



CSI GLR Legacy Training

CHAPTER SECRETARY



Appreciation Strategy Humility
Commitment Responsibility Listening
Leadership
Integrity Honest Communication
Values Purpose Determination
Passion Principles

INTRODUCTION

Congratulations!



So, you have accepted the position of Chapter Secretary for your CSI chapter.

Each year over 130 of you take office as Chapter Secretary and “carry the torch” for CSI in cities across the country. As you know, you help keep the focal point for your Chapter – your President, your Board and the Chapter members look to you, and we at CSI look to you for documented communication.

Along with the workload and responsibilities come rewards as well - and you are not alone or without resources. Serving as a Chapter Secretary is a great honor, and an opportunity to not only have an impact on CSI but enhance your own leadership skills.

This guide will provide you with the tools you need to succeed in this important job.

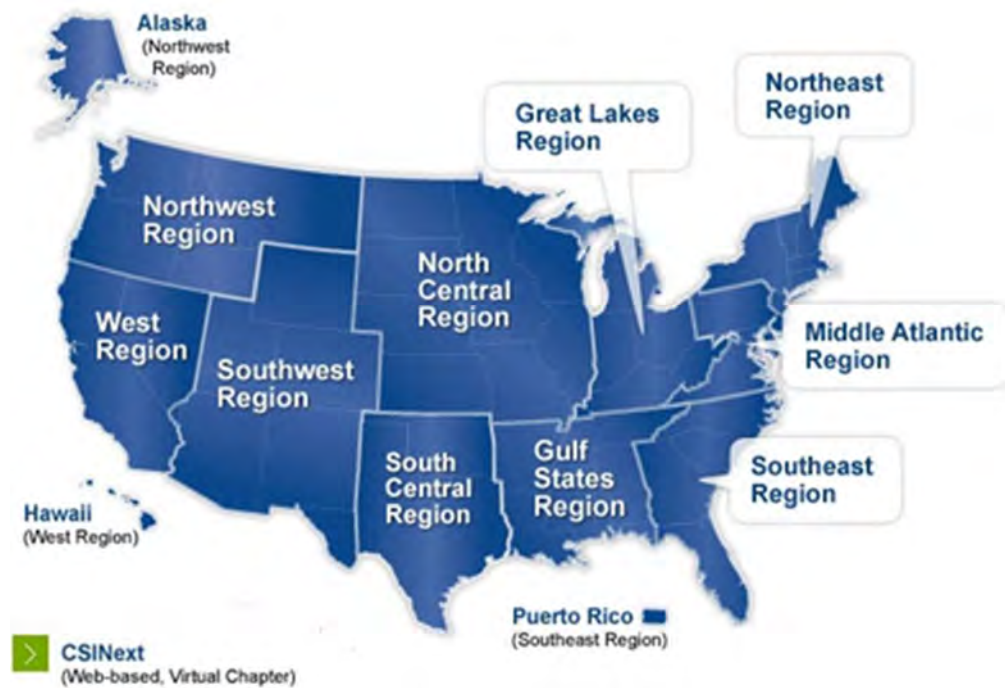


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RESPONSIBILITIES



Basic Responsibilities

General Duties of the Chapter Secretaries, CSI Administrative References, A3-3, Section 5

Also as defined by your Chapter By-Laws

As Chapter Secretary you are primarily responsible for:

- Recording and preparing the minutes of executive committee, board, chapter & other meetings where applicable.
- Receiving, distributing and answering all chapter correspondence.
- Maintaining permanent chapter files.
- Working closely with the chapter officers and many committees
- Working with the president prior to each meeting to set the agenda
- Maintaining permanent chapter files, including the chapter charter, CSI forms, etc.
- Maintaining regulations for Annual CSI meetings
- Assuring prompt chapter correspondence with CSI, Institute Directors, other chapters and essential parties.
- Attend all meetings of the chapter board and any additional meetings
- Sending copies of minutes of chapter board meetings and chapter membership meetings to Institute Directors.
- Being the liaison to:
 - The bylaws committee
 - The historical committee
 - Others as requested by the president
- Being prompt!

