CSI MIDDLE ATLANTIC REGION
BOARD OF DIRECTORS FEBRUARY 2020 TELECONFERENCE
March 09, 2020

CALL TO ORDER
President: Thomas Feulner, CSI called the meeting to order at approximately 12:05 p.m.

IN ATTENDANCE
Executive Board:
President: Thomas Feulner, CSI
First Vice President: Steven Lawrey, CSI
Secretary: Stephen Weisensale, CSI
Immediate MAR Past President: Gail Nagie, CSI

Board of Directors (Chapter Presidents/Designees):
Baltimore: Katherine Good, CSI
Blue Ridge: Tray Rowe, CSI
Central Pennsylvania: Kathryn Sterner, CSI
Central Virginia: Raymond Gaines, FCSI
Greater Lehigh Valley: Mitch Miller, CSI
Northcentral Pennsylvania: Patricia Russell, CSI
Northern Virginia: Bill Rains, CSI
Philadelphia: Steven Lawrey, CSI
Pittsburgh: Marty Thornton, CSI
Tidewater: Richard Corner, CSI

Committee Chairs:
Certification: Mary-Ellen Pfiester, CSI
Conference Oversight: David Lorenzini, CSI
Education: Mitch Miller, FCSI
Electronic Communication: Katherine Good, CSI
Nominations: Gail Nagie, FCSI
Tellers: Bob Loftin, CSI

EXCUSED
Second Vice President: Robert Vaughn, CSI
Treasurer: Dan Cudney, CSI
Institute Director from Middle Atlantic Region: LeeAnn Slattery, CSI
Richmond: Jon Anderson, CSI
Academic Affairs: Kevin Grega, CSI, CCPR
Awards: Lauren Anderson, CSI
Planning: Barbara Shaffer, CSI

ABSENT
District of Columbia Metropolitan: Jill Gehrke Amacker, CSI
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, as summarized below:

- Reminded all Board members to register for MARC, noting receipt of that attached COVID19 message from the institute (see MARC 2020 later in minutes).
- Chapter dues adjustments will be due from all Chapters to Institute no later than 03/31/2020.
- Elections for Institute officers will close in mid-April.
- Working on Region strategic plan over the next month, will report at Marc.

FIRST VICE PRESIDENT'S REPORT
Steven Lawrey had no new report.

SECOND VICE PRESIDENT'S REPORT
Robert Vaughn has no new report.

SECRETARY'S REPORT
Stephen Weisensale reported the following:

- February 2020 minutes were approved as presented, with no revisions.

TREASURER'S REPORT
Dan Cudney was not present, reported the following via e-mail:

- Provided the attached February 2020 activity log and current line item report.
- 2021 budget will be presented at MARC.

TELLER'S REPORT
No report required at this time.

IMMEDIATE PAST PRESIDENT'S REPORT
Gail Nagie had no report.

INSTITUTE DIRECTOR'S REPORT
LeeAnn Slattery was not present but reported as follows, prior to meeting.

- A detailed report of institute activities will be presented at MARC.
- Noted requirements for renewing certification, (addressed in Certification section of minutes).
- Chapter dues reports are due prior to 03/31/2020.

COMMITTEE REPORTS

Academic Affairs

- Kevin Grega had no report.

Awards

- Reporting for Lauren Andersen, Marty Thornton reported that 18 submissions have been received and winners will be notified and encouraged to attend MARC.
- Volunteers are needed for the Institute Awards Committee.

Certification

- Mary Ellen Pfiester reported as follows:
- Spring registration is open from 05/04-06/05. Register at https://www.csiresources.org/certification/cdt/cdt-registration-info
- Check your certification status for renewal expiration date, either June 30 or December 31 of the 3rd year.

Conference Oversight

- David Lorenzini has sent messages to Kathryn Sterner regarding MARC 2023, awaiting response..

Education

- Mitch Miller had no report.

Electronic Communications

- Katherine Good reported that the region website is up to date with all provided information posted, requests all chapter provide regular updates.

Membership

- No report, new chair is still needed.
- T. Feulner reported he has spoken with current members of Erie NW PA chapter regarding its future. Nine individuals have expressed interest in reviving the chapter.

