



## **NCR BOARD'S TELECONFERENCE**

**BUILDING KNOWLEDGE/IMPROVING PROJECT DELIVERY**

### **Minutes for Meeting**

**Wednesday, 1 October, 2014 @ 8:30 a.m.**

**Facilitator: J W Mollohan, NCR President**

**Note Taker: David O'Bryan, NCR Secretary**

**Attendees: Region Officers, Chapter Presidents, Chapter Region Directors, RDC's, Institute Director**

#### **Agenda:**

- 1. Introduction: J W Mollohan**
- 2. Roll Call: David O'Bryan**
  - a. Region Officers: 4 out of 4**
    - i. J W Mollohan, David O'Bryan, Mike Coan, Joel Meyer**
  - b. Chapter Directors (13 of 20 present representing a quorum)**
    - i. Present: Red River Valley-Kermit Duncan, Minneapolis/St Paul-Craig Hess, Wausau-Candy Zirngible, Milwaukee-Troy Steege, Madison-Lynn Javoroski, Nebraska-Larry Reimnitz, , Mid Kansas-Keith Showell, Kansas City-Andrea Zawodny, Greater St Louis-David O'Bryan, Southwest MO-Mike Coan, Northern Illinois-Alan Itzkowitz, Chicago-Elias Saltz , Flint Hills-Debra Corr,**
    - ii. Absent: Central MO, Illowa, Central Illinois, Crandic, Twin Ports, Fox River Valley, Central Iowa**
    - iii. Note to Region that LaCrosse Chapter surrendered its charter several years ago and has been dropped from roster.**
  - c. Region Directors: 1 out of 5**
    - i. Present: Kermit Duncan**
    - ii. Absent: Gerard Capell, Randy Chapple, Steve Conrath and Kim Diehls**
  - d. Committee Chairs:**
    - i. Present: Certification-Andrea Zawodny, Academic Liaison-Troy Steege.**
    - ii. Absent: Communications- Peter Dinschel/Jason Schaum, Nominating Task Group-Sheldon Wolfe, Awards-Steve Gantner , Programs/Education-David Dixon**
    - iii. Vacant: Membership-Looking for Chair!!**
  - e. Institute: Lynn Javoroski-Director**



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- 3. Minutes from Previous Meeting: Minutes from September 3<sup>rd</sup>, 2014 where discussed and approved.**
- 4. Treasury Report: Overview by Joel Meyer**
  - a. September NCR Balance Sheet came in with total assets of \$47, 317. The NCR Budget report was discussed and "if all budgeted expenses are claimed, we will draw on our checking account for the overage of \$1,543.00. The budget oversizing is due to allocation of funds for the Greater St Louis Chapter's CSI National Trip to prepare for next year's Construct in St Louis and slow RAP payments.**
  - b. RAP funds from National are being distributed to the regions at a slow pace. We are still waiting for September's deposit. We made an adjustment to the budget for the removal of the June payment which was accidentally added and the inclusion of the correct July and August payments.**
  - c. Joel Meyer has created a Finance Committee to audit and discuss options for our financials. The members are Joel Meyer, Craig Hess, Steve Knutson, George Ramsey, and JW Mollohan as an Ex-Officio member. They did not meet in September. Upcoming tasks are to look into alternate investment programs.**
  - d. Financial Reports dated 9/29/14 will be posted on NCR Website for review.**
- 5. Presidential Comments: J W Mollohan**
  - a. Introduction of New Academic Liaison Chair: Troy Steege has agreed to chair this committee. He will be reaching out to members in the near future for comments and committee member recruitment. He was recently on a National Institute call discussing this process. Troy Steege is an architect with HGA in Milwaukee, a Board member of the Milwaukee Chapter CSI, and more importantly, passionate about sharing CSI's educational message. In a previous email from JW to the Executive Committee, it was explained about the vision for the Academic Liaison committee. In the past, and perhaps in line with the eponymous standing committee at Institute, this role has been one exclusively of fostering student chapters. In this case, JW and the Region will be thrilled to see the scope creep into a collaboration with David Dixon's Program / Education committee, and Andrea Zawodny's Certification committee. The overlaps are obvious to us all. Troy and JW want this committee to offer a semi-standard**



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curriculum of professional education programs, presented by CSI professionals, to be taught in-house at our larger A / E / C firms. We would like to see these classes move from firm to firm on a monthly basis, and be open, not only to the professionals, emerging professionals, and interns of the respective host firms, but also to students from area schools. In this way, we can create a marketplace of professional education where we help our students find placement and our professionals recruits.

