



The Construction Specifications Institute-Maine Chapter

Board of Directors-FY2015 Planning Meeting

Meeting Date: June 24, 2014

Time: 5:00-8:00 PM

Location: Wright-Pierce
99 Main St.
Topsham, ME 04086

Attendees: Dan Miller, Craig Wetmore, Troy Johnson, Conor O'Brien, David Mains, Doug Rice, David Early, Charissa McCarver, Elizabeth Quinn Schidzig, Scott Vonnegut, Mat Ward, Dick Eustis, Bill Charland

Call To Order: Chairman Miller calls the meeting to order

Discussion:

1. President Dan Miller provides overview of 2015 officers and officer's responsibilities as described in By-Laws and CSI documentation. Provides overview of Robert's Rules

Committee Chairs:

1. Vacancies: Membership Chair and one Director

Treasurer's Report:

1. Treasurer David Mains provides overview of 2014 Annual Treasurer's Report as well as Maine CSI Budget 2014-2015.
2. Motion on a separate item (see below items 8-9), removes website cost of \$200 from FY2015 Budget.
3. Motion made by David Early to approve Treasurer's Report
4. Motion passed.
5. Treasurer Mains presents a resolution to the Board that would authorize himself and President Dan Miller to be signatories to the Chapter Bank account.
6. Bill Charland makes a motion to accept resolution as presented.
7. Motion passed.
8. Treasurer Mains presents idea to move towards setting up credit card payment receipt capabilities for Chapter events, eliminating the need for old website and associated PayPal link located there.
9. Conor O'Brien makes a motion to authorize Treasurer Mains to explore the options presented by the bank and to choose the best option at his discretion.
10. Motion passed.

11. Dan Miller makes motion to approve FY2015 budget
12. Motion passed.

Other items discussed without motions or votes:

1. Net Zero Budget-Discussion ensued as regards the scope and size of the budget. Resolved with document being only a planning document, not fixed budget.
2. Budget Discussion-Inquiry was made as to why FY2015 budget showed less for Monthly Meetings. Answer was that it was in view of reducing expense of Monthly Meetings. No objections and no official action taken.
3. Chapter calendar –Monthly meetings scheduled for FY2015 with organizer assignments and suggested locations. Calendar held by 1st VP Craig Wetmore. Discussion on reducing meeting frequency, and increasing draw potential to CSI target audience. This to reduce cost and increase membership. No action taken. Regular schedule drawn up.
4. Table Tops-Chapter to strongly encourage Table Top participation from vendors.
5. Vacant Director position-Members encouraged to present potential nominees to the Board to have position filled by September meeting.
6. Chapter Board Meetings-Discussion regarding whether to hold prior to monthly meetings or after. No official vote, but seeming agreement that it would be worth trying to have Board Meetings after the Chapter Meetings.
7. Newsletter-President Miller to look at feasibility of producing a monthly Chapter Newsletter.
8. Advertising on website-New site has advertising potential. K. Lowell has billing information for advertising on old site. No action taken.
9. Scholarships-President Miller proposed budget line item for scholarships. Discussion ensued. Potential discussed for having monies set aside to fund student attendance at annual conference. No official action taken.
10. Annual Convention
11. Newsletter Editor

Adjournment:

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

Respectfully Submitted,

Conor O'Brien-Secretary

Cc: All attendees, Officers, Directors