Nominations:

- No activity required at this time; committee will be set up at MARC, with nominations complete prior to LEAD.

Planning

- Barbe Shaffer has previously sent out draft of Region Guide for comments, further action on hold until MARC.

Tellers

- No report required.

CONFERENCE REPORTS

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

- All members are encouraged to sign up for MARC: https://csimarc.wordpress.com/ Website has all info including registration, hotel, and schedule.
- There are currently 60 registered participants. All hotel guests are reminded to use the conference hotel block in order to make the room minimums for the Chapter.
- Few registrations so far for golf and sporting clays.
- Noted that COVID19 could affect conference. Chapter will advise registrants of any developments should cancellations be required.

North Central Pennsylvania FY2021 (April 29-May 2, 2021)
Planning underway, will have several members at MARC 2020 to provide details, including video presentation.

Richmond FY2022
No new report. Update at MARC.

FY2023
Host chapter is TBD. Kathryn Sterner noted mixed reception regarding Central PA chapter hosting, but is confident it can move forward.

CHAPTER REPORTS:

Chapter reports: Discussed ongoing events and upcoming elections, as follows:

- Baltimore: Officers have been nominated, ballots are out.
- Blue Ridge: Via Ray Gaines – Reported ballots are out.
- Central PA: No ballots out yet, but soon.
- Central VA: Ballots will be due on 03/19.
- DC Metro: No report.
- Greater Lehigh Valley: Working on nominations, out soon.

- Northcentral PA: Nominations now in process, meet 03/23 to finalize.
- Northern VA: Board meeting this week to finalize nominations. Also planning joint meeting with DC chapter.
- Philadelphia: Nominations not yet out, grille series continues in March.
- Pittsburgh: Attendance has been good throughout the year, exam classes are scheduled, speed dating in February, golf in March.
- Richmond: Chapter Meeting within next week to make nominations, planning spring building tour.
- Tidewater: Programs started strong this year, but lat attendance is sparse. Programs and tour still planned for spring.

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OLD BUSINESS:

- No items discussed.

NEW BUSINESS:

- MARC – Watch for COVID19 alerts regarding event.

ACTION ITEMS

- MARC 2020 registration.
- All chapters provide spring Chapter Reports one week prior to MARC.
- Report chapter dues to Institute by 03/31/20
- Register for spring exams when registration opens.
- T. Feulner to work on strategic plan, report at MARC.
- S. Lawrey to report on member survey at Marc.
- D. Cudney to present 2020-2021 budget at MARC.
- R. Vaughn to discuss room rates with Heritage Hills – LEAD, report at MARC.

NEXT SCHEDULED BOARD MEETING

The next scheduled teleconference of the CSI Middle Atlantic Region Board of Directors will be at MARC 2020, Thursday April 02 at 3:00 pm.

Future meeting Schedule:

May 2020:	Monday, 05/11
June 2020:	Monday, 06/08

ADJOURNMENT

There being no further business, the meeting adjourned at approximately 12:50 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

Stephen C. Weisensale

Subject: FW: Special Region President Message + Coronavirus

From: Thomas Feulner
Sent: Wednesday, March 4, 2020 3:56 PM
Subject: FW: Special Region President Message + Coronavirus

All:
I just received this from Liz Icenogle from the Institute. To gain access to the new and improved roster tool, you are required to sign up and be trained. See below.

We can discuss COVID on our Monday Call

Thomas P. Feulner, AIA, CSI, CCS, CCCA, CDT, NCARB
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From: Liz Icenogle <licenogle@csinet.org>
Sent: Wednesday, March 4, 2020 3:37 PM
Subject: Special Region President Message + Coronavirus

Hello Region Presidents,

You and your region teams are at the epicenter of chapter leader support. So, from time to time, I will reach out to you with important information which can also serve as an opportunity for you to ask questions.

Conferences + Coronavirus

The region conferences are about to be held during the national coronavirus outbreak. While much is unknown, conferences big and small can take some steps to be prepared.

This article from PCMA highlights useful and basic principles for reducing virus transmission.

The meeting planning association's what-you-need-to-know page is a terrific resource.

