

**CSI MIDDLE ATLANTIC REGION
BOARD OF DIRECTORS LEAD 2019 BOARD MEETING
York, PA
August 16, 2019**

CALL TO ORDER

Chair, Thomas Feulner, CSI called the meeting to order at approximately 5:00 p.m.

IN ATTENDANCE

Executive Board:

President: Thomas Feulner, CSI
First Vice President: Steven Lawrey, CSI
Second Vice President: Robert Vaughn, CSI
Secretary: Stephen Weisensale, CSI (Late)
Treasurer: Dan Cudney, CSI
Institute Director from Middle Atlantic Region: LeeAnn Slattery, CSI

Board of Directors (Chapter Presidents/Designees):

Baltimore: Marty Jakovics, CSI
Blue Ridge: Tray Rowe, CSI
Central Pennsylvania: Katherine Sterner, CSI
Central Virginia: Raymond Gaines, FCSI
District of Columbia Metropolitan: Jill Gehrke Amacker, CSI
Greater Lehigh Valley: John Lattin, CSI
North Central Pennsylvania: Patricia Russell, CSI
Northern Virginia: Alan Geary, CSI
Philadelphia: Steven Lawrey, CSI
Pittsburgh: Marty Thornton, CSI
Richmond: Jon Anderson, CSI
Tidewater: Richard Corner, CSI

Committee Chairs:

Academic Affairs: Kevin Grega, CSI, CCPR
Awards: Lauren Anderson, CSI
Certification: Mary-Ellen Pfiester, CSI
Education: Mitch Miller, FCSI
Nominations: Gail Nagie, FCSI
Planning: Barbara Shaffer, CSI
Tellers: Bob Loftin

Other Attendees:

Richard Forsberg
Kelly Brown
David Lorenzini
Cynthia Hymann
Susan Sprague
Christopher Atwood
Jeff Snyder
Danielle Carter

EXCUSED

Immediate MAR Past President: Gail Nagie, CSI
Electronic Communication: Katherine Good, CSI

ABSENT

Erie-Northwestern Pennsylvania: No Representative
Pennsylvania Railroad: Mike Lechleitner, CSI
Conference Oversight: Open
Financial: Open
Membership: Open

QUORUM

A quorum was present for the meeting.

ADDITIONS TO AGENDA: None

PRESIDENT'S REPORT

Thomas Feulner provided a verbal report of comments printed in the meeting agenda, summarized below:

- Noted he has an e-mail address specifically for receipt of CSI related mail: send all CSI related information to: Thomas.Feulner.CSI@gmail.com .
- CONSTRUCT 2019: Please register soon. We would like to see a good turnout of Middle Atlantic members as the location is in our back yard (Gaylord Resort, National Harbor).

FIRST VICE PRESIDENT'S REPORT

Steven Lawrey provided the following, as well as the attached report:

- Steven Lawrey presented a progress update on the Region mission/vision statement. He mentioned a task team conference call during which it was decided to distribute a short survey to Region members in order to ascertain the members' expectations. He and Kathryn Good will develop three to five multiple choice and one open-ended question. In response to a question posed by the president, the survey will be sent to unaffiliated members located within the Region. Following his report there was approximately 20 minutes of discussion, regarding attracting new members, especially younger professionals to CSI.
- It was noted that strong chapters do not need a great deal of support from the Region, however weak or smaller chapters could use guidance from members experienced in leadership positions.

SECOND VICE PRESIDENT'S REPORT

Robert Vaughn provided the following report:

- In now active following a summer medical leave.
- Applauded strength of Tidewater's YAF chapter, associated with AIA. Sees this organization as model for CSI chapters to emulate in their development of new members and leaders.
- Noted that he sees the role of the 2nd VP as being a position for the Region to assist chapters.

SECRETARY'S REPORT

Stephen Weisensale arrived late; the following was reported in his absence:

- A motion was made, seconded, and carried unanimously, to approve the minutes of the July 15, 2019 board meeting, subject to minor changes.
- Minor Change: Delete first bullet under First VP's report.

TREASURER'S REPORT

- Dan Cudney has accepted the MAR President's request to continue as Treasurer.
- Provided the attached August 2019 activity log.
- Noted Region is in sound financial condition.
- Noted reimbursement requests for Excom and Committee chair expenses must be received within 30 days of the expense date.

TELLER'S REPORT

No report.

IMMEDIATE PAST PRESIDENT'S REPORT

No report.

INSTITUTE DIRECTOR'S REPORT

LeeAnn Slattery provided her August newsletter (attached) as well as the following:

- At recent Institute Board Meeting in Chicago, she met the new director of communications and marketing, which is a new position.
- Stressed those with certification getting their certification badges online.
- Both CCS and CCCA will be offered in spring 2020.

COMMITTEE REPORTS

Academic Affairs

- Kevin Grega provided report via e-mail (attached).

Awards

- Lauren Anderson noted she is working on a method to distribute awards info to Chapters. Seeking at least one additional active committee member, preferably one with experience in the awards field.

Certification

- Mary Ellen Pfiester provided report via e-mail (attached).

Conference Oversight

- No report, new chair is needed.

Education

- Mitch Miller noted that the committee has hosted three teletalks over the past year, more being planned.

Electronic Communications

- Katherine Good reported via Region President that the old region site has been taken down.

Membership

- No report, new chair is needed. Robert Vaughn noted that he has data on membership of each chapter in spreadsheet format for years 2015-2019, available to chapter membership chairs. Region is down 15% over last 5 years.

Nominations:

- No activity required at this time.

Planning

- Barbe Schaffer noted that all LEAD activities were set.
- Stressed importance of chapters working closely with their conference hotel early and often to achieve best results.
- Noted importance of participants making hotel reservations through the conference-designated means, instead of through 3rd party sites, as the hotel room block minimum is not credited when other sites are used.

Tellers

- Bob Loftin noted that the committee is available to assist chapters with elections, if needed.

MIDDLE ATLANTIC REGION CONFERENCE (MARC) REPORTS

Greater Lehigh Valley FY2019 (Past)

Oversight report needs to be filed.

Central Virginia FY2020 (Harrisonburg, VA, April 2-5, 2020)

Ray Gaines distributed Save the Date cards, and noted that the conference website is in operation at: <https://csimarc.wordpress.com/> will include registration, hotel link, and schedule. Requested Region send seed money to chapter.

North Central Pennsylvania FY2021 (April 29-May 2, 2021)

Pat Russel reported planning is underway, meeting monthly, recruiting sponsorships, developing programs.

Richmond FY2022

Jon Anderson noted venue is secured, planning has begun, and Cindy Cordo is the conference lead.

FY2023

Chapter to be selected will be a "north of the Mason-Dixon line" chapter.

CHAPTER REPORTS:

Chapters reported the following upcoming events and activities:

- Baltimore: Anniversary program set for September 16, most other events are now scheduled.
- Blue Ridge: Attempting to broaden appeal to new members with more events.
- Central PA: Goal is to increase membership and attendance through joint programs with other organizations.
- Central VA: Refer to fall chapter report.
- DC Metro: Looking for more consistent and affordable location, emphasis on membership and better communications.
- Erie: Inactive Chapter.
- Greater Lehigh Valley: "Let's Build" construction camp for girls just completed. Planning several social events with AIA.
- North Central PA: Struggling with filling out program slate, planning a bridge tour.
- Northern VA: Refer to fall chapter report, will support ConStruct in October. Scheduling tour of US Army Museum.
- Pennsylvania Railroad: Inactive – only 6 members. Board discussed chapter's future – will it be disbanded or merged with another chapter? Could it become associated with Penn State University?
- Philadelphia: Refer to fall chapter report.
- Pittsburgh: Upcoming program schedule revised since fall report issued. Meeting at hotel rooftop bar to interest younger members. Will have booth at ConStruct.
- Richmond: Chapter's 60th anniversary year, working on increasing event attendance. Continuing successful monthly lunch & learn program at 3 different locations.
- Tidewater: Recent planning meeting completed program schedule for the year, networking with up to a dozen related groups to attract new members.

OLD BUSINESS:

- Submit Chapter By-Laws to Tom Feulner.
- Submit Chapter Reports for August Meeting (send PDF versions to Feulner & Weisensale).
- Report new Chapter leadership to Institute and Region Secretary.
- Register for CONSTRUCT.

NEW BUSINESS:

- Strategic Plan: As we are creating a mission statement and discussing a vision plan, should we meld the two into a strategic plan?

