



# The Great Lakes Region of the Construction Specifications Institute, Inc.

## Great Lakes Region Executive Committee Meeting Minutes

October 8, 2015

4:00 p.m. - 5:00 p.m. (EST)

Called to Order at 4:03 pm

Roll Call

- Philip Babinec, President
- Henry "Hank" Hondorp, President - Elect
- Ivette Bruns, Immediate Past President
- Thad Goodman, Institute Director
- Ken Schmidt, Vice-president
- Ed Brown, Secretary
- Bob Schrock, Treasurer
- Jack Morgan, Past President

Minutes (Ed)

- Motion to approve August minutes (Thad / Hank seconded), approved

Treasurer's Report (Bob)

- Submitted for audit
- Stipend will be divided amongst GLR caucus attendees

President's Report (Phil)

- Discussed the purpose of caucus & training
- There were a number of GLR members who were not at the caucus but at Construct
- Attended region president's meeting
  - Regular phone meetings planned
  - Met the new executive director, Mark Dorsey

Institute Director's Report (Thad)

- Mark Dorsey outlined his three priorities for his first 90 days
  - Understand CSI finances - He has hired a temporary CFO to sort through finances. Institute hasn't had a CFO for three years
  - Staff – Understand their functions and duties, and fill holes where needed. He's assigned a temporary certification manager to oversee this fall test cycle which is now open
  - Database – There are still glitches in the system. For example, the Region & Chapter's money is being distributed more quickly, but the paperwork and member profiles are lagging behind by 45 days.
- The Columbus Chapter's Lane Beougher is the current CSI President. He represented the GLR well in all meetings and functions.
- Thad attended the Louisville chapter meeting with Phil. They addressed the group with a CONSTRUCT recap, talked about elections and the nomination process and the meeting with the Region Conference Committee for next spring.
- Thad will report all member suggestions and ideas to the institute board



## The Great Lakes Region of the Construction Specifications Institute, Inc.

### GLR conference

- Questions about GLR conferences
  - Membership growth from conference
  - Marketing efforts
  - Purpose of Emerging Professionals involvement in Region
  - Emergency fund from planning – possible policy addition
  - Akron-Canton will be the next location of the GLR conference after Louisville
  - Relook at conference location matrix & revise
  - Region to put together a task team from each quadrant

### Leadership Training (Jack)

- The Leadership PowerPoints have been reorganized so they are easier to find on the GLR website. Also, Thad's Academic Affairs PowerPoint presentation have been added

### Old Business

- Ivette to prepare survey for strategic plan using "survey monkey"

### New Business

- Phil visited the Louisville chapter
  - Develop a visitation form
  - Encourages board to visit each chapter
- Nomination Committee
  - A task team to nominate the next treasurer, president-elect, and vice president need to be created
  - Thad will serve as institute director for a second term
- Discussed coordinating Excomm with GLR caucus

### Bylaws & Policies

- Possibly too many committee, should be task teams instead
- Committee chairs are invited to BOD meetings as a non-voting attendee. Not invited to Excomm meetings
- Emerging Professionals' role was revised in bylaws. Became voting member on BOD not ExComm.

### Next Meeting:

EXCOMM / BOD Meeting - Thursday, November 12, 2015

Adjourned at 5:00 PM