



**Great Lakes Region Board Meeting Minutes**  
**“Go-to-Meeting” Conference Call**  
**Wednesday, August 21, 2019; 4:00 pm - 5:00 pm (EST)**

**Called to Order** (Michael) at 4:10 pm  
**Roll Call** (Louise) Quorum

GLR Board = Executive Committee + Directors = Voting Members, but 1 vote each

<b>Executive Committee – FY 2020</b>	In attendance
President: Michael Rathburn (20)	Vice President: Gregg Jones (21)
Past President: Edmund Brown (20)	Vice President: Scott Mitchell-Taylor (20)
President-Elect: Thad Goodman (20)	Treasurer: Gary Beimers (20)
Institute Director (non-voting): Jack Morgan (N-22)	Secretary: Louise Schlatter (21)

<b>Directors – FY 2020</b>	In attendance
Akron-Canton– Lee King	Grand Rapids – Justin DeMarco
Bluegrass – Scott Noel	Indianapolis – David Fryman
Cincinnati – David Proudfit	Lansing – Roger Donaldson
Cleveland – John Workley	Louisville – Cynthia Sturgill
Columbus – Michael “Tod” McKirnan	Metro Detroit – Kevin Bush
Dayton-Miami Valley – Ken Oren	Toledo – Jerry Marquette
Evansville– Mike Vannatter	Emerging Prof. (appointed) - Rachel Middleton

<b>Chairs and Invited Guests</b>	In attendance
Awards Chair:	Membership Chair:
Bylaws Chair: Edmund Brown	Newsletter Editors: Elizabeth Woodrow and Jack Morgan
Certification Chair: Ed Avink	Nominating Chair:
Conference Chair:	Planning Chair:
Education Chair:	Program Chair: Jack Morgan
Electro Comm Chair:	Technical Chair:
Statutory Agent:	FY19 Chairs: Buddy Stafford, Chris Grimm, Blake Wagner, Ivette Bruns, Philip Babinec

**Prior Minutes Status** (Louise)

- Meeting minutes of 24-Jul-2019 (thad/greg) approved as ExComm Minutes

**Treasurer’s Report** (Gary)

- GLR Treasury July 2019 Reports: received, presented and submitted for audit

**Other Reports**

- 2020 Regional Conference April 23-25, 2020 Cincinnati Radisson – Update
  - Newsletter continues promoting
  - Registration packages coming soon

**President’s Report** (Michael)

- GLR Chair assignments: To Be Confirmed



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

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

### Old Business

- Chapter Challenge – Continuation question; vote for FY2020 Budget confirms
  - Effectiveness needs to be determined after more time to determine ROI
  - Seems to have low risk and high reward
- FY2020 Budget – Review status; (gary/thad) vote approved by majority
  - Insurance: Liability for officers; renew every 3-5 years – need verification of existence
  - Communications: Charge for Institute Microsite is MIA (Action: Jack Morgan)
  - Change: Redirect 19402.10 immediate past director funds into 18800.3/19900.3 newsletter
- State of Ohio Corporation Fee – Assign verification follow up
- Chapter Presidents - Verification of those in attendance
  - Tod to reach out to Rachel

### New Business

- Certification Reporting changed to pass-fail per Institute (Tracy Petrillo)
  - Concerns for feedback; important for performance improvement
  - Need more background for reasoning

### Institute Director's Report (Jack)

- Will take concerns for pass-fail back to Institute
- Institute Awards Committee announce awards for these GLR members:
  - Distinguished Service Award: Randall A. Chapple, CSI, CCS
  - Robert P. Brosseau Award for the Advancement of CSI: Dean M. Bortz, CSI, CCPR, CDT
  - Norman Hunter Award for Innovative Allied Organization Cooperation: DesignColumbus
  - Hans William Meier Award for Innovation of Certification Programs: Edwin "Ed" Avink, CSI, CCS, CDT
  - Organizational Certificate of Appreciation: PPG Paints
  - Communication Award: CSI Grand Rapids Chapter
  - Outstanding Chapter Commendations: Akron-Canton and Indianapolis
- Use CSI Badging in your communications: Find out more at <https://www.csiresources.org/certification/certification-digital-badges>

### Action Items

- Jack Morgan: Follow up on CSI Microsite billing: before next meeting
- Tod McKirnan: Contact Rachel Middleton to continue as Emerging Professional: before next meeting
- Jack Morgan: Invite Tracy Petrillo to next GLR BOD Meeting: before next meeting

### Next Meeting

- Go-to-Meeting, Wednesday, Sep 18, 2019, 4-5pm

### Chapter Events

- Detroit Golf Outing: Tuesday, September 17, 2019
- Grand Rapids Golf Outing: September 18, 2019
- Indy Trade Show: Thursday, October 03 2019
- SCIP Annual Meeting: October 7-8, 2019
- CONSTRUCT: October 9-11, 2019 – Registration open

Adjourned at 5:02 pm (Gregg/Lee)