ACTION ITEMS

1. Register for ConStruct, as it will be held in our region this fall.

NEXT SCHEDULED BOARD MEETING

The next scheduled teleconference of the CSI Middle Atlantic Region Board of Directors will be at noon, Monday, September 09. The call-in number will be provided.

Future meeting Schedule:

October 2019: Monday, 10/21 DATE CHANGE
November 2019: Monday, 11/18 DATE CHANGE
December 2019: Monday, 12/09
January 2020: Monday, 01/13
February 2020: Monday, 02/10
March 2020: Monday, 03/09
April 2020: At Middle Atlantic Conference; Harrisonburg, VA
May 2020: Monday, 05/11
June 2020: Monday, 06/08

ADJOURNMENT

There being no further business, the meeting adjourned at approximately 6:50 p.m.

Respectfully submitted,

Stephen Weisensale AIA, CSI, CCS, CCCA
Secretary, CSI Middle Atlantic Region

Distribution on August 05, 2019 via email to all attendees, including:

- CSI-MAR Executive Committee
- CSI-MAR Immediate Past President
- Institute Director from the MAR
- CSI-MAR Board of Directors/Alternates
- CSI-MAR Committee Chairmen
- CSI-MAR Task Team Chairmen

**CSI Middle Atlantic Region
Line Item Review for Fiscal Year 2019**

line	Item Description	Name/Item	8/1/2019 Results (Note: Enter data on Qtr sheets, not on this sheet !)				Budget Summary to Date			
			2020 Budget	Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
EXECUTIVE COMMITTEE				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
1	PRESIDENT	Tom Feulner	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4,000.00	
2	FIRST VICE PRESIDENT	Steve Lawrey	\$3,500.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	3,220.00	
3	SECOND VICE PRESIDENT	Robert Vaughn	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3,500.00	
4	SECRETARY	Stephen Weisensale	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3,000.00	
5	TREASURER / Financial Committee	Dan Cudney	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2,500.00	
6	INSTITUTE DIRECTOR	Lee Ann Slattery	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,500.00	
7	Extraordinary Expenses	Board Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
ADMINISTRATIVE OPERATIONS				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
8	AUDIT / TAX PREP.		\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	350.00	
9	INSURANCE	CRIME / LIABILITY	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	250.00	
10	SURVEY MONKEY	SURVEYS	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	400.00	
11	BUSINESS SUPPLIES		\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200.00	
MEETINGS AND CONFERENCES				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
12	BUSINESS MEETING	Bus Meeting	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
13	LEADER DEVELOPMENT SEMINAR	LEAD	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5,000.00	
14	INSTITUTE STAFF REGISTRATION	MARC	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
15	REGION CONFERENCE (SEED)	FY2018	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2,000.00	
16	REGION CONFERENCE (SEED)	FY2019	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2,000.00	
17	INSTITUTE MEETING	Construct	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3,000.00	
ADMIN SERVICES FOR MEETINGS				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
18	COMMUNITY FEE ON CSI-CONNECT		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
19	PRINTING		\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200.00	
20	TELECONFERENCING	JOIN ME	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	150.00	
COMMITTEES				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
21	ACADEMIC AFFAIRS	Kevin Grega	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	800.00	
22	AWARDS	Lauren Anderson	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,000.00	
23	CERTIFICATION	Mary-Ellen Pfister	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,000.00	
24	CONFERENCE OVERSIGHT	Barbe Shaffer	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,000.00	
25	ELECTRONIC COMMUNICATIONS	Katherine. Good	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200.00	
26	EDUCATION/TECHNICAL	Mitch Miller	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	800.00	
27	MEMBERSHIP	Robert Vaughn	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
28	NOMINATIONS / TELLERS	Gail L. Nagie	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
29	OPERATIONS/PLANNING	Barbe Shaffer	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,000.00	
OTHER FUNDS				Qtr1	Qtr2	Qtr3	Qtr4	Total Spent	Remaining	
30	EXCOM DISCRETIONARY FUND		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
31	CHAPTER LOANS via transfer up to \$	for Initial Expenses	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2,000.00	
32	NEW/ AT RISK CHAPTER FUND		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	500.00	
33	REGION FELLOW RECEPTION		\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,000.00	
34	Redesign Region Website	Jeremiah Good Design	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	240.00	
	Money Spent Qtr1+Qtr2+Qtr3+Qtr4 =		\$280.00	\$44,590.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	44,310.00



Region Update - August 2019

Lee Ann M. Slattery, CSI, CDT, CCPR, LEED AP BD+C Institute Director – Middle Atlantic Region

Cell: 610-349-1936 – lslattery@atas.com

Institute News:

The last Institute board meeting was held in Chicago, IL, at the end of the summer Master Specifiers Retreat. It was a productive meeting where we discussed how CSI continues to move forward with exciting new products and services. I was pleased to meet CSI's new Director of Marketing and Communications, Matt Switzer. He's a very dynamic young man who will be a great asset to the institute in helping to promote our organization. As I am a member of the Institute's Membership Connection Committee, I look forward to working closely with Matt.

Also, it's exciting to see the continuation of the Dynamic Chapter Program (aka the DCP). Many participants in the program have benefitted in revamping their chapter meetings and how those meetings are promoted. Clint Newton, former president of the Greater Lehigh Valley chapter, took part in the DCP. See what he had to say about his experience here: <https://www.csiresources.org/communities/community-home/digestviewer/viewthread?MessageKey=f8c1714f-68ac-4af4-a1aa-5dd9376f8dcc&CommunityKey=26838cdb-8e2a-4467-81cc-98eaf9006b7a&tab=digestviewer#bmf8c1714f-68ac-4af4-a1aa-5dd9376f8dcc>

Communication:

CSI's online communities continue to grow, in the number of discussions and in the number of participants. If you have not yet taken a look at them, I encourage you to do so at <https://www.csiresources.org/communities/communityoverview891>. It's a great forum to ask questions, exchange information, and share ideas.

CSI-Connect Community Blog – click on this link to read some of the postings -

<https://www.csiresources.org/communities/community-home/recent-community-blogs?communitykey=80c3b4dd-0d3f-4d4e-90f2-3bc6e4135dc2&tab=recentcommunityblogsdashboard>

Institute Town Hall Web-based Meetings - A couple web-based town hall meetings have been held. One was on certification and online learning resources, and the other on CSI ends. More will be coming, so watch your emails for information about the next one. They are free to attend, but you need to register prior to the day it's being held.

CSI Annual Business Meeting at CONSTRUCT – If you are attending CONSTRUCT, be sure to attend this important meeting to hear firsthand from Mark Dorsey, CSI’s CEO, and Ellen Crews, CSI’s Board Chair. This will be held on Friday, October 11th, from 4:15 to 5:15 pm.

CSI Night Out Event at CONSTRUCT – The annual CSI business meeting is followed by the CSI Night Out event, held this year at Granite City Food and Brewery; a quick walk from the Gaylord Resort. The CSI Night Out event is always a fun time and a great way to end CONSTRUCT. Here are some of the Greater Lehigh Valley folks enjoying last year’s party in Long Beach, CA.



Volunteer Opportunities:

Looking to get more involved with CSI at the Institute level, but not sure what opportunities are available and how much time each position would take? Visit the **Volunteer Opportunities** page on the CSI website to learn more at <https://www.csiresources.org/volunteeropportunities> . I encourage you to opt-in to the CSI volunteer pool and fill out your volunteer profile. You can then be notified when volunteer opportunities arise. The call for volunteers will be an ongoing initiative with the Institute for continual community engagement.

Master Specifiers Retreat:

Specifiers are encouraged to apply to attend the next Master Specifier Retreat, being held from Wednesday, January 29th to Friday, January 31st at the Langham Huntington Pasadena in Los Angeles, CA.

<https://www.csiresources.org/learning/msr> – link for more information and to apply. CSI's Master Specifiers Retreat is an exclusive event that brings together senior specifiers and product selection influencers from across the country for an intimate experience of focused education, group networking, and one-on-one meetings with building product manufacturer executives. As the authority on specifying, CSI can offer unique, advanced education and discussion that meets the needs of experienced specifiers. You won't find an experience like this anywhere else! As a participant, you will engage in 12 to 16 one-on-one meetings, 30 minutes each, with people that you select.

Master
SPECIFIERS RETREAT
CSI

Retired or Emeritus Membership Status:

Regarding **Retired or Emeritus Membership Status**, these are voted on in person by the CSI board. Therefore, if you would like to transition a member to one of these classifications, please follow the instructions provided in this link so we can add it to our board meeting agenda.