Best Practice - Refer to your Chapter Bylaws for specific chapter and additional responsibilities



Related Duties of the Chapter Secretary

As Chapter Secretary you shall be working closely with:

- **Chapter President**
 - Preparing for Board meetings
 - Setting meeting agenda
 - Scheduling meetings
- **Chapter Treasurer**
 - Maintain records of financial reports

- **Awards Committee**
 - Maintaining Chapter records for use in your Outstanding Chapter Commendation (OCC) submission
- **Communications/Publications Committee**
 - Submitting meeting minutes for publishing in newsletters
- **Membership Committee**
 - Membership records
- **Nomination Committee**
 - Document board nominations

Your primary responsibility is the “Keeper of Chapter Records”

Best Practices

Here are some best practices to help you be more efficient in your duties:



- **GO ELECTRONIC!**
- Maintain files on your computer or the cloud
- Backup regularly to a portable hard drive or flash drive
- Pass on past and current records to successor
- Scan and file loose documents
- Files should at least include:
 - Meeting Minutes
 - Committee Reports
 - Treasurer Reports
 - Newsletters and Communications
 - Membership Rosters

Best Practice - Set up a common cloud-based location or dropbox for all of your Chapter's documents, provide folders for all committees and board members

CALENDAR



The fiscal year for CSI is July 1st through June 30th of the following year. Besides monthly Board meetings there are other activities that you as Chapter Secretary will be involved with:

July – “Starting Up”

- Update Institute on Chapter leadership
- On-board new Chapter leadership
- Institute Outstanding Chapter Commendation (OCC) submission due

August

- Chapter leadership planning retreat, develop Long Range Plan (LRP)

September

- Prepare Chapter Annual Report and LRP for Regional Caucus
- CONSTRUCT/ Regional Caucus Meeting

January

- Call for Chapter Board nominations

February

- Chapter Board approval of nominations

March

- Publish Chapter Board nominations
- Regional Awards submissions due

April – “Your Busy Month!”

- Chapter Board elections
- Invite new Chapter Board members to Regional Conference
- Prepare Chapter Annual Report for Regional Conference
- Regional Leadership Conference
- Update Institute with newly elected Chapter Board and Committee Chairs

May

- Institute award submissions due (except OCC)

June – “Year End”

- Board meeting, include new Board members
- Transfer records and train new Secretary

Best Practice - Registering chapter leadership gives them access to the Institute “Leadership Community” and leadership tools and communications

BOARD MEETINGS



Preparation

Like the Boy Scout motto says “Be Prepared”. For an efficient board meeting to happen you need the input of your Board and Committees and you need to give them time to prepare as well.

Two Weeks Prior

- Send meeting reminder
- Request agenda items
- Request reports

One Week Prior

- Send out requests again (Ain't that the truth!)
- Prepare Agenda
- Gather reports
- Send out Board Meeting Packages
 - Past meeting minutes
 - Meeting agenda
 - Monthly financial reports
 - Monthly committee reports

Day of Meeting

- Print off additional board meeting packages
- Be prepared to take meeting minutes
- Arrange for a backup Secretary, if unable to attend

Best Practice - A well-prepared meeting should be short, simple and painless



Meeting Minutes and Agenda

Meeting Minutes are a record of the meeting, including items discussed and decisions made. Your minutes should include the following items:

- Attendance - Present / Absent
- Review and acceptance of previous meeting minutes
- Review and acceptance of Financial Report
- Highlights of committee activities
 - **Majority of information should be provided in the Committee Reports**
- Old and New Business
- Decisions made / voting
- Next Meeting – date/time/location

Best Practice - Follow "Robert's Rules of Order" when conducting your meetings

Best Practices



The good news about the task of taking meeting minutes is that we have all done them for our professions. Meeting Minutes do not require a word-for-word documentation of the meeting. Best practices should include the following items:

- Be sure you are organized
- Prepare your minutes template, utilize your agenda (see attached sample agenda and meeting minutes)
- If using Go-to-Meeting (or similar) have documents up on your computer prior to meeting
- Remember the CSI Specification 4 "C's"
 - Clear
 - Concise
 - Correct
 - Complete
- The key is to record the business and decisions made in the meeting, not necessarily the discussion
- Be sure to document tasks, responsibilities, and deadlines
- Record decisions and voting

OTHER DOCUMENTATION



As Chapter Secretary, you may be responsible for documentation other than Board meeting minutes.