- b. **Communication/Web Site Opportunities:** JW discussed that Peter Dinschel, our web site chair has asked to scale back his role due to work and health concerns. This is an important part of our communication as a region and we are looking for members to become involved. We are always accepting volunteers to that want to assist and help better the region. Please reach out!!
- c. **NCR Caucus Update:** We had around 30 members from over 13 chapters represented at the caucus. JW updated members of the "State of the Union" of the region. We recognized our 11 Fellows and our Award recipients, John Rao Papke and Alana Sunness Griffin, and George Everding. Discussion of deleting our Membership Chair from our budget changed the view of the Board and we are re-investing in this position as a mentor for the chapters in the Region. Call to Arms is out for a Membership Chair. We need volunteers to lead and assist with this committee. Please reach out ASAP. Thanks.
- d. **Chapter Viability and Non-Affiliated Members:** JW discussed comments about smaller chapters closing and becoming groups of non-affiliates. This is not the desire of Institute or the Region, but an option. We will do all we can to help our chapters grow and continue.

#### **6. NCR Conference Schedule:**

- a. **Chicago/Northern Illinois/Great Lakes Bi Region-May 7-9<sup>th</sup>, 2015**
  - i. **Update on Bi Region Conference-**Elias Saltz, President Elect of Chicago Chapter discussed highlights of the next NCR Conference. The conference will be held in downtown Chicago at the Holiday Inn Mart Plaza, 350 W. Mart Center Drive, Chicago, IL. 60654. They have secured a rate of \$139.00 per night. They are planning an early bird tour and dinner cruise on May 7<sup>th</sup> for early arrivals, companion tours, CEU Tracks, Leadership



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Tracks, Product Expo with 80 exhibitors, a silent auction with item donated from each chapter for a local charity, Awards Banquet, and our regional meetings. This will be side by side with the Great Lakes Region. For product reps and firms, please keep an eye out for sponsorship opportunities in the near future. Please plan to be in attendance.

- ii. Detroit Chapter from Great Lakes Region is planning a “train trip” to the conference. Challenge is out for other groups to do something similar/creative to bring a group to the conference.

- b. Central Iowa/Crandic-2016
- c. Madison-2017
- d. Twin Poprts-2018
- e. Greater St Louis-2019
- f. Bi-Region with South Central-2020

#### **7. Institute Update: Lynn Javoroski and JW Mollohan**

- a. National has approved program to balance its budget by Fiscal Year 2016.
- b. National Dues are increasing \$5.00 this September 2014.
- c. National CSI Construct Convention- September 9<sup>th</sup>-12<sup>th</sup> Baltimore, MD
  - i. Attendance for the convention was around 2800, slightly down around 200. There were more exhibitors
  - ii. Overall feelings of the convention were upbeat and reviews are good. New things were tried and seemed to drive interest.
  - iii. CSI Night Out was a success and brought a mixture of attendees.
- d. CSI Executive Director Walter Marlowe, P.E., ASAE announced that he will resign his position effective 3 December. Walt has served our Association very well for many years and will be sorely missed. Walt has agreed to an offer from an association in the pharmaceutical industry near his Maryland home. This is a great move for Walt and we all wish him and his family well. The Board will engage an executive recruitment firm to conduct a nationwide search for a new executive director. Greg Ceton will serve as interim Executive Director until Walt's replacement can be found.
- e. Annual Board Meeting: Discussion was brought up and a task team was set up to study adding an electronic component to future National Board Meetings for



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**members not in attendance to view electronically. This was approved to move forward. Another discussion was brought up about electing National Board Institute Directors from the membership at large. This was defeated.**

**8. Outstanding Chapter Commendation Award Recipients: Congratulations to the following chapters for a successful year.**

- a. Minneapolis-St Paul**
- b. Chicago**
- c. Milwaukee**
- d. Kansas City**
- e. Southwest Missouri**

**9. Next Meeting:**

- a. Region's Leaders' Teleconference-Wednesday, November 5<sup>th</sup> @ 8:30AM Central**
- b. 1-866-910-4857 Pass Code 802435#**
- c. Agenda and financials to follow**