<https://www.csiresources.org/communities/membership/individualmembership/emeritus>. The next in-person CSI board meeting will be held in October, right after CONSTRUCT in National Harbor, MD.

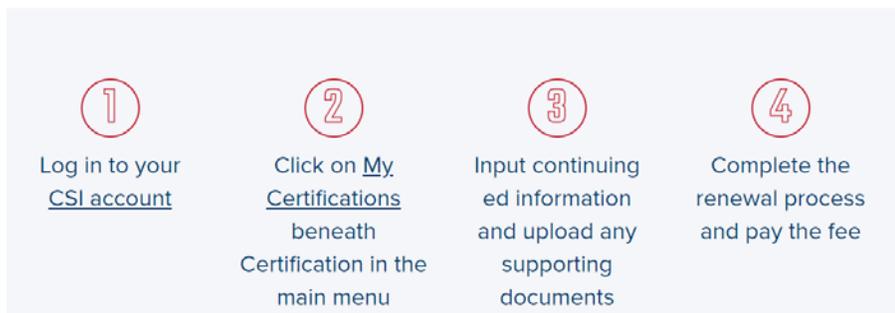
Certification:

Congratulations to everyone who passed the spring CDT certification exam. To see the entire list, visit <https://www.csiresources.org/certification/overview/2019-pass-list-spring>. For those on this list who are members of your chapter, please celebrate their success at an upcoming meeting, and/or in your newsletter and on your website.

The CDT® is now a registered trademark and 2019 marks its first full-year as a professional credential. For those who earned the CDT in the past, renewals will need to be completed 2021 by way of continuing education requirements. Exam re-take is not required. See the steps below for certification renewal.

Certification Renewal

FOUR EASY STEPS TO RENEW



CDT Certification Exam Registration is now open for the fall exam window. Take advantage of the discounted member rate; save \$170 by registering for the exam by October 9th. Note: CDT will be the only exam offered in both 2019 exam windows. The three advanced exams (CCS, CCCA, and CCPR) will take a hiatus for program research and exam review, with revised exams returning in 2020.

Fall 2019 Certification Registration

(CDT® only)

Exam Window: October 14 – November 22, 2019

Registration: July 8 – October 9

Late Registration: October 10 – October 31

Pass/Fail notification: Early December 2019 via email*

	Member Rate		Non-Member Rate	
	Regular	Late	Regular	Late
CDT Certification	\$375	\$545	\$625	\$795
Student Registration	\$165 with valid ID/transcript stating current term			

Also note that beginning for the spring and fall 2019 exams, CSI has taken a new approach to passing score analysis for the full population of test takers. This means notifications for pass/fail status will be sent to each candidate about six weeks after the testing window closes.

New CSI Digital Badges for CSI Certifications

CSI is proud to launch digital credentials issued to all recipients of the CDT®, CCCA, CCS and CCPR certifications. These well-established and well-known industry designations will gain enhanced visibility within and beyond our industry through verified digital distribution. Certificants can accept, display and share their credential through email, social media (LinkedIn, Twitter, and Facebook accounts) and on their professional signature lines. The Construction Specifications Institute is proud to recognize learning and enhance the verification of our credentialing programs in this innovative method.

There is no fee for this service and acceptance of your badges is entirely up to you. If you currently hold a CSI credential, you should have received an email from the Institute inviting you to accept your “Digital Badge”. This is what the CDT digital badge looks like:



There is more information, including videos about the digital badges and how to use them, on the CSI website at <https://www.csiresources.org/certification/certification-digital-badges>

LEAD (Leadership Education and Development) Conference

I look forward to seeing everyone at LEAD in York (Fri. 8/16 and Sat. 8/17). Please encourage new, experienced, and up-and-coming leaders from your chapter to attend. The region will pay for up to six people from each chapter (which covers dinner on 8/16, breakfast and lunch on 8/17, all the educational sessions, along with an ice cream and miniature golf break on Saturday). You would be responsible for your travel expenses, night in the hotel, and golf outing expenses, if you wish to participate in that event on Friday morning. You can learn more about LEAD at <https://www.marcsi.org/lead>.

CONSTRUCT 2019 will be here before we know it!

Since this year's CONSTRUCT is being held within our region, let's have a huge representation attending from our chapters.

Gaylord National Resort and Convention Center, National Harbor, MD
Wednesday, October 9th to Friday, October 11th, 2019 - <https://www.constructshow.com>



 **09 - 11 OCTOBER 2019**
 **GAYLORD NATIONAL RESORT & CONVENTION CENTER**

The Middle Atlantic Region will be well-represented when some of our members and chapters get recognized with awards at CONSTRUCT during the Honors and Awards Ceremony on Thursday, October 10th:

- Scott Sider from the Baltimore Chapter for the Robert P. Brosseau Award for the Advancement of CSI
 - David Stutzman of the Philadelphia Chapter for an Outstanding Contribution Award
 - Greater Lehigh Valley Chapter for a Communications Award
 - Outstanding Chapter Commendations – list of winners is not yet released
-

2020 MIDDLE ATLANTIC REGION CONFERENCE



A successful MARC was held in early May, hosted by the Greater Lehigh Chapter. Several great seminars and tours were given, many excellent meals shared, and lots of networking opportunities were experienced.

Mark Dorsey, CSI's CEO, joined us for the event and gave a presentation on some of the CSI activities and initiatives on which he and the CSI staff are working.

MARC 2020 will be hosted by the Central Virginia chapter, from Thursday, April 2nd to Sunday, April 5th, at Hotel Madison in Harrisonburg, VA. To learn more, visit: <https://csimarc.wordpress.com/>. With the theme of "Vision for the Future", there will be lots of information shared on topics such as drones, 3D printing, artificial intelligence, autonomous vehicles, and virtual reality. Watch for more information regarding registration opening and about hotel room rates and the reservation process.

There are many sponsorship opportunities from which to choose. Please consider supporting MARC 2020!

CSI Staff Contacts:

As a reminder, listed below are the emails of a variety of CSI departments, and a phone number for member services. If you have a specific question related to one of these areas, please contact the Institute directly, as they are best equipped to assist you with the most current information. Note that member services is available for 12 hours each business day!

Member Services: memberservices@csinet.org or 800-689-2900 (available 8 am to 8 pm Eastern time – Mon-Fri)
Certification: certification@csinet.org
Education: education@csinet.org
Awards: awards@csinet.org
Accounting: accounting@csinet.org
Chapters: chapterrelations@csinet.org – this also includes region relations

Enjoy the rest of the summer, and I do hope you'll join me in attending LEAD in York, PA, and/or CONSTRUCT in National Harbor, MD in early October!

To: MAR Board of Directors

From: Kevin S. Grega, CSI, CCPR
Academic Affairs Committee Chairman
2326 Northwood Ave.
Easton, PA 18045
Telephone: (610)559-8182; FAX (610)438-8950
kevin@ctslv.com

Subject: August 2019 – Academic Affairs Committee Report

- The Academic Programs Committee meets the school schedule, not the fiscal year like other CSI Committees. It runs from September to September. Anyone interested can apply through the CSI volunteer portal through 9/13/19:
<https://www.csiresources.org/volunteeropportunities/volunteer-opportunity-details?VolunteerOpportunityKey=d43d5c5e-8ec2-4c46-b16a-d8ba3f8646ce&returnurl=https%3A%2F%2Fwww.csiresources.org%2Fvolunteeropportunities%2Fopportunities-list-public>
- The Temple workshop created an opportunity for CSI to re-engage with ACSA <https://www.acsa-arch.org/about/about-acsa> as Temple staff member Rashida Ng is the current ACSA President in 2019. She has been linked to Tracy Petrillo and Mark Dorsey to explore synergies between the two organizations.
- The APC attends two major events each year in February. The Associated Schools of Construction Division 6 & 7 student competition in Reno, NV <https://www.asc67.org/> and the American Council for Construction Education midyear meeting. <https://www.acce-hq.org/> These are rich with educators who value the CDT as a teaching tool and support CSI in getting the word out to their students. This year's message at these events will be talking about the BEPREP success and it's biggest result to date- making the CDT a true certification. We will also be talking about the repository (which is slated to be done by then), how to access and teach the Project Delivery Practice Guide in the classroom at the community college level and beyond.
- The Central PA Chapter, reached out to Tedd Williams of the Thaddeus Stevens College (who was part of the BEprep contingent), to offer their assistance.

Should you have any questions, please contact me.