Committee Reports

- Have Committee Chairs to submit monthly reports to you
 - Include in monthly Board package
 - Reports will provide record of committee activity and reduce discussion during Board meetings
- Include Committee:
 - Name
 - Chair
 - Members
 - Goals and Objectives
 - Activities and Accomplishments
 - Last meeting
- See attached sample committee report

Long Range Planning Report (LRP)



This is a highly recommended best practice for a successful Chapter and one of the supplemental criteria for the Outstanding Chapter Commendation. Setting a vision for your Chapter whether it be for better programming, increased membership, starting a student chapter or putting on a product expo generally involves all areas of your leadership and committee. A strong vision can help direct the goals and objectives of your Chapter's committees.

- Begin your Chapter fiscal year with a LR Planning session
- Review the "Healthy Chapter Checklist" and "Outstanding Chapter Commendation (OCC)" supplemental criteria to determine your Chapter's strengths and weaknesses (SWOT analysis – Strengths, Weaknesses, Opportunities and Threats)
- Review and update your chapter's previous LRP if you have one
- Target developing a 3-year plan
- Review or develop Chapter's primary vision/mission statement
- Develop goals and objectives for committees to support Chapter vision
- Set **"SMART"** goals
 - **S**pecific
 - **M**easurable
 - **A**ttainable
 - **R**elevant
 - **T**ime-Oriented

Best Practice - Share your LRP with the Region so we can help and support your Chapter in meeting your goals



Chapter Annual Report

Preparation of an Annual Report, gives you a tool in preparing your OCC, recording your annual activities, and having a tool to measure and develop your Long Range Planning

- Prepare for Chapter Annual Meeting and Regional Conference
- Utilize for preparing for Outstanding Chapter Commendation (OCC) submission
- Follow "Healthy Chapter Checklist"
- Include the following items (see sample annual report):
 - Board and Committee Chairs
 - Membership status
 - Communications
 - Programs
 - Special Events
 - Special Mentions/Awards/Honors

Best Practice – Set up a template and maintain a “living document” of membership and activities of your chapter



RESOURCES

The good news is you are not the first Secretary for your chapter, someone before you can help guide you. And you're not alone, there are a number of other resources at the Chapter, Regional and Institute levels.

Chapter

- Use past Secretary and Board as resources
- Use existing Chapter forms
- Be familiar with your Chapter's Bylaws

Regional

- Use Regional Board and Committee Chairs as resources
- Legacy Leadership Training
- Regional Bylaws