**END OF MEETING MINUTES**



**The Construction Specifications Institute**

Great Lakes Region of CSI

Office of the Treasurer

**PNC Bank – Main Checking 4704:**

Previous Months Balance:	32,938.55
<b>July 2019 Region Income:</b>	868.00
<b>July 2019 Region Interest:</b>	
<b>July 2019 Region Checks &amp; Deductions:</b>	2,100.00
<b>July 2019 Region Transfers:</b>	
<b><u>July 2019 Region Bank Charges:</u></b>	3.19
<b>July 2019 Ending Fiscal Balance:</b>	<b>31,703.36</b>

**PNC Bank – Main Saving Money Market 0431:**

Previous Months Balance:	19,349.99
<b>July 2019 Region Income (Interest):</b>	1.22
<b><u>July 2019 Region Transfers:</u></b>	
<b>July 2019 Ending Fiscal Balance:</b>	<b>19,351.21</b>

**Total Cash Accounts July 2019 Total: 51,054.07**

Note: Acct changed from Business to Analysis Business

**The CSI Great Lakes Chapter Estimated Total Holdings**

**Total acct FY balance: \$51,054.07**

*Gary L. Beimers*

Great Lakes Region of the Construction Specifications Institute  
Region Treasurer

CC: EXCOMM  
File

# DRAFT

<b>CSI GLR FY JULY 2019-JUNE 2020 BUDGET AND SPENDING PLANNING REPORT</b>			
<b>Fiscal Year - 7/1/2019 through 6/30/2020</b>	<b>2019 /20 BUDGET</b>	<b>2018/19 ACTUAL</b>	<b>2018 /19 BUDGET</b>
<b>Category</b>			
<b>18200.0 /19200.0 Officers Expenses</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$750.00</b>
18200.1 /19200.1 Officers Expenses:President	\$200.00	\$0.00	\$200.00
18200.2 /19200.2 Officers Expenses: President Elect	\$100.00	\$0.00	\$100.00
18200.3 /19200.3 Officers Expenses: Vice President	\$100.00	\$0.00	\$100.00
18200.4 /19200.4 Officers Expenses: Vice President	\$100.00	\$0.00	\$100.00
18200.5 /19200.5 Officers Expenses: Secretary	\$100.00	\$0.00	\$100.00
18200.6 /19200.6 Officers Expenses: Treasurer	\$100.00	\$0.00	\$100.00
18200.8 /19200.8 Officers Expenses: Imm Past President	\$50.00	\$0.00	\$50.00
<b>18201.0 /19201.0 Ex Comm Travel to Chapters</b>	<b>\$2,000.00</b>	<b>\$460.31</b>	<b>\$2,000.00</b>
18201.1 /19201.1 Ex Comm Travel: Ex Comm Travel President	\$1,000.00	\$0.00	\$1,000.00
17201.2 /18201.2 Ex Comm Travel: Ex Comm Travel Pres Elect	\$500.00	\$0.00	\$500.00
17201.3 /18201.3 Ex Comm Travel: Ex Comm Travel Other leaders	\$500.00	\$460.31	\$500.00
<b>18300.0 /19300.0 Committee Expenses</b>	<b>\$1,350.00</b>	<b>\$635.30</b>	<b>\$1,350.00</b>
18301.0 /19301.0 Committee Expenses: Academic Affairs	\$50.00	\$0.00	\$50.00
18302.0 /19302.0 Committee Expenses: Awards	\$750.00	\$635.30	\$750.00
18303.0 /19303.0 Committee Expenses: Bylaws	\$50.00	\$0.00	\$50.00
18304.0 /19304.0 Committee Expenses: Certification	\$100.00	\$0.00	\$100.00
18305.0 /19305.0 Committee Expenses: Education	\$50.00	\$0.00	\$50.00
18306.0 /19306.0 Committee Expenses: Information Technology	\$50.00	\$0.00	\$50.00
18307.0 /19307.0 Committee Expenses: Membership	\$100.00	\$0.00	\$100.00
18308.0 /19308.0 Committee Expenses: Planning	\$50.00	\$0.00	\$50.00
18309.1 /19309.1 Committee Expenses: Programs	\$50.00	\$0.00	\$50.00
18310.0 /19310.0 Committee Expenses: Publications	\$50.00	\$0.00	\$50.00
18311.0 /19311.0 Committee Expenses: Technical	\$50.00	\$0.00	\$50.00
<b>19400.0 GL Region Conference: Chapter Attendance</b>	<b>\$1,300.00</b>	<b>\$800.00</b>	<b>\$1,300.00</b>
19400.0 GL Region Conference: Chapter Attendance	1,300.00	800.00	1,300.00

