



The Construction Specifications Institute-Maine Chapter

Board of Directors-FY2015 Board Meeting

Meeting Date: March 10, 2015

Time: 5:00-7:00 PM

Location: SMRT

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

Call To Order: Chairman Miller calls the meeting to order

Discussion:

Committee Chairs:

1. Vacancies: Membership Chair and one Director

Mentoring, Committees, and Support:

- Maine Chapter Mentoring - 3 advanced CSI Certifications as well as the CDT Program have some on-line help but the Chapter could be a great help if the Chapter identified some Chapter Members willing to serve as on-line "Mentors" for any Chapter Member that wants to take one of the Exams.
- D.Mains-introduce a course. Host a design firm
- T.Johnson-Matthews Bros. Offered to meet them in the middle Belfast-Portland. Interested in CDT.
- S.Vonnegut-Interested in working on it and helping out.
- D.Mains-Boston Chapter goes at least once a year and puts on a class for certifications.
- D.Eustis-WBRC hosted CDT in the past. Dick taught the course there and one in Portland simultaneously.
- D.Miller-Class can be teleconferenced.
- D.Miller -we've targeted to have training sessions.
- T.Johnson-D.Early has the whole course put together. Get a hold of CSI to find out who has taken the exam. Good membership drive opportunity.
- Craig will call and see who is registered.
- Conor-motivate principals of design firms to incentivize exams.
- T.Johnson-volunteering to help out with who Craig finds is registered currently.
- B.Shidzig-has a lot of the materials.

- D.Miller-We need to form a committee...we have a Chair-Troy Johnson.
- New membership support committee
- D.Rice-we don't know who's joining as database is down.
- D.Miller-create an event to welcome new members.
- D.Rice-would reach out to them when we got new members and invite them.
- D.Miller-this would be an idea for the future.
- C.McCarver will the database issue be resolved at some time in the near future?
- D.Miller-how we're going to make CSI cool and welcoming.
- B.Shizdig-send an email beforehand.
- D.Mains-we should rotate through the group assigning greeting and reaching out to new members.
- Motion to have the board share responsibility to reach out to new members and greet.
- Motion passed, new member delegate to greet at Chapter events.
- Committee Request for Flooring RH Issue Committee
 - Steve Pedersen is requesting a committee to be set up at CSI Maine Chapter to look at flooring issues resulting from excessive moisture in concrete slabs, flooring adhesion failures, and possible solutions. At this time there does not appear to be a comprehensive spec addressing this issue. Many variables come into play including curing time, mix design, testing procedures, and flooring warranties. The goal of the committee is to establish achievable parameters whereby owners, designers, and contractors would be on a level playing field when bidding and constructing a project and have a reasonable expectation of the risks and potential costs involved.
 - Proposed committee members:

▪ Designer and Chair	Steve Pedersen, AIA, CSI, and representing AGC
▪ Designer	Dan Miller, AIA, CSI, CDT
▪ General Contractor	to be determined
▪ Flooring Subcontractor	to be determined
▪ Testing Lab	to be determined
▪ Building Owner	to be determined
▪ Other	to be determined
- D.Eustis-used to handle these issues all the time.
- D.Miller-need motion to move committee forward.
- C.Wetmore-motion
- D. Rice-seconded.
- Motion-passed
- D.Mains-committee needs to establish goals. 3 goals that the committee is going to strive for.
- D.Eustis-the goal of the committee is to reasonably solve the problem.
- D.Mains-insurance co. on the committee.
- Add Manufacturer to committee.

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- Jason Donovan- Requests CSI presence at Maine Indoor Air Quality Conference. April 15 & 16
- D.Miller- Craig Motion passed. Troy seconded.

CSI Maine Chapter Committees:

- Maine Chapter Award Committee criteria update.
- D. Rice-will summarize criteria and send to the board.
Next meeting vote on criteria.
- Maine Chapter Award Research update
 - Is the chapter going after any chapter awards?
- Maine Chapter Nomination Committee
- D.Eustis-Outstanding Chapter award?
- D.Eustis-We'll start next year.
 - Board needs to establish the Committee.
 - President appointed Craig and Doug as Chapter Nominating Committee for FY15.
 - Need nominations for the following positions
 - President-D. Miller
 - 1st Vice President- If Dan elected for second term as President, 1st VP also serves as President-elect.
 - 2nd Vice President
 - Treasurer-D. Mains Treasurer again.
 - 3 Director Positions
 - D. Miller-Steve Pedersen would like to be a Director.
 - D.Mains-makes motion to vote Pedersen in. Board elected Steve to fill current vacancy as Chapter Director with term ending in June 2015.
 - Congratulations Pedersen.
 - Matt Carter does not want to be a Director this year but will next.
 - The following Board Members have 1 year remaining in their current term and will serve in FY2016 without Further action:
 - Secretary Conor O'Brien
 - Director Elizabeth Quinn Schidzig
 - Director Scott Vonnegut
 - Director Mathew Ward
 - The steps that need to occur are:
 - Nominating Committee reports their list of nominees at the next membership meeting scheduled in April.
 - Meeting attendees have opportunity to make additional nominations "From the floor."
 - Ballots are prepared for Chapter Elections and members have at least 2 weeks to vote.
 - Ballots counted and results reported to Chapter.
 - Chapter Secretary notifies Institute and Region of the names of those elected to serve as Chapter Officers and Directors for FY2016.

- Maine Chapter High Performance Building Conference Committee
- D.Mains-Is there merit to not doing this annually?
- D.Miller-2-3 year. It is a good revenue source.
- C.Wetmore-
 - Location: Holiday Inn By the Bay, 88 Spring Street, Portland, Maine 04101
 - Thursday dates to select from for a fall conference:
 - Sept 3rd (just before Labor Day) no
 - Sept 10th (week of Labor Day) no
 - Sept 17th no
 - Oct 1st
 - Nov 12th
 - Committee positions
 - C.Wetmore-Vendors
 - D.Mains-Finance
 - D.Miller-Marketing personnel. Volunteer forms
 - Conor Eventbrite
 - S.Vonnegut-Speakers
 - D.Miller-products marketing and gifts.
 - Conor-AIA number plugged into EventBrite registration.
 - D.Miller Conference center management
 - Beth to manage new membership at show.
 - General discussion
 - Goal / Targets
 - Charissa-prefers 1st quarter as fall is construction time.
 - Craig-Early December
 - 1st Thursday in December 3rd. Will check with Holiday Inn.

Treasurer's Report:

D.Mains

- D.Eustis-are you getting deposits from institute?
- D.Mains-yes
- Charissa- 2 table tops in November.
- C.Wetmore-advanced Building products at Wasco.
- D.Mains-there should be 450 in the table top line item. Report will be amended.
- D.Mains-the other ones were paid by CC. He has to go back and split out the payments. BSB only dumps the money in the account once /month.
- Charissa-Dues payment in Expenses?
- D.Mains-we pay for retired members.
- D.Rice-motion to accept report
- Motion passed.
- D. Rice has the May meeting

- T.Johnson-Sigco tour on April. Troy proposing hosting at Sigco.
- Craig liked it at Wasco.
- D.Rice is handling June awards banquet.
- C.McCarver-idea to have new members in at the awards banquet.
- Idea is well received.

Other Business

Adjournment:

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

Respectfully Submitted,

Conor O'Brien-Secretary

Cc: All attendees, Officers, Directors