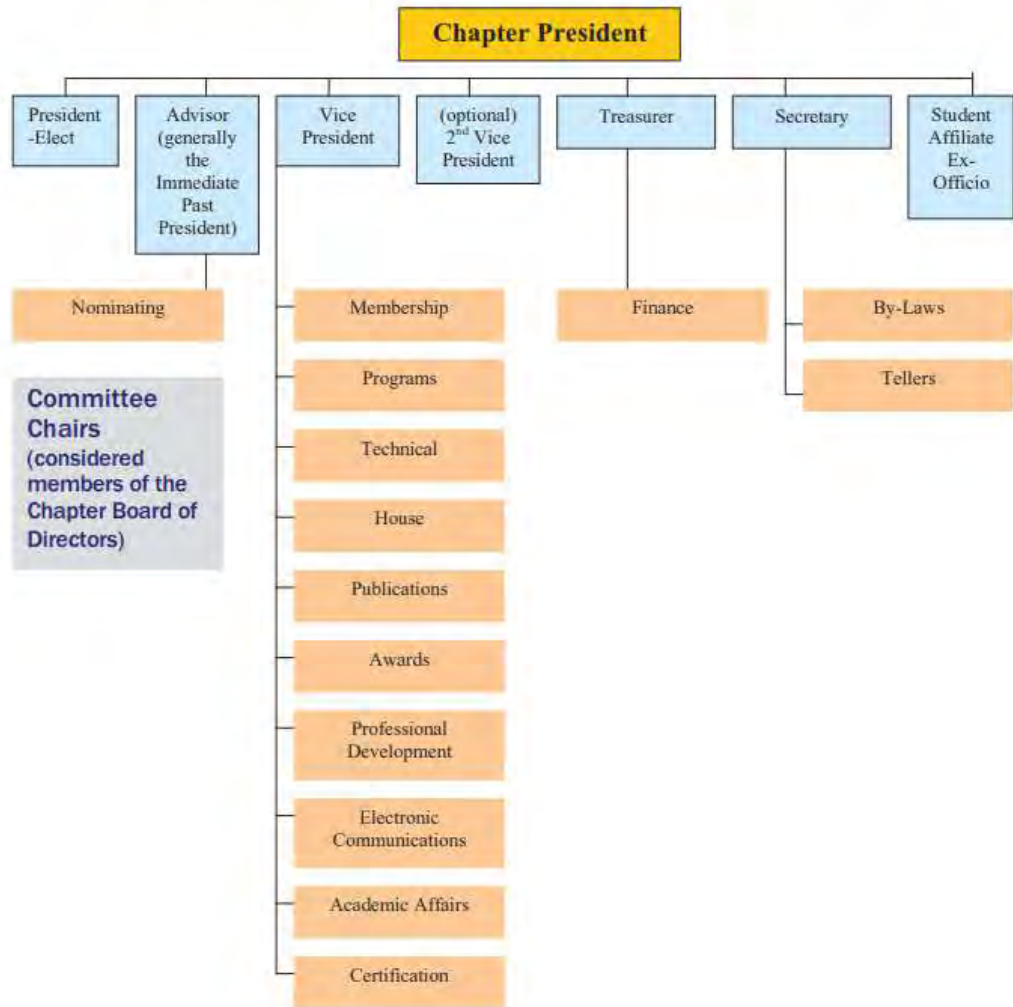
Institute

- Institute website
 - Leader Community and Tools
 - Membership Roster
 - Email Tool
 - Staff
 - Special Events
 - Special Mentions/Awards/Honors



Typical Chapter Structure

CSI CHAPTER ORGANIZATION STRUCTURE - GUIDELINE



- This chart shows suggested reporting relationships from the CSI Administrative References.
- The Chapter President assigns responsibilities for each committee to chapter officers
- The President may decide to spread out the committee responsibilities among the President-Elect, 2nd Vice President, and directors-at-large.



Great Lakes Region (GLR)

Regional Website

- <http://www.greatlakes.csinet.org>

Website Resources/Tools

- GLR Bylaws
- GLR Strategic Plan FY16-20
- Officer and Committee Training (Legacy Training)

Regional Contacts (FY2019)

- President: Ed Brown, Indianapolis Chapter
- Secretary: Gregg Jones, Grand Rapids Chapter
- GL Regional Director: Jack Morgan, Indianapolis Chapter

Connect with CSI GLR

[CSI Great Lakes Region Survey](#)

[Great Lakes Region Chapters](#)

[Region Officers](#)

[Committees](#)

[Region Meetings](#)

[Upcoming Events](#)

[Institute Website](#)



Construction Specifications Institute (Institute)

Institute Website

- <http://www.csiresources.org>

Website Resources / Tools

- Institute
 - Staff
- Leader Community & Tools
 - Roster Tool
 - E-mail Tool

Institute Staff Contacts

- CEO: Mark Dorsey
- Chapters/Communities Manager: Cathy Stegmaier
- Manager Technical Community and Strategy Manager: Matt Fochs
- GLR Regional Director: Jack Morgan





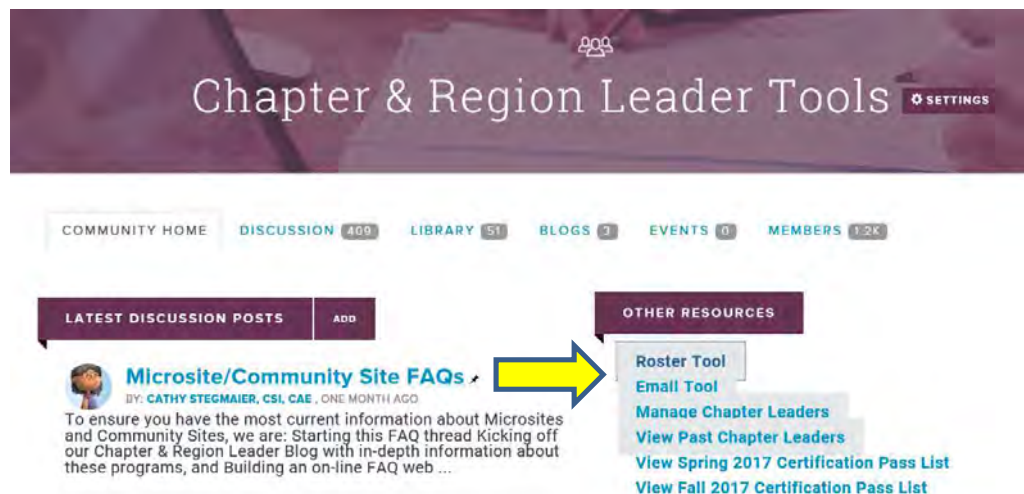
Institute Website – Accessing Leader Tools

Step 1 – Login and go to the Community link

Step 2 – Go to the Leader Community and Tools link



Step 3 – Select Roster or Email link



Institute Website – Accessing Leader Tools (continued)

Step 4R – Login again

Chapter Roster Tool

CSI leaders may not show/share/sell members' contact information to nonmembers or third-party organizations not designated by CSI.