Construction Specifications Institute
Middle Atlantic Region
Certification Committee Report



Prepared 8/14/2018 for the
 August 16, 2019 MAR Board Meeting

1. COMMITTEE ADMINISTRATION

Chapter Certification Chairs are part of the Region Certification Committee. If a chapter does not have a Certification Chair, then the Chapter President is listed here as the point-of-contact.

Chapter	Office	Name	Phone	email
MAR	Chair	Mary-Ellen Pfister , CSI CCCA, AIA, LEED AP	703-732-2026	mep.arch@yahoo.com
MAR	Co-Chair	Winnie Ma Sung , CSI, CCS, CCCA, AIA, CCA, LEED AP, NCARB	804-649-9303	wsung@glaveandholmes.com
Baltimore	Certification Chair	Jim Lewis, CSI, CCS	410-537-3801	Jim.lewis@maryland.gov
Blue Ridge	Certification Chair	Glen Reimer, CSI, CDT, AIA, NCARB	540-797-7307	ghreimer@msn.com
Central Pennsylvania	Certification Chair	Paul Brunski, CCCS		pbrunski@noelkerhull.com
Central Virginia	President	Traci Skipper	434-979-5245	tskipper@pella386.com
District of Columbia Metropolitan	Certification Chair	Paul Harouff	540-272-1842	paul.harouff@aecom.com
Erie- Northwestern Pennsylvania	Certification Chair			
Greater Lehigh Valley	Certification Chair	Mitch Miller, Chair; James Petro, CSI, CDT, AIA	610-559-6000	m2architek@hotmail.com jpetro@usaarchitects.com
North Central Penn	Certification Chair	Stephen W. Thaler, CSI, CDT		swt@lundyconstruction.com
Northern Virginia	Certification Chair	Cynthia A. Heimann, RA, CDT, CCCA		cynthia.heimann@som.com
Pennsylvania Railroad	No current chapter data available for this chapter.			
Philadelphia	Certification Chair	Brian Conroy , CSI	973-768-5347	briantconroy@masterwallne.com
Pittsburgh	Certification Chair	Michael C. Bosco, RA, CSI, CCS, NCARB	412-855-5876	michaelbosco74@comcast.net
Richmond	Certification Chair	Winnie Ma Sung, CSI, CCS, CCCA, AIA, CCA, LEED AP, NCARB	804-649-9303	wsung@glaveandholmes.com
Tidewater Virginia	President	Margaret Chewing, FCSI, CCS, CCCA	757-581-0428	mgcccs83@gmail.com

2. COMMITTEE MEETINGS

The Certification Committee's spring meeting is held during the MARC. The fall meeting is held during LEAD (formerly LOS). The Region Chair provides monthly updates during the region teleconferences.

3. CHAPTER COMMITTEE CHAIR CHARGE

1. Coordinate the chapter's educational programs for certification study and exam preparation.
2. Verifies that study course participants are registered properly for exams.
3. Maintains chapter records on current and lapsed certificates and their renewals.

4. EXAMS

Fall 2019 Exam Dates October 14 – November 22, 2019, for the CDT Only

Registration July 8 – October 9, 2019

Late Registration October 10 – October 31, 2019

Pass/Fail Notification – Early December 2019 by email

Beginning in 2019, CSI certification exams will undertake a new approach to passing score analysis for the full population of test takers. This means notifications for pass/fail status will be sent to each candidate approximately 2-3 weeks after the testing window closes.

Based on demand, international sites may be scheduled in Spring 2020. Please contact certification@csinet.org to request an international testing site (additional fees will apply).

CCCA, CCS, and CCPR is taking a hiatus to undergo critical program research and exam review. Plan now to sit for the Certified Construction Contract Administrator (CCCA), Certified Construction Specifier (CCS) and Certified Construction Product Representative (CCPR) with revised exams during the 2020 testing cycles.

Exam fees are shown on CSIResources.

Exam prerequisites for the Construction Documents Technology (CDT), Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA), and Certified Construction Product Representative (CCPR) exams, posted on csiresources.com/certifications, are reproduced here.

Construction Documents Technology (CDT),
High School Diploma or Equivalent

Certified Construction Specifier (CCS) certification exam candidates must:

Have prepared or coordinated either Division 00 – Procurement and Contracting Requirements or Division 01 - General Requirements actually used in requirements
Have a minimum of two years' experience in the preparation and coordination of specifications actually used in construction with a CDT. Five years' experience is required without a CDT.

Provide contact information for two experienced professionals in the field who will attest the candidate has at least five years' experience in the preparation of contract documents.

Certified Construction Contract Administrator (CCCA), certification exam candidates must:
Have at least two years of experience in contract administration process, attested by two people experienced in the field. Five years' experience is required without a CDT.

Certified Construction Product Representative (CCPR certification exam candidates must:
Have a minimum of two years' experience representing construction product(s) exclusive of academic preparation, attested to on company letterhead by two manufacturers and /or employers. Five years' experience is required without a CDT.

Passing the CDT is prerequisite for taking the CCCA, CCS and CCPR exams. An alternate route is to not take the CDT, and take the CCCA, CCS or CCPR, after meeting the five years' relevant experience prerequisite for these exams.

If you are qualifying to sit for the CCS/CCCA/CCPR by obtaining a CDT, you must receive your passing results for the CDT exam before you are eligible to register for the CCS/CCCA/CCPR examinations.

5. PASS LIST

The Spring 2019 Pass Lists is posted on CSIResources and is also attached to this report.

6. RESOURCES

CSI is in the process of completing an Instructors Guide as an outcome of the NSF grant with Sinclair College and a number of community colleges around the nation. This Instructors Guide is intended initially for use in a college classroom setting by participants in that grant work. This will allow CSI and the colleges to beta test its use and ensure that its use supporting the instructors' curricula helps the students master the knowledge domains that are the foundation of the CDT.

The plan is to deliver the beta Instructors Guide to Sinclair and the other instructors in the program in early to mid-September. If you teach CDT subject matter as part a class at a community college or other institution, please contact Charlie Setterfield charles.setterfield@sinclair.edu at Sinclair to get your name added to the grant program list.

There are not any current plans to make the Instructors Guide more widely available. Guide distribution and use will be further discussed as CSI is able to review the Guide's impact and revise it based on these initial experiences.

7. EXAM PREPARATION

Chapter exam preparation classes and activities are not posted on csiresources. Chapter exam preparation activities are listed on an individual chapter's website.

8. CERTIFICATION MAINTENANCE / RENEWAL

Renewal requirements are shown on csiresources, under Certification. CDT Renewal Requirements is on a 3-year renewal cycle.

Renewal consists of

- Completion of the Application for Certification Renewal via csiresources.
- Completion and Documentation of 24 Professional Development Hours during the prior 3 years, including 12 hours related directly to the focus of the certification being renewed.
- Payment of renewal fee. The current CDT renewal fee is \$140 paid every 3-years. The renewal fee for 2021 has not yet been set.

Certificants must maintain their own Professional Development Hours (PDH) records and should enter completed continuing education activities in their CSI account.

Retesting is not a renewal requirement.

9. SPECIAL PROJECT

Calendar of Important Dates for Chapter Certification Chairs.

This is an update and revision of the Yearly Schedule that was published in the FY2012 Chapter Certification Chair Guide. A Draft Calendar is attached.. Chapter certification chairs are requested and encouraged to provide input to that calendar.

RESPECTFULLY SUBMITTED



Mary-Ellen Pfister, CSI CCCA, AIA, LEED^{AP}
CSI Middle Atlantic Region Certification Committee Chair
mep.arch@yahoo.com

Winnie Sung, CSI CCS, CCCA, AIA, CCA, LEED AP, NCARB
CSI Middle Atlantic Region Certification Committee Co-Chair
wsung@glaveandholmes.com



CSI CDT Spring 2019 Pass List

Congratulations to these candidates who passed the Spring 2019 Construction Documents Technology (CDT)® exam!

