



Great Lakes Region Executive Committee Minutes

February 9, 2017
4:00 p.m.

Called to Order at 4:03pm
Roll Call

Table with 3 columns: Ex Comm, Officers, and (majority - 4). Rows include President: Hank Hondorp, Vice President 1: David Fryman, Secretary: Ed Brown, Past President: Philip Babinec, Vice President 2: Mark Lods, Director: Thad Goodman (Non-Voting), President Elect: Ken Schmidt, Treasurer: Scott Mitchell Taylor, Emerging Professional: Lacey Thomas.

Call to Order (Hank)

Roll Call (Ed)

Minutes (Ed)

- Approved January 2017 minutes (Thad motioned / Scott seconded)

Treasurer's Report (Scott)

President's / Address Report (Hank)

- Hank to concentrate on membership at board of director meetings
Progressive A/E has 30 people attending their CDT class
There are 2 candidates for Institute Board
Update on Region Conference (Akron)
- The planning committee has a venue, self-guided tours, and hospitality suite
- Asked Brandilyn Frye about setting up additional sessions
- Chapter best practices panel
- Programs panel
- Leadership training sessions on Friday of conference
- President/President-elect
- Treasurer (Scott)
- Secretary (Ed)
- Education (Jack)
- Student Liaison (Lacey & Thad)

Institute Director's Report (Thad)

- The CSI Institute Board met in Tucson after the Master Specifiers Retreat in late January
- Board of Directors Election
- Biographies for the slate of candidates will be available on CSIResources.org by February 21, 2017.
- Electronic ballots will be sent in early March to eligible voters.
- Honors & Awards
- Nominations for CSI Honors and Awards Program EXCEPT the Outstanding Chapter Commendations are due by 2:00 PM ET on May 5, 2017.

- Nominations for the Outstanding Chapter Commendations are due by 2:00 PM ET on July 17, 2017.
- **Information Technology**
  - *CSIResources.org.*
    - Content is updated regularly and there is growth in the use of online communities. Examples of the types of communities include areas of practice, CDT, specific events such as MSR.
    - CSInet.org no longer has current information and is likely to be sunset in the next 60 days. A communication plan to alert members is under development.
  - *Chapter Microsites.*
    - Microsite beta testing with a handful of chapters was scheduled to begin in fourth quarter 2016 and be complete by December. The target dates were missed.
    - Staff is regrouping regarding chapter communities and microsites and update will be provided to leadership, as well as the affected regions/chapters, by February 22, 2017.
- **Member Services**
  - CSI expanded Member Service Center hours, now 8:00 AM to 8:00 PM Eastern Time (ET), Monday through Friday.
- **Membership Trends**
  - CSI had 9,179 members at the beginning of the fiscal year (July 2016). During the fall, member numbers were as high as 9,278 before ending December at 9,047.
  - During September & November, a multi-month lapsed calling campaign was executed.
  - 824 members were called and three attempts were made to reach each member. 184 members renewed (22% of those called). Early indications are that we are likely to recover to FY2016 levels with these efforts. This program will continue in the future.
- **Membership Survey**
  - There are a variety of survey's going on and at this point most of the information is being used to create baselines for how members/leaders feel. The action items that come from these surveys vary widely, and will be reported in the coming months. Ultimately the Board feels it has enough baseline information to gauge success or failure in how the needle moves from what we have learned.
- **Certifications/ NSF Grant action**
  - The CDT has begun its path to move from an education based certificate to a certification. Work to refresh a CDT Body of Knowledge Analysis (BOKA) will start in early February will continue through 2017. Activity to develop curriculum for community college construction management and architectural assistant programs as part of the National Science Foundation Grant will begin in late spring 2017 and continue through summer 2017. No transition will occur without clear and consistent communication to members, chapters, and regions.

## **Old Business**

- Update on chapter redistricting
  - Mark spoke to Indy, Bluegrass chapters and the members are pleased and welcoming to the redistricting
  - Indy has reps from other quadrant chapters on planning next year's GLRC

## **New Business**

- Emerging Professional Report
  - Lacey reached out to all emerging professionals in region to introduce herself and trying to gauge their needs

- Motion to provide financial support the GLR webcast of the Indy February Chapter Meeting
  - Ed motioned / Lacey seconded
  - **Motion carried**

**Next Meeting:**

Board of Directors – Thursday, June 8

Ex Comm – Thursday, April 13, 4:00

Adjourned at 5:05pm