For security reasons, please re-enter your login credentials to access this content. These are the same credentials used to sign in to www.csiresources.org.

Username:

Password:



Step 5R – Select Chapter or other criteria

Chapter Roster Tool

CSI leaders may not show/share/sell members' contact information to nonmembers or third-party organizations not designated by CSI.

This page allows you to generate a membership report for various regions and statuses. Please select your criteria and click the "Report" button below.

Members by Chapter:

OR

Members by Region:

OR

Non-Affiliated by State:

OR

Non-Affiliated by Postal Code: Codes sharing the first 3 characters will be included

OR

Non-Affiliated (All): Check this box to get ALL Non-Affiliated members

[Optional]

Member Type (Optional):

Exclude Grace Period: Check this box to exclude all expired memberships

[Help keep the Institute's records up-to-date — contact members and ask them to update their records with CSI.](#)



Institute Website – Accessing Leader Tools (continued)

Step 6R – Up pops your selected Roster Report

Chapter Roster Tool

CSI leaders may not show/share/sell members' contact information to nonmembers or third-party organizations not designated by CSI.

Grand Rapids Chapter Report



 [Export To .csv \(Recommended\)](#)
 [Export To .xlsx \(May "time-out" on large reports\)](#)

Count	Member Type
61	Professional
6	Emerging Professional
4	Emeritus
71	TOTAL

71 Records.

MemberID	Last Name	First Name	Middle	Title	Company	Address
	Alexander	Christopher	P.	Architect	Progressive AE	1811 4 Mile Road NE
	Appleby	Charlie		Sales Representative		185 S Monroe St
	Avink	Edwin	L.		Progressive AVE	1811 4 Mile Rd NE
	Baker	Scott	A.		Partition Systems, Inc.	12165 Northland Dr
	Bedford	William	Jerald	Senior Project Manager, Associate	Paradigm Design, Inc.	550 3 Mile Rd NW Ste B
	Beimers	Gary	L.		GB Consulting	2020 Palmerton Ct NE
	Biller	Eric	E.		Progressive AE	1811 W. 4 Mile Rd NE
	Bovard	Elizabeth		Executive Vice President		678 Front Ave Suite 330
	Burgess	Bruce		President	Mull-It-Over Products	4275 White St SW
	Bush	Kevin		Product Representative	ATAS International Inc.	12100 Hadley Road
	Buter	Ben				2130 Glen Gary CT SE
	Byrer	Victor		Business Development Manager	Compass Manufacturing International, LLC	6702 Enterprise Drive
	Cahill	Mark		Graduate Architect	Progressive AE	1811 4 Mile Road NE
	Cammenga	Dale	R.			1811 4 Mile Rd NE
	Catalano	Phil		Sales: Building Envelope Specialist	Foundation Building Materials	5203 Division Ave S
	Cenowa	Dawn				2550 S Telegraph Rd
	Clausen	Kevin	J.	Vice President	Great Lakes Systems, Inc.	2286 Port Sheldon Ct

Download for easy manipulation

Institute Website – Accessing Leader Tools (continued)

Step 5E – Up pops your selected Roster Report

Step 6E – Select Chapter or other criteria

Step 7E – Type in your email

Step 8E – Send email

Chapter Email Tool

CSI leaders may not show/share/sell members' contact information to nonmembers or third-party organizations not designated by CSI.

PLEASE NOTE: Internet Explorer v10+ users: ensure that you have added CSINet to the list of sites requiring "Compatibility View" (in the menu bar: "Tools / Compatibility View Settings")!

