If I looked at all our meetings 70% are officers and directors and the other 30% is the same faces. Let's change it up have less meetings/higher quality and get more people.
  - No charge for attendance.
- Conference Committee Reporting
    - D.Miller-updates the Board on status of 2016 Conference.

### **Adjournment:**

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

Respectfully Submitted,

Conor O'Brien-Secretary

Cc: All attendees, Officers, Directors