Immanuel Abaku, New York	Gabriel Bode-Jimenez, Illinois	Phillip Contreras, California
Christine Abplanalp, New York	Michael Bolatto, Illinois	Richard Crook, North Carolina
Cindy Adkins, Maryland	Holly Boyer, Ohio	James Cumming, New York
Nathaniel Adukeh, Tennessee	Venessa Brabant, New York	Alicia Czarnecki, Indiana
Bahar Afshar, California	John Brito, Rhode Island	Jared Davis, Texas
Philpatsy Agwu, Indiana	Charlotte Broadbent, New York	Beckie Dennis, Texas
David Ahern, California	Kerry Brooks, Massachusetts	Bryanna Dering, South Carolina
Murtadha Al Shaikhli, Ohio	Marisallie Buhl, Hawaii	Jean Devlin
Pip Allen, Washington	Tim Bungert, Iowa	Jennifer dos Santos, Massachusetts
Chandler Allen, New York	Neil Burch, Iowa	Alan D'Souza, Minnesota
Christopher Allen,	Cindy Burkhardt, North Carolina	Alexander Duchon, California
Cody Allison, Ohio	Rod Butterfield, California	Mihaela Dumitrescu, Florida
Ruben Alonso, Pennsylvania	Jason Bybel, Texas	Justin Eakright, Indiana
David Alphenaar, Michigan	Jeff Cain, Texas	Sheldon Eaton, California
Jeanne Anton, Wisconsin	Jacqueline Cantrell, North Carolina	Keith Eayrs
Greg Arakaki, Hawaii	Jonathan Cantwell, District of Columbia	John Eberly, Michigan
Roye Arie, Minnesota	Mara Caoile, Tennessee	Elizabeth Ebert, Wisconsin
Anna Atchison, Oregon	David Carlson, Iowa	James Elliott, Iowa
Kelsey Ayers, New York	Ryan Carney, Oregon	Kautilya Enigala
Amy Baker Fehribach, Indiana	Guadalupe Casimiro	Joao Esteves, California
Louis Barnett, Colorado	Chelsea Cassady, Oregon	Kevin Ethers, Maryland
Justin Bates, Pennsylvania	Karen Casteloes, Colorado	Steven Fair, Oklahoma
Ayse Bautz	Lorraine Cayllahua, California	John Fersner, North Carolina
Amanda Baxter, Alaska	zulal cebeci, New York	Scott Ficklin, New Mexico
Andy Bayer, Maryland	Rhys Charlton, California	Rita Finy, Ohio
Matous Becker, Ohio	Fang Cheng, Ohio	Jason Flint, Michigan
Bill Beckmann	Andrew Choi, California	Javier F Flores, Missouri
Tommy Bennett, Florida	Gary Christensen, Massachusetts	Ben Floyd, Arkansas
Victor R. Berliner, Massachusetts	Allan Chung, Illinois	Suzanne Froedge, North Carolina
TaShavia Beverly-Prince, Texas	Katherine Ciaramitaro, Massachusetts	Victor Froglija, California
Adrien Binet, Illinois	Vedran Cirkovie, New York	Ashley Frusti, North Carolina
Erik Bjornstrom, California		Patrick Gaither, North Carolina
Kaley Blackstock, New York		

Enrique Gambra, New York
James Garrett, California
Seth Gifford, California
Sounia Gmira, California
Luke Goetz, New York
David Gong, Virginia
Brian Gong, California
Phillip Grabacki, Ohio
Nicholas Graves, California
Donald Green, North Carolina
Matthew Grieger, Indiana
Dylan Groeneweg-Sanders,
Alaska
Aleksandr Gugel, New York
John Hamati
Paul Hanlon, Minnesota
Chelsea Harrell, North Carolina
Kevin Heimbrook, North
Carolina
Rachel Hicks, Wisconsin
michael hirst, Pennsylvania
David Holloway, California
Kelly Homic, Michigan
Tony Horton, Georgia
Elizabeth Horvath, Illinois
James Howdyshell, Ohio
David Huang, Washington
Torrie Hughes, California
Michael Ingram, North Carolina
Danielle Jackson, Maryland
Scot Jahn, Oregon
Nathaniel Jamison-Root,
Vermont
Craig Jansen, Michigan
Blair Jones, Indiana
Donnie Jones, South Carolina
Karen Joslin, Oregon
Donald Jourdian, Alaska
Ibrahim Kako

Jeffrey Kane, Michigan
Michael Kelley, Georgia
Zane Ketcham, Florida
Kimberly Kilroy, Massachusetts
Byung Hwa Kim, California
Sean Klein, Hawaii
Thomas Kloosterman, Michigan
Chelsea Knott, Massachusetts
Daniel Kowalski, Michigan
Alex Krivitsky, Michigan
Satej Kulkarni, Texas
Akshay Kumar, Virginia
Elise Kunihiro, California
Florian Kunz, California
Charles Laing, Illinois
Palmer Lane, Arkansas
Jordan LaRue, California
Nicholas Lazarakis, California
Bryan Lee, Indiana
Eric Leitner, Ontario
Kyle Lepper, Washington
Binghao Li, Illinois
Sarah Liberati, Illinois
Kevin Liegibel, Tennessee
Nicholas Lindsley, Iowa
Brett Lipman, North Carolina
Natasha Lobato Aljader, Hawaii
Christopher Lodge, Georgia
Katherine Long, New York
Tony Loup, New York
Namyd Lyoubi, Nevada
Stephen MacLake, South
Dakota
Michael Mailhot, New York
Ricky Mak
Jesse Mallard, North Carolina
Garrett Mandich, Hawaii
Daniel Mann, Ohio
Edgar Martin, Colorado

Daniela Martinez, Tennessee
Cory Mathis, Texas
Vincent Mattina, Michigan
Cole McCarthy, Massachusetts
Jessica McClain, California
Shaun McKinney, Texas
Terry McMahan, New Jersey
Sreekanth Menon, Michigan
Mark Merolla, Maryland
Caroline Miller, Colorado
Dustin Minor, Texas
Dana Mintsiveris, Pennsylvania
Anniestacia Miskel, Alabama
James Mitchell, Texas
Bradley Moery, New York
Derek Molenaar, Michigan
James Molyneaux, North
Carolina
Cale Montgomery, Texas
Ricardo Montoya, Texas
Noel Moreno, California
Zachary Morley, Ohio
Bernd Mueller, California
Richard Mueller, Pennsylvania
Stacy Nakano, California
Meghan Naley, Iowa
Pedro Neira, North Carolina
Nathaniel Nelson, Minnesota
Timothy Nelson, Louisiana
Adam Nelson, Michigan
Cole Neuman, Illinois
Miriam Neville, Florida
Long Nguyen, Michigan
Michael Omohundro, Hawaii
Christina Onyskiw, Ohio
Cade Osborne, California
Pedro Pacheco, Georgia
Jeremy Pacheco, Illinois

Alesha Page-Gottschalk, Arkansas
Sean Park, California
Steve Passantino, Washington
Brian Peceny, Michigan
John Tyler Pennington,
Luis Perez, Texas
Russell Perkins, Mississippi
James Peterson, California
Kate Piper, Oregon
Doug Poage, Alaska
Ben Preston
Mark Preston, Washington
Dawn Pryor, South Carolina
Steven Puterbaugh,
Pennsylvania
Xintong Qiu, California
Jonathan Ramento, Hawaii
Yuri Ramos, Florida
Kamillah Ramos, New York
Lloyd Ranola, California
Nidhi Raut, Texas
Justin Reeder, South Carolina
Judy Reilly, Pennsylvania
Kole Retterath, Minnesota
Samuel Roberts, Pennsylvania
Cochise Robertson, Tennessee
Sergio Rodriguez, California
Mary Roeding-Mason, Alabama
Robert Rohr, Ohio
Orlando Rosado, Virginia
Jose Rosich

Cameron Ross, Washington
Kyle Santilli, New York
Caitlin Santone, California
Kurtis Schaaf, Washington
Trevor Schaaf, Washington
Eric Schlegel, New York
Henry Schneider, Hawaii
Sana Shanob, New York
Sang Wan Shin, California
Kaela Shoemaker, Iowa
Brandon Sigrist, Minnesota
Matt Skwira
Austyn Smedberg, Indiana
Travis Smith, Michigan
Elijah Smith, Minnesota
Andrew Smith, Illinois
Nardin Soliman, Massachusetts
Miel Michelle Steele, Oregon
Robert Stregowski, Georgia
Barnell Stuart, Tennessee
Rose Stutzman, Pennsylvania
Claire Superak, New York
Brent Swingle, Tennessee
Anna Swiontoniowski, Colorado
Afaq Syed, Illinois
Devon Sylvester, Tennessee
Amanda Tallman, California
Weiyi Tan, California
Benjamin Taylor, New York
Earl Thaxter, Tennessee
Karen Tidwell, Tennessee
Nick Tobar, Indiana

Jonathan Toonkel, New York
Nikki Townsend, Georgia
Nicholas Trimble, California
John Udoh, Ontario
Chibuzor Ugenyi, District of
Columbia
David Unick, Iowa
Josye Utick, Connecticut
Erin Van Doren
David Vazquez, California
Paris Waddill, Washington
Kurt Walden, Nevada
Amanda Weikmann, North
Carolina
Adam Weiss, Texas
Bradley Wicks, Minnesota
David Willard, New York
Ryan Williams, New York
Matt Winterhalter, Ohio
Farleigh Winters,
Washington
Charles Wright, Oregon
Michael Wurst, South
Carolina
Karen Wylie, Colorado
Kun Yao, California
Theresa Youn, Hawaii
Hassan Zaarour, Michigan
Patrick Zaharako, Indiana
Jeffrey Ziske, Massachusetts

Chapter Certification Calendar - DRAFT

July Certification Activities – Laying the Groundwork

Kicking things off right in July is the key to making the year a success. Vow to do so next year! In the meantime, make sure you've done the essential parts of the July checklist:

Where do you start?