1. Select a chapter OR region OR Non-affiliates. Select only ONE.
2. Compose your email message, using the formatting features in the toolbox below, or use "paste from plain text" or "paste from Word" tab options. For pasting previously developed HTML, click on the "Source" tab.
3. Use the optional filters available to select members by membership type, members who failed to renew, etc.
4. Click on the "Email" button to send your email to all CSI members who match the criteria you select.
5. Members who have checked "Do Not Email" in their profile will not receive emails.
6. **Do not copy text from any Microsoft Office or Open Office file into the box below. You must either copy-and-paste into Notepad (found under "Start / All Programs" on most Windows computers) or use the "Paste from Word" option below.**

 Chapter:

OR

Region:

OR

Non-Affiliated by State:

OR

Non-Affiliated by 3-digit Zip:


OR


Non-Affiliated (All): Check this box to get ALL Non-Affiliated members

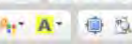
[Optional]

MemberType (optional):

Body of Email



Source | 

Styles | Format | Font | Size | 

This is some sample text. Erase this and compose your message over this one.

Members who have asked the Institute not to contact them will not receive an email.
Help keep the Institute's records up-to-date — contact members and ask them to update their records with CSI.



SAMPLE DOCUMENTS

Attached are supplemental documents to use for your Chapter:

- **Healthy Chapter Checklist**
- **Board Meeting Agenda**
- **Committee Report**
- **Annual Report**



Healthy Chapter Checklist

_____ Chapter

Yes	No	Item
		Chapter can produce By-laws, incorporation papers, and charter.
		Chapter has a minimum of 20 professional Members who identify the Chapter as their “Home Chapter”.
		Chapter has held 4 educational events that offered continuing education credits to attendees during the previous 12 months.
		Chapter communicates in writing (newsletter, email, or direct mail) with Members at least four times each fiscal year.
		Chapter has had at least 50% of Members attend four of the six most recent Chapter meetings. Are you tracking attendance?
		Chapter has registered five officers with Institute. (Two of the officers must be a president and a treasurer; none of the five may occupy multiple offices.) All officers must be current CSI Members.
		Chapter has had at least two different Members serve as president in the past 3 presidential terms.
		Chapter officers participate in leader training offered by CSI through webinars, at CONSTRUCT, or at a Region Conference.
		Chapter holds a current liability insurance policy.
		Chapter is up-to-date with IRS filings.

This checklist is offered as a means of evaluating whether your Chapter is meeting the “basic operating procedures” necessary for the maintenance of a well-functioning Chapter. The results of this evaluation will allow your Region Board to better allocate our personnel and financial resources. Thank you for your participation!



Date: Thursday, <insert date>

Time: 4:00 PM EDT

Location: 84th Street Pub and Grille, Byron Center

Board Members Invited to Attend:

- Ed Avink (EA), CSI, CCS - President
- Gregg Jones (GJ), AIA, CSI, CDT, CCS – President Elect
- Charlie Appleby (CA), CSI CCPR – Secretary
- Gary Beimers (GB), FCSI, CDT – Treasurer
- Jennifer McCormick (JMC), CSI CDT –Director
- Jeff Murphy (JM), CSI CDT –Director
- J Costen (JC), CSI – Director
- Jay VanDuren (JV), CSI, CDT – Director
- Mike Otis (MO), CSI, CDT – Past President

Others Invited to Attend:

- Jim Hojnacki (JH), CSI, CDT – Membership Committee
- Dale Cammenga (DC), CSI, CDT – Newsletter Chair

Call to Order: (EA)

Reports:

1. Meeting Minutes (CA) – submitted for review and acceptance
2. Treasurer’s Report (GB) – submitted for review and acceptance
3. Committee Reports:
 - a. Membership (JMC) – <insert items for discussion/presentation>
 - b. Golf (JM) – <insert items for discussion/presentation>
 - c. Expo (JVD) – <insert items for discussion/presentation>
 - d. Newsletter (DC) – <insert items for discussion/presentation>
 - e. Programs (JC) – <insert items for discussion/presentation>
 - f. Certification (EA) – <insert items for discussion/presentation>
 - g. Awards (GJ) – <insert items for discussion/presentation>
 - h. Academic Liason (GJ) – <insert items for discussion/presentation>
 - i. Website (EA) – <insert items for discussion/presentation>
 - j. Nominating (MO) – <insert items for discussion/presentation>

Old Business:

1. <insert items for discussion/presentation>

New Business:

1. <insert items for discussion/presentation>

Next Meeting: <insert date & location>

AWARDS COMMITTEE

OBJECTIVE: Promote and recognize the achievements of the Chapter and its members through the Institute, Regional and Chapter Awards Programs.