With national and international conferences being canceled, and with corporate travel bans being instituted this month, regions and chapters should consider these recommendations, begin conversations with host facilities and communicate, if necessary, what precautions the facilities are taking.

New! Membership Roster Dashboard

Live training is next week! Training gets you access so sign up now, and promote this new resource to chapters.

Chapter Dues Updates are due in 27 days

We are hurtling toward the **chapter dues submission deadline– March 31st.** The national office cannot accurately invoice a chapter's dues in July without entering in the FY20-21 dues, *even if confirming no change*

Please help get the word out.

Leaderboard

The Leaderboard emails every other 3rd Friday of the month to chapter and region leaders with a focus on quick to digest communications regarding:

- Leader resources updates
- CSI announcements, member benefits to highlight, and more.
- Periodic Updates from the Board of Directors or CEO

Please note: The leaderboard is meant to complement other CSI communications. Board representatives and CSI staff remain available for questions and will continue to share information as they have in the past.

I know that you are all very busy and that you receive A LOT of CSI-related communications (*chapters, region, region conference planning, communities, etc.*), so I promise to keep these updates brief and not-too-frequent.

Please don't hesitate to reach out with questions, concerns or suggestions.

I look forward to hearing from you,

Liz

Liz Icenogle, CAE
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Stephen C. Weisensale

From: LeeAnn Slattery <lslattery@atas.com>
Sent: Thursday, February 20, 2020 9:55 AM
To: Tom Feulner (thomas.feulner.csi@gmail.com); Steve Lawrey (lawreys@pecora.com); Stephen C. Weisensale; 'Dan Cudney'; Robert Vaughn; two Green Frog (twogreenfrg@yahoo.com)
Subject: New CSI Leader Planning Checklist and Chapter Dues Update Tool

Good morning, CSI MAR leaders:

In case you did not see Liz's posting in the online Chapter Leaders community on Tuesday, check out the new leader planning checklist (see link below). Please help Liz spread the word about this new resource to all of the Middle Atlantic Region chapter presidents. Any questions feel free to reach out to Liz - her email is licenogle@csinet.org

Also, it's time for each chapter to update or confirm chapter dues using the online update tool. This must be done even if your chapter is keeping the same dues amount for the next fiscal year.

Thank you for all your work and commitment to making our region a vibrant one! I hope to see you all in Harrisonburg at MARC.

Chapter Leaders

Post New Message

Feb 18, 2020

Discussions

started an hour ago, Liz Icenogle, CAE (0 replies)

Dues are Due!

1. It is that time of year - chapter dues are due! ... Liz Icenogle, CAE

1. Dues are Due!

Reply to Group | Reply to Sender

Feb 18, 2020 10:49 PM
Liz Icenogle, CAE

It is that time of year - chapter dues are due!

Submit your chapters dues for the upcoming fiscal year. Use the **Chapter Dues Update tool** to either **update or confirm your dues.**

- The **deadline** is **March 31st**.
- **This applies to every chapter!** Use the tool to either **report changes in dues** effective 7/1/20 **or** to **sign off on keeping their dues the same** for the next fiscal year.
- **Access** to this tool is limited to these **leader roles**: Controller, Executive Director, President, President-Elect, Treasurer

Speaking of deadlines, the **Leader Planning Checklist** is now available. The Checklist provides all the deadlines and key dates that impact your operations and program planning.

Hit us up with any questions or concerns you may have - chapterrelations@csinet.org.

Liz Icenogle, CAE
Director of Component Relations
CSI

Lee Ann M. Slattery CSI, CCPR, LEED AP BD+C
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Stephen C. Weisensale

To: Mary Ellen
Subject: RE: Renewal of CDT Certification by June 30, 2021 - Information on how to report continuing education credits on the CSI website

From: Mary Ellen <mepfiester@yahoo.com>
Sent: Tuesday, February 18, 2020 4:16 PM
To: LeeAnn Slattery <lslattery@atas.com>
Subject: Re: Renewal of CDT Certification by June 30, 2021 - Information on how to report continuing education credits on the CSI website

Thanks, LeeAnn. CSIResources/Certification has become more robust - nice to see, big improvement.
Renewal info is there. LU hours accumulate for the immediate past 3 years. 24 qualifying hours are required for each certification. I will need to renew by the end of June, so I need to be sure my LUs are correctly shown.
Please ask the ATAS employees to check their account on CSI Resources well ahead of their renewal date.