- Read CSI's Administrative References chapters pertaining to Chapter certification activities.
- Learn about the four CSI certifications
- Understand the benefits of the CSI Certifications
- Go to Institute certification website: <https://www.csiresources.org/certification/overview>
There are many resources for you.

Get in touch and stay in touch

- Contact your CSI region committee chair and the Institute chair.
MARC Certification Chair: Mary-Ellen Pfiester- mep.arch@yahoo.com
MARC Certification Co-Chair: Winnie Sung- WSung@glaveandholmes.com
Make sure the region committee chairs know you are this year's chair.
- Update your CSI directory listing at the Institute Member Services Page including your email address. If we can't find you, we can't share information.

Identify committee members

Meet with previous chair and the committee members to talk about

Leftovers from last year

- Did recognition letters go out to successful candidates and their firms?
- How about a local news release as well?
- Double check on the continuing education reporting if you had chapter classes. Talk to the chapter education chair.

Organize materials for the coming year:

- Current chapter roster from your chapter secretary or from the Chapter Leaders' Toolbox
- Directories of area firms and organizations for promotion
- Instructor guides
- Order your own copy of the new Project Resource Manual – and start reading.
- Educate yourself on CSI exam registration procedures: authorization to test emails
- Encourage candidates to schedule their exam appointment as quickly as possible
- Candidate reminders: study sessions, registration deadlines, source materials – you are the link to candidates!
- Educate yourself on Prometric test day policies and procedures

Must do activities

Remember . . . building team members don't have to join CSI in order to participate in CSI certification programs . . . but isn't it a good idea to encourage them to join?

Chapter Certification Calendar - DRAFT

August Certification Activities – Kicking Off Promotion

Catch some of the suggestions on the July list and remember to share the load with your committee:

Chapter Planning

- Start with Certification Committee goal setting with chapter president and board.
- Communicate your goals to other chapter leaders on the importance of certification.
- Decide the type of training for the year: Weekly classes, boot camp, or lunch and learn.
- Coordinate schedules and activities with Membership, Technical, and Education Committees.

Certification Budget

- Instructor material expenses and fees
- Class expenses and student fees
- Promotion and recognition expenses
- Practice guides and exam prep material guides
- Facilities rental and expenses

Certification Committee

- Develop simple task list with dates and assignments. Go through this manual with a highlighter.
- Meet with your committee members to get their input; give them assignments; give them guidance.
- Delegate! Delegate!

Newsletter and Website

- Plan a series of monthly certification articles. Ask certified members for brief testimonials.
- Write the first article in time for deadline!
- Create/update chapter website certification page

Chapter meetings

- Become a pest and a zealot for certification at meetings – Get started!
- Rub elbows with potential candidates during social hour. Nab helpers.
- Stand up and talk about certification.

Chapter Certification Calendar - DRAFT

September Certification Activities – Everybody Hears From You!

By now you're about halfway through the August activities and wonder how you'll get done what you need to. Don't sweat the small stuff. Choose what works best, and save the rest for next year.

Certification committee

- One member is setting up the location for review classes. Determine day and time now.
- Are you doing independent study groups instead? This is sometimes necessary in wide geographic areas. Identify study group leaders.
- Boot camp is a great way to get the entire chapter involved. Recruit 7-8 leaders to focus on one topic each. It is a lot easier than having one person to present.

Newsletter and Website

- One committee member writes an article on how certification made a difference to her.
- Publish contact information for readers with certification questions.
- Tell people about the excellent certification material on the Institute certification website

Chapter meeting

- Provide certification handout at every meeting.
- Determine when to show the certification PowerPoint presentation (available on the Institute certification website). Best before October before the certification registration. Get on the meeting agenda.
- Urge members to identify potential candidates – Give names to committee members for personal follow-up.
- Did you have a Certification Recognition Program for those who passed last spring? Do it now.

Firms in your area

- A/E firms, Contractors, Product Reps, Attorneys are good for certification promotions.
- Have they heard from you yet? Set up lunch visits; use the Certification PowerPoint presentation.
- Make sure they have information packets on certification. Get new brochure from CSI, especially the one that tells employers about certification benefits.
- Does everyone know whom to call with questions?
- Did you drop by the AGC office? Or a meeting?
- Are the subcontractors hearing about CSI and CDT?

Manufacturer's representatives

- They're the lifeblood – are they members?
- Promote the CCPR.
- Promote the Product Representative, Contract Administration and Construction Specifications Academies.

Chapter Certification Calendar - DRAFT

October Certification Activities

You know all about it, but they don't. Repetition of information is the key to learning. So get another article out, stand up and talk about review classes again, and remind chapter members to seek candidates.

Certification committee

- Your certification preparation program is shaping up – classes, study groups, and self-study support.
- Did you, or a committee member, firm up arrangements for a review class site? *

Newsletter and Website

- Don't miss a chance for an article on certification. You might mention that more and more employment ads seek certified building team members.
- This month's article lets people know when and where review classes or study groups will meet.
- Are chapter course and exam information clear, complete, concise, and correct?
- Is there a link from the chapter certification page to the Institute certification website?

Chapter meetings

- Have they seen the PowerPoint presentation? If not, this is a good month.
- Talk up the chapter study program.
- More certification fliers on the tables. Plus a leaflet on the chapter study program.

Firms in your area

- Any construction managers or facility managers whom you should contact? Have a committee member call.
- Make sure previously certified individuals have some fliers to hand out.

Candidates

- They are starting to call you. You are starting to build a roster of potential candidates. Make sure they get registered right away.*
- They may want to get their PRMs early. A201 copies, too.

Review Classes

Start lining up certified chapter members to serve as instructors.

*Must do activities

Intern Architects used to wait until after passing their exams before tackling the CDT. Now many have learned that the CDT is ideal preparation for the construction and administration portions of the Architectural Registration Exam.

Chapter Certification Calendar - DRAFT

November Certification Activities – Registration

Product Representatives know there isn't a sale until the deal is closed. So make sure those interested candidates have sent in their registrations.

Certification committee

- Certification chair meets/communicates with chapter president to review goals
- Certification chair contacts region certification chair to discuss region programmatic efforts
- Schedule program brainstorming session; invite previous committee members, some new members, and potential committee members
- Your certification preparation program is shaping up – classes, study groups, and self-study support.
- Did you, or a committee member, confirm arrangements for a review class site? Do so now.
- One member is making sure the continuing education paperwork is set up to run.
- Share test taking tips with candidates

Newsletter

- Let people know again when and where review classes or study groups will meet. Remind them of the early registration deadline.
- Are any candidates not members? Put them on the newsletter mailing list for the next six months.

Chapter meetings

- Pep talk time. This is the best month for recruiting candidates. More certification fliers on the tables. Plus a leaflet on the chapter study program.
- Has your work brought new members to the meetings? Make sure a committee member introduces them and shows them around.

Firms in your area

- Government agencies and institutions have project managers who would benefit from the CCCA program – if they knew about it.
- The best way to recruit new members is to market certification.
- Review Class materials
- Download the CDT One Week at a Time! Instructor's Module of PowerPoint slides available from SpecGuy.
- Distribute session material to your instructors if you have more than one. They need to prepare.
- Copies of the AIA A201 General Conditions are available at the CSI Online Bookstore.

Exam Candidates

- You are building a roster of local candidates. You are the communication link between candidates and your classes.
- CSI Member Customer Service is great at resolving registration problems.
- Make sure your candidates have ordered their PRMs and have started reading!

Chapter Certification Calendar - DRAFT

December Certification Activities – Set the Stage for Success!

December 1 is the last day for the early registration discount for CDT, CCS, CCCA, and CCPR. However, it's still a deal at full price!