GOAL #1: Chapter Awards – Continue and expand chapter awards program, increase nominations

GOAL #2: Regional Awards – Continuing Publication

GOAL #3: Institute Awards – Fellow (?), OCC, Communications

Committee Chair: Gregg Jones

Committee Report:

1. Awards submission dates:
 - a. GLR Awards – Friday April 7, 2017, 5PM - Submitted
 - b. Institute Awards – Friday, May 5, 2017, 2PM - Submitted
 - c. OCC – Monday, July 17, 2017, 2PM- Upcoming
2. Submission for Institute awards:
 - a. Submitted GR/CSI Newsletter for Institute “Communications Award” on Monday, May 1st. Submission included the following:
 - i. Form 401 – Nomination
 - ii. Form 402 – Statistical and Supporting Information
 - iii. Copies of newsletters
3. Upcoming submission for additional Institute awards:
 - a. Outstanding Chapter Commendation – need to prepare application and attachments (newsletters). Final Chapter membership data to be issued by Institute on July 1, 2017. Submission due date is July 17, 2017. Need board signatures. Submission to include the following:
 - i. Form 401 – Nomination
 - ii. Form 402 – Statistical and Supporting Information
 - iii. Copies of newsletters

Respectively submitted: Gregg Jones, AIA CSI CCS

Date: May 17, 2017

Board Members:

Gregg Jones (GJ), AIA, CSI, CCS – President, Awards Chair
Charlie Appleby (CA), CSI, CCRP – President Elect
Stan Elenbaas (SE), CSI - Secretary
Gary Beimers (GB), FCSI, CDT – Treasurer
Pat Corderman (PC), CSI, CDT, CCCA – Programs Chair
Jeff Murphy (JM), CSI, CDT – Director, Scholarship/Golf Outing Chair
J Costen (JC), CSI – Director, Expo Chair
Jennifer McCormick (JMC), CSI – Director, Membership Chair
Ed Avink (EA), CSI, CCS – Past President, Nominations Chair, Certification Chair, Communications Chair

Membership:

- July 2016 (end of FY16) – 70 total members
- May 2016 – 77 total members – (70) Professional, (1) Student, (4) Emeritus, (4) Emerging Professional
- Membership breakdown – (34) A/E/Specifiers, (35) Manufacturer’s Rep/Suppliers, (7) Construction, (1) Educational/Students (membership generally given with scholarships)

Programs: Board and Chapter meetings, generally 2nd Thursday of each month

- June 2016 – Annual Scholarship Golf Outing, Thornapple Point Golf Course, 18 foursomes
- July 2016 – Grand Rapids White Caps baseball game with IFMA
- August 2016 - No membership meeting, Board planning meeting/dinner
- September 2016 – No membership meeting, CONSTRUCT
- October 2016 – “Drones in Construction” by Carl and Emily Turek of Michigan Drone Pros, 24 attendees
- October 2016 – Grand Rapids CSI and Grand Rapids Builders Exchange Construction Expo, Pinnacle Center, 500+ attendees
- November 2016 – “Virtual Reality in Construction” by Brian Knapp and Brent Kettelhut of Externa CGI, 23 attendees
- December 2016 – No membership meeting, Board meeting/dinner
- January 2017 – “3D Imaging Services” by Michael James of 3D Imaging Services and Chris Weaver of Andy Egan, 20 attendees
- February 2017 – “Spaces that Live Larger” by Bruce Thomas of Urbaner, 21 attendees
- March 2017 – “Building a High Performing Team” by Rob Elliot of Pondera, 18 attendees
- April 2017 – “Pecha Kucha Night”, 6 presentations, 16 attendees
- May 2017 – “234 Market Street” building tour by Rockford Construction, 20 attendees

Special Events:

- 31th Annual Scholarship Golf Outing – June 2016 - \$5000 raised, (1) scholarships awarded \$1000
- 25th West Michigan Design and Construction Expo – October 2016 – joint program with Grand Rapids Builders Exchange, 70 booths, 6 educational sessions, 500+ attendees

Special Mentions:

- CDT Certification Classes – 2 classes, 30+ total attendees, 2 passed to date
- Rapid River Ramblings – Chapter newsletter, 9-10 issues annually, award winning publication both regionally and nationally
- Hank Hondorp - Great Lakes Region President, Gary Beimers - Institute Secretary
- May 2016 Great Lakes Region Conference – 6 chapter members attended
- September 2016 CONSTRUCT – 7 chapter members attended