Mary-Ellen

Sent from my iPhone

> On Feb 17, 2020, at 10:33 AM, LeeAnn Slattery <lslattery@atas.com> wrote:
>
> Hi Mary Ellen – please feel free to share the information below about CDT certification renewals. I had some ATAS employees ask me about this process, and I'm sure you and I will both be getting questions from chapter and region members as well. CSI should be coming out with some additional information on activities that will earn continuing education credits for CSI certification renewals. Those who attend MARC and/or CONSTRUCT can earn MANY continuing education credits at one event, which should be an incentive to attend those events. As well, if anyone wants to venture up to the Lehigh Valley on Weds. April 15th, our full-day CSI GLV Expo will give four continuing education credits if an attendee goes to all four of the continuing education seminars being offered at that event.
>
> **Lee Ann M. Slattery** CSI, CCPR, LEED AP BD+C
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From: LeeAnn Slattery <lslattery@atas.com>
Sent: Monday, February 17, 2020 9:46 AM
Subject: Renewal of CDT Certification by June 30, 2021 - Information on how to report continuing education credits on the CSI website

Now that the CDT is an accredited professional certification, it is renewable by accumulating 24 continuing education credits over a three year period of time, as was announced back in 2018 - https://www.csiresources.org/certification/cdt/certification-cdt-transition. For those who had their CDT prior to mid-2018, you have until June 30th of next year to report your continuing education and pay the renewal fee to be able to continue using the credential. For the CCPR, the continuing education requirements are the same (24 credits over three years), and many of the credits accumulated can be used for both the CDT and CCPR.

For those of you who are LEED Green Associates or LEED APs, you are familiar with the continuing education requirements for those certifications, and the renewal process is similar for the CDT and CCPR certifications. Many of the credits you earn for the LEED certifications can also be used toward renewing the CDT and/or CCPR (however, they need to be reported separately on the GBCI website for the LEED certifications).

Here are some instructions regarding how to log your continuing education courses into the CSI website.

- Go to www.csiresources.org
- Login (blue button in upper right corner – use the "forgot username or password" reset button if needed)
- Open "My Dashboard" (black button in the middle)
- Click on "My Certifications"
- Click on "Manage Continuing Education"
- Click on "Add Learning Units"
- Enter "Activity Name" (which is the name of the program/course/tour, etc.), "Date Earned", "Hours Earned", "Sponsoring Organization" (which is optional, this would be the association or company which was giving the course or tour), and there is also an option to "Add Files", by uploading documentation (certificates of attendance). You don't have to do that, however, be sure to keep an electronic or hard copy file of all your certificates of attendance so you can prove the reported continuing education credits, should you ever be audited. Then check off the boxes of which CSI certifications are covered by the activity. As mentioned, if you have both the CDT and CCPR, you can check off both those boxes for the same activity.
- Click the blue "Save" button when you are done entering an activity.
- You can then go on to enter another activity, or exit the system.

Below is a screen shot of my CDT renewal record. As you can see, at the top of the listing, it tells me I need a total of 24 hours of continuing education to renew my CDT (and they must be earned between the dates of 6/30/18 and 6/30/21), and I have reported 14 hours so far, which leaves me with at least 10 hours that I need to earn prior to 6/30/21. Once I reach the minimum hours earned of 24, I can then renew my certification online and pay the renewal fee (my CCPR renewal fee last year was $140.00…not sure if the CDT renewal fee will be the same price).

<image001.jpg>

There are MANY ways to earn continuing education credits:

- Any programs or tours approved for AIA learning units (such as those given at CSI, AIA, USGBC, etc. meetings and conferences)
- CSI Webinars (ATAS participates in two of these each year as a presenter)
- CSI Learning Library – CSI plans on adding more "on demand" continuing education opportunities to this portion of their website in the future
- AECDaily online courses - https://www.aecdaily.com/
- Continuing Education Center (Architectural Record and BNP Media) online courses - https://continuingeducation.bnpmedia.com/
- The Continuing Architect online courses - https://www.thecontinuingarchitect.com/