Certification committee activities

- Update your contact information – including your email address at [csiresources](#).
- Meet with certification committee; create schedule for the year; assign a “point person” for each activity
- Your study groups or review classes have firm schedules, committed leaders, and suitable sites.
- Candidates are registered and on your review class roster.
- Candidates have PRMs and A201s (B141s, too, if you are doing a CCCA class).

Newsletter

- Let people know again when and where review classes or study groups will meet.
- Remind readers they can still register for the exam.

Firms in your area

- Government agencies and institutions have project managers who would benefit from the CCCA program – if they knew about it.
- The best way to recruit new members is to market certification.

Preparing for Review Classes

- Make up the class syllabus. Get it to candidates and potential candidates. Some like to study ahead!
- Distribute session material to your instructors if you have more than one. They need to study, too.

Exam Candidates

- You are building a roster of local candidates complete with professional membership numbers needed for continuing education credit.
- You are the communication link between candidates and the class.
- You are making sure that late candidates get registered and signed up for review classes.
- Do they have PRMs and A201s?
- Have your candidates registered to receive the CDT One Day at a Time! daily email study program from SpecGuy?

Chapter Certification Calendar - DRAFT

January Certification Activities – Let the Study Begin!

We have to serve many roles as chapter leaders. Now we have to become educators, and work to understand how adults learn new information.

Certification committee activities

- Finalize activity schedule for the year; communicate to other chapter leaders and committees, and Electronic/Publicity/Newsletter chairs
- Establish your budget: study session instructor materials and expenses; study session site and registration fees; promotion and recognition expenses
- Remind candidates/potential candidates of Fall exam deadlines and how to obtain source materials

Chapter Review Classes

- We're running our CDT class for ten weeks – 19 chapters plus a good dose of the A201. What works best for your chapter?
- Get help with the administration side of review classes – it's a good committee assignment.
- Log your students' professional membership numbers for continuing education documentation.
- Keep attendance records.

Independent Study Groups

- Have a certified chapter member sit in with them as a resource person.
- Make sure they have proper preparation materials.
- Share class materials with them.

Self-Study Candidates

- Know who they are.
- Make sure they have proper preparation materials.
- Share class materials with them.
- Encourage them to do group study.
- What about an email answer service to help with their questions? Assign to a committee member

Chapter Certification Calendar - DRAFT

February Certification Activities – Focus on Learning the PRM

Are your candidates finding it hard to reserve study time? The biggest cause of failure on the CDT is not having studied adequately. Suggest they organize some mid-week group study sessions with the goal of supporting each other and dedicating that time to covering the reading material. They can't wait until March to study and be assured of success.

Certification committee activities

- Begin planning study sessions for exams next Spring. Coordinate with chapter Education Chair. If your chapter is doing independent study groups, identify leaders.
- Set up lunch visits with local firms to promote certification. Use the Certificate/Certification PowerPoint presentation and Certification brochure
- Urge chapter members to identify potential candidates –follow up

Review Classes, Study Groups, and Individuals

- Keep working!
- Is the material soaking in? Is confidence building? Try varying methods as a class or group.
- A favorite method of study: read a paragraph or section, and then write a test question to cover the material.
- Another good assignment: keep a notepad at work, and write down each workday experience related to material covered in study sessions.

Instructors

- Master the material before you present.
- Look for ways to retain candidate interest. The Construction Documents Education Program has suggestions for instructors.
- Polish up your presentation skills. There's great information on making presentations available on the web. Presentations.com has articles on delivery tips

Chapter Certification Calendar - DRAFT

March Certification Activities – When It All Comes Together

You, instructors, and candidates are getting weary. But consider how well you would function in your professional life if you hadn't mastered the body of knowledge in the PRM.

Certification committee activities

- Promote chapter study sessions
- Continue lunch visits with local firms and manufacturers to promote certification
- Continue to support Fall exam candidates: answer questions, direct to resources on CSINet and utilize Institute staff

The Certification Exams

- SHOW EXAM DATES
- TEST SITES AT PROMETRIC

The Day of the Test

- What to expect
- What to bring
- What to not bring

Chapter Certification Calendar - DRAFT

April Certification Activities – Followup

Continuing Education Reports

- Get the reports out now.*
- Professional Engineers – requirements vary by state; assist candidates in individual reporting.
- State registration reporting – requirements vary by state and profession; assist candidates in individual reporting.

Feedback from Candidates

- How was the test? How was their preparation?
- What can we do better to assist?

Future Candidates

- Those who called but couldn't this time are your first contacts for next year.
- This year's candidates are great recruiters.

Chapter Certification Calendar - DRAFT

May Certification Activities – Recognition

Personal Thank You

- Plan “thank you” event (lunch, dinner, drinks, wine & cheese) for your Certification Committee & Supportive chapter members & Class instructors and study group leaders

Chapter Awards Program **[coordinate with awards committee]**

- Committee members
- Supportive chapter members
- Class instructors and study group leaders

Report to Regional Chair

- How many of which candidates?
- Individual, study group, and class participant numbers
- What worked? What didn't? What would have helped?
- Continuing education reporting – please report state and profession details for database.

Chapter Certification Calendar - DRAFT

June Certification Activities – Celebrate Success

Announce successful candidates

- Success calls for a press release.
- Chapter newsletter article.
- Make sure their bosses know.

Congratulate newly certified chapter members

- Enlist their aid in next year's certification activities.
- Urge CDT winners to aim for certification.

Extend a welcome to certified non-members

- Invite non-members to the next chapter meeting.
- Include non-members in chapter recognition.
- Keep them on newsletter mailing list.

Unsuccessful Candidates

- Follow-up – they welcome the review.
- Encourage them to try again.
- Get valuable feedback on preparation.

Transition to the new fiscal year

- Finalize continuing education reporting.
- Report contact information for next year's Chapter Certification Chair.
- Put notes and rosters in order for passing on to the next chair or . . .
- To yourself – because you found this so worthwhile, it's worth doing again, and better.

To: MAR Board of Directors

From: Raymond E. Gaines, AIA, FCSI, CCS
MARC 2020 Committee Chairman
P.O. Box 6255
Charlottesville, VA 22906-6255
Telephone: (434)979-5245; FAX (434)979-9126
rgtect@thegainesgroup.com