# DRAFT

Category	2019 /20 BUDGET	2018/19 ACTUAL	2018 /19 BUDGET
<b>19402.0 GL Region Conference: Region Leader</b>	<b>\$2,700.00</b>	<b>\$1,050.00</b>	<b>\$2,850.00</b>
19402.1 GL Region Conference: Region President	150.00	150.00	150.00
19402.10 GL Region Conference: Region Imm Past Director	0.00	0.00	150.00
19402.2 GL Region Conference: Region President Elect	150.00	150.00	150.00
19402.3 GL Region Conference: Region Vice President	150.00	0.00	150.00
19402.4 GL Region Conference: Region Vice President	150.00	0.00	150.00
19402.5 GL Region Conference: Region Secretary	150.00	150.00	150.00
19402.6 GL Region Conference: Region Treasurer	150.00	0.00	150.00
19402.7 GL Region Conference: Region Imm Past President	150.00	150.00	150.00
19402.8 GL Region Conference: Committee Chairs	1500.00	300.00	1500.00
19403.0 GL Region Conference: Institute Representative	150.00	150.00	150.00
<b>19404 GL Region Conference: Incoming Chapter Leaders</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>
19404.1 Incoming Chapter Leader	\$1,300.00	\$0.00	\$1,300.00
19404.2 Incoming Region Leader	\$450.00	\$0.00	\$450.00
<b>18501.0 Institute Convention: Region Caucus</b>	<b>\$500.00</b>	<b>\$995.34</b>	<b>\$500.00</b>
18501.1 Institute Convention: Region Caucus: Expenses	\$500.00	\$995.34	\$500.00
<b>18502.0 Institute Convention:</b>	<b>\$2,350.00</b>	<b>\$1,500.00</b>	<b>\$2,350.00</b>
18502.1: Institute Convention: President	\$300.00	\$300.00	\$300.00
18502.2 Institute Convention: President Elect	\$300.00		\$300.00
18502.3 Institute Convention: Vice President	\$150.00	\$150.00	\$150.00
18502.4 Institute Convention: Vice President	\$150.00		\$150.00
18502.5 Institute Convention: Secretary	\$150.00	\$150.00	\$150.00
18502.6 Institute Convention: Treasurer	\$150.00	\$150.00	\$150.00
18502.7 Institute Convention: Imm Past President	\$150.00	\$150.00	\$150.00
18502.8 Institute Convention: Committee Chairs	\$1,000.00	\$600.00	\$1,000.00
<b>18700.0 / 19700.0 Administrative</b>	<b>\$800.00</b>	<b>\$197.89</b>	<b>\$800.00</b>
18701.0 / 19701.0 Administrative: Accounting	\$100.00	\$37.31	\$100.00
18702.0 / 19702.0 Administrative: Bank Charges	\$200.00	\$160.58	\$200.00
18703.0 /19703.0 Administrative: Insurance	\$500.00	\$0.00	\$500.00
<b>18800.0 /19900.0 Communications</b>	<b>\$3,342.00</b>	<b>\$1,623.84</b>	<b>\$3,192.00</b>
18800.1 / 19900.1 Institute Mircosite (\$139 / month)	\$1,668.00	\$0.00	\$1,668.00
18800.2 / 19900.2 Go-To-Meeting	\$1,024.00	\$1,023.84	\$1,024.00
18800.3 / 19900.3 Newsletter	\$650.00	\$600.00	\$500.00
<b>18900.0 / 19900.0 Marketing/ Promotions</b>	<b>\$35,750.00</b>	<b>\$9,425.00</b>	<b>\$35,750.00</b>
18900.1 / 19900.1 Chapter Challenge	\$35,750.00	\$9,425.00	\$35,750.00
<b>TOTAL EXPENSES</b>	<b>\$52,592.00</b>	<b>\$16,687.68</b>	<b>\$52,592.00</b>

# DRAFT

	2019 /20 BUDGET	2018/19 ACTUAL	2018 /19 BUDGET
<b>18100.0 / 19100.0 Region Income</b>	<b>\$11,880.00</b>	<b>\$14,974.00</b>	<b>\$11,880.00</b>
18100.1 /19100.1 Region Income: Member Assessments			
18100.1 /19100.1 Regional Income: Bank Interest (Savings + CD's)			

<b><u>Explanatory Notes:</u></b>
<i>Officers Expenses = Discretionary expenses for benefit of the Region</i>
<i>Committee Expenses = Discretionary expenses for benefit of the Region</i>
<i>Awards = Awards, certificates for regional conference</i>
<i>Regional Conference -Chapter Attendance = President/Regional Director/Proxy - Reimbursements 13 Chapters x \$100</i>
<i>Regional Conference -Committee Chairs Reimbursements 10 x \$150 limit/person</i>
<i>Incoming Chapter Leaders= Additional to Chapter Presidents Reimbursements-\$100 limit/person</i>
<i>Incoming Region Leaders= Newly elected Regional Officers Reimbursements-\$150 limit/person</i>
<i>Institute Convention Regional Caucus = Expenses for food/drink/sponsors</i>
<i>Institute Convention - Caucus Attenders = Reimbursements</i>
<i>Institute Convention - Caucus Committee Attenders = Reimbursements 10 x \$100 limit/person</i>
<i>Chapter Challenge Initiative = 13 chapters x 10 members x \$275 Institute fees = \$35,750 max- asking \$2,145 back from Institute</i>
<i>Committee Expenses = Information Technology ??</i>