**North Central Region of CSI**  
**Balance Sheet**  
 As of August 31, 2014

	Aug 31, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · US Bank	35,233.95
1100 · Bank Savings	
1100-03 · CD-0312	5,533.13
1100-06 · Money Market	6,549.52
Total 1100 · Bank Savings	12,082.65
Total Checking/Savings	47,316.60
Total Current Assets	47,316.60
<b>TOTAL ASSETS</b>	<b>47,316.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-1,294.47
Total Accounts Payable	-1,294.47
Total Current Liabilities	-1,294.47
Total Liabilities	-1,294.47
Equity	
3000 · Opening Balance Equity	28,767.77
32000 · Unrestricted Net Assets	18,915.88
Net Income	927.42
Total Equity	48,611.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,316.60</b>

## NORTH CENTRAL REGION BUDGET

Category	Item	Budget YTD	Actual YTD	Budgeted FY 15	Notes
<b><u>INCOME</u></b>					
100	Member Dues (from RAP &/or Assessment)	5,250.00	1,545.00	21,000.00	We expect a little more. Just hedging a bit. Grow Membership!
102	Bank Income	1.88	0.55	7.50	Perhaps after asset reallocation we can expect a bit in future years
	<b>Total Income</b>	<b>\$ 5,251.88</b>	<b>\$ 1,545.55</b>	<b>\$ 21,007.50</b>	
<b><u>EXPENSES</u></b>					
200	Institute Convention / CONSTRUCT	125.00	99.58	500.00	Waters and sodas at Caucus - charged only for those consumed
201	GSL 2015 Host Chapter Subsidy	350.00	700.00	1,400.00	Subsidy for Bob Teller & Ron Berra's travel to Baltimore Convention
	<b>Sub-Total</b>	<b>\$ 125.00</b>	<b>\$ 799.58</b>	<b>\$ 1,900.00</b>	
300	<b>NCR Conference</b>				
302	Advance to Host Chapter	-	-		
303	Speaker's Fees / Travel	-	-		
304	Presidents-Elect Training	2,375.00	-	9,500.00	Expect a higher turnout in Chicago
305	Annual Business Meeting	950.00	-	3,800.00	Expect a higher turnout in Chicago
	<b>Sub-Total for NCRC</b>	<b>\$ 3,325.00</b>	<b>\$ -</b>	<b>\$ 13,300.00</b>	
306	President's Expenses	-	-	-	T & E including for NCRC
307	Vice-President's Expenses	125.00	-	500.00	T & E including for NCRC
309	Secretary's Expenses	-	-	-	T & E including for NCRC
310	Treasurer's Expenses	75.00	-	300.00	T & E including for NCRC
312	Miscellaneous	-	-	-	Miscellaneous
315	Region District Coordinators' Expenses	500.00	-	2,000.00	T & E including for NCRC
	<b>Sub-Total T &amp; E</b>	<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ 2,800.00</b>	
400	<b>Administrative Expenses</b>				
401	Incorporation & Accounting Fees	250.00	325.00	1,000.00	Professional Audit

403	Postage	12.50	-	50.00	Stamps / parcels
404	Teleconferences	187.50	241.74	750.00	General, ExComm, RDC, & Board Meeting via teleconference
406	Other Expenses	62.50	-	250.00	Miscellaneous
	<b>Sub-Total Administrative</b>	<b>\$ 512.50</b>	<b>\$ 566.74</b>	<b>\$ 2,050.00</b>	
500	<b>Committee Expenses</b>				
501	Academic Liaison	62.50	-	250.00	T & E for Committee Chair
502	Awards	250.00	-	1,000.00	Really want to beef this up and make significant awards!
503	Certification	62.50	-	250.00	T & E for Committee Chair
504	Programs / Education	62.50	-	250.00	T & E for Committee Chair
505	Membership	62.50	-	250.00	T & E for Committee Chair
506	Communications / Website	125.00	-	500.00	Includes Constant Contact costs
	<b>Sub-Total Committees</b>	<b>\$ 625.00</b>	<b>\$ -</b>	<b>\$ 2,500.00</b>	

**Total Expenses**      **5,287.50**      **1,366.32**      **22,550.00**

**NET**      **Net Income Less Expenses**      **\$ (35.63)**      **\$ 179.23**      **\$ (1,542.50)**      **This deficit drawn from NCR checking account if needed**

Category	Item	Budget YTD	Actual YTD	Proposed FY 15	Notes
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