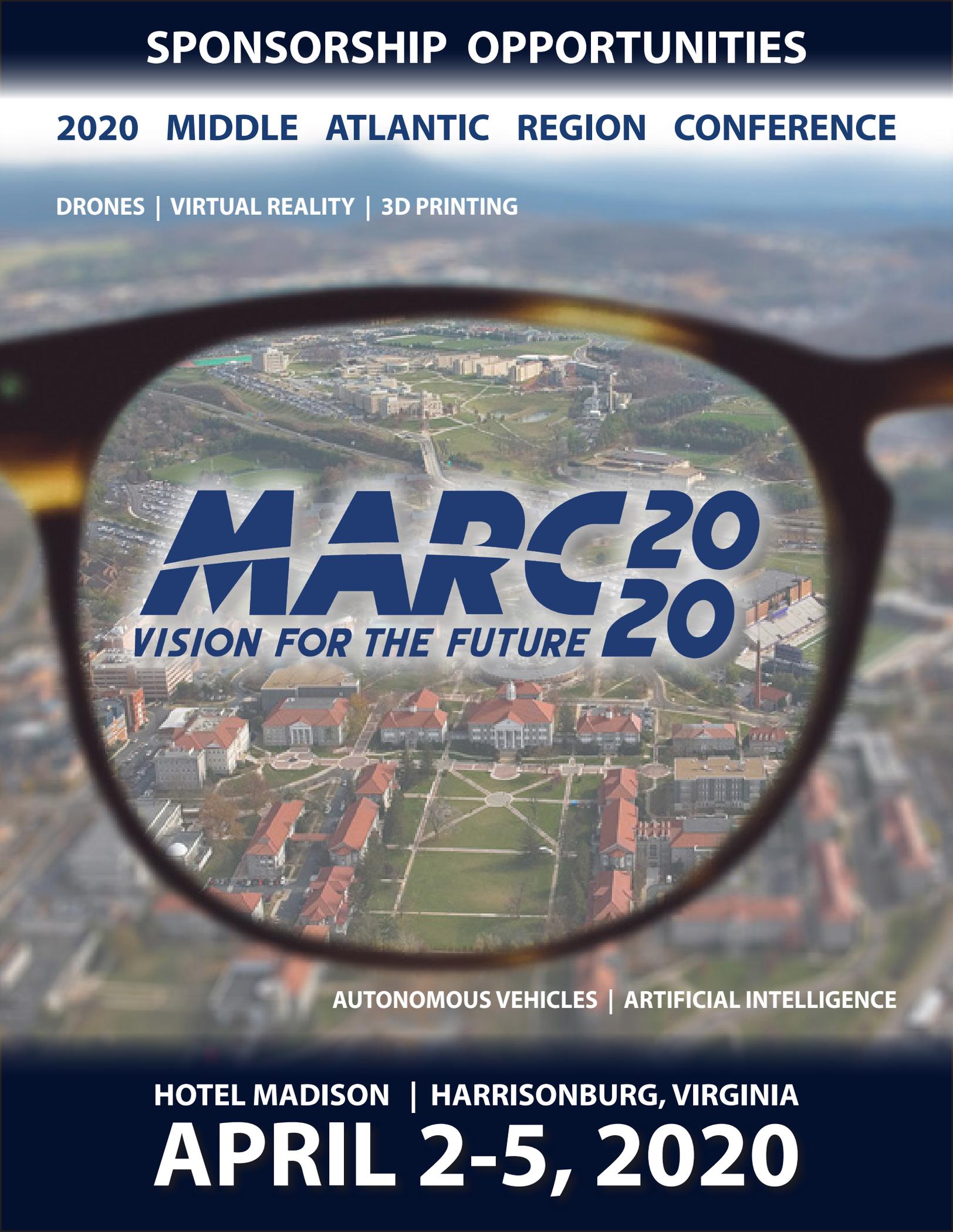
Subject: August 2019 Committee Report

1. Have begun to promote the conference on the new Central Virginia Chapter CSI (@ChapterCSI) twitter feed. Please follow if you are on Twitter.
2. Sponsorship: We have firm pledges for \$7,250 in sponsorships to date with at least another \$5,000 that was verbally committed but not confirmed. I have copies of sponsorship packet and encourage each of you to take several and can send them electronically. Please share with product reps and put them in touch with me regarding sponsorship.
3. Finances: We are currently approximately \$2,000 under budget. We have still not received seed money from the region.
4. I have save the date cards. Please feel free to take several of these to hand to your colleagues.
5. Charles continues to make progress on the program. Program highlights include:
 - Young Professionals Day with Cherise Lakeside, FCSI, CDT
 - Let's Fix Construction Workshop with Eric Lussier, CSI, CDT and Cherise Lakeside, FCSI, CDT
 - Exploration of new technologies that will rock the construction world
 - We are planning a CSI Night Out at Ruby's Arcade in downtown Harrisonburg
6. The conference website www.csimarc.com is about to launch along with registration and hotel information. We will send out an e-mail blast once the website goes live.

SPONSORSHIP OPPORTUNITIES

2020 MIDDLE ATLANTIC REGION CONFERENCE

DRONES | VIRTUAL REALITY | 3D PRINTING

An aerial photograph of a university campus, likely the University of Virginia, is framed by a pair of dark-rimmed glasses. The campus features a central quad with a large building, surrounded by smaller buildings and green spaces. The text 'MARC 20' is overlaid in large, bold, blue letters, with 'VISION FOR THE FUTURE 20' written below it in a smaller, italicized font.

MARC 20
VISION FOR THE FUTURE 20

AUTONOMOUS VEHICLES | ARTIFICIAL INTELLIGENCE

HOTEL MADISON | HARRISONBURG, VIRGINIA

APRIL 2-5, 2020



October 1, 2018

To: Potential Conference Sponsors
Re: 2020 Middle Atlantic Region Conference
Sponsorship Opportunities

Dear Sir or Madam:

I am pleased to present you with an amazing opportunity to reach a gathering of the most progressive and leading construction industry professionals along the East Coast. The Central Virginia Chapter of the Construction Specifications Institute is hosting the 2020 Middle Atlantic Region Conference in Harrisonburg, Virginia, April 2-5, 2020. Harrisonburg is in the heart of Virginia's Shenandoah Valley.

Industry leading architects, constructors, engineers, suppliers, and others will be gathering to attend continuing education workshops, network, and study cutting edge products, procedures, and products. There will be opportunities to exhibit products and services, as well. This is an opportunity to reach a professionally diverse group.

Your organization can reach this group in a variety of ways. Please take a few moments to review the enclosed sponsorship information to familiarize yourself with this opportunity.

Please feel free to reach out to me at rgtect@thegainesgroup.com or by phone at (434)979-5245 to indicate your level of interest or to discuss any particulars.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read 'Raymond E. Gaines', with a long horizontal flourish extending to the right.

Raymond E. Gaines, AIA, FCSI, CCS
Chairman 2020 Middle Atlantic Region Conference

MARC 2020

SPONSORSHIP PROGRAM

PLATINUM SPONSORSHIP - \$5,000

- 8" lettering on sponsors banner at keynote speaker's engagement
- Individual sponsor tabletop for entire conference
- Full page advertisement in program booklet
- Banner on home page of website
- Link on sponsor page of website
- Two complementary seats at awards banquet with special acknowledgement from the podium

GOLD SPONSORSHIP - \$3,000

- 5" lettering on sponsors banner at keynote speaker's engagement
- ½ page advertisement in program booklet
- Link on sponsor page of website
- One complementary seat with special acknowledgement from the podium

SILVER SPONSORSHIP - \$2,000

- 4" lettering on sponsors banner at keynote speaker's engagement
- ¼ page advertisement in program booklet
- Link on sponsor page of website
- Special acknowledgement from podium at awards banquet

LOCAL TIERS

PRESIDENTIAL SPONSORSHIP - \$1,000

- 3" lettering on sponsorship banner at keynote speaker's engagement
- Business card advertisement in program booklet
- Link on sponsor page of website

CONSTITUTION SPONSORSHIP - \$500

- 2" lettering on sponsorship banner at keynote speaker's engagement
- Listing on sponsor page in program booklet
- Link on sponsor page of website

BLUESTONE SPONSORSHIP - \$250

- Listing on sponsor page in program booklet
- Link on sponsor page of website

Sponsors who participate at a \$1000 level or higher will receive a “trade show” table at the welcome reception on Thursday evening April 2, 2020. The format will be a dessert buffet.

Each exhibitor will have the option of hosting a featured dessert at their table which we can arrange for you at menu prices. Guests will have to visit your table in order to be served your particular dessert.

QUESTIONS?

Please reach out to Ray Gaines at rgtect@thegainesgroup.com or by phone at (434)979-5245 with any questions or to indicate your level of interest or to discuss any particulars.

MARC 2020 SPONSORSHIP PROGRAM APPLICATION

SPONSOR INFORMATION

COMPANY/ORGANIZATION _____

CONTACT NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS PHONE _____ MOBILE PHONE _____

E-MAIL ADDRESS _____

WEBSITE _____

SPONSORSHIP LEVEL

- \$5,000** PLATINUM SPONSORSHIP
- \$3,000** GOLD SPONSORSHIP
- \$2,000** SILVER SPONSORSHIP
- \$1,000** PRESIDENTIAL SPONSORSHIP
- \$500** CONSTITUTION SPONSORSHIP
- \$250** BLUESTONE SPONSORSHIP

ADVERTISING IN THE CONFERENCE BOOKLET

- \$500** BACK COVER – (FULL COLOR, 1 AVAILABLE)
- \$300** FULL PAGE AD
- \$200** HALF PAGE AD
- \$100** QUARTER PAGE AD
- \$50** BUSINESS CARE AD

WELCOME RECEPTION TABLE

IF YOU ARE SPONSORING THE CONFERENCE FOR \$1,000 OR MORE, YOU HAVE THE OPPORTUNITY TO HAVE A TRADE SHOW DISPLAY TABLE AT OUR WELCOME RECEPTION ON THURSDAY APRIL 2ND. DO YOU PLAN TO TAKE ADVANTAGE OF THIS OPPORTUNITY?

YES

NO

PAYMENT INFORMATION

PLEASE MAKE CHECKS PAYABLE TO:

CENTRAL VIRGINIA CHAPTER CSI
C/O THE GAINES GROUP, PLC
1430 ROLKIN COURT, SUITE 302
CHARLOTTESVILLE, VA 22911

PAY PAL INFORMATION TO FOLLOW

SIGNATURE _____

QUESTIONS?

Please reach out to Ray Gaines at rgtect@thegainesgroup.com or by phone at (434)979-5245 with any questions or to indicate your level of interest or to discuss any particulars.