

CSI Houston Board Meeting Minutes — Monday, May 23, 2016

(In the absence of Secretary Betsy Finch, minutes were taken by Bob Woodburn)

Present: Holly Jordan, President
Alex Bernard, President-Elect
Chuck Vojtech, VP - Finance/Administration
Bob Woodburn, VP - Professional Development
Doug Frank, Board Advisory Director
Gerard Linton, Director
Victoria Raineri, Director
Chris Eakins, *VP - Member Services*
Bill Fairbanks

Absent: Neil Byrne, Past President
Betsy Finch, Secretary
Wade Arnold, Treasurer
Mark LeCrone, VP - Member Services
Phyllis Joseph, VP - Public Services
Logan Vits, Director
Jeff Holstien, Director
Brian Selig, Director
Chris Whitmire, Director (*moved out of town*)

Meeting called to order at 4:11 PM by Holly Jordan, President.

Reports:

April Board Meeting Minutes approved.

Chuck Vojtech, VP - Finance/Administration:

- New bank account established.
- Direct deposit changes need to be addressed.
- Checks to CSI Region & Computer Lady; amounts unknown.
- Recent chapter newsletters need to be posted to the website.

Holly Jordan, Institute Director:

- Currently there are only three active Institute Committees (Jury of Fellows, Awards, Governance). New committees to be appointed pending changes in administration.
- Three certification programs to get a refresh/update
- Plans to transition CDT Certificate to full certification program. Needs body of knowledge maintained to standard; continuing education program; exam would change.

Chris Eakins, Membership Chair:

- Current membership is 163, down 7 from 170.

Old Business:

1. Discussed need to establish chapter certification committee, with a strong leader for each certificate/certification, and to promote CCPR especially, since there are so many potential candidates in the chapter, but so few CCPR certificants.
2. The proposal made in a previous meeting to change monthly meeting location, date, time,

and food service format was further discussed. One or two trial-run meetings in the proposed venue, and the timing thereof, were suggested. A poll or survey of members was suggested to ascertain interest.

3. A motion to schedule one or two trial meetings in the new venue, possibly starting next February (immediately after our best-attended January meeting, to maximize publicity), and to survey member opinion on the proposed changes, was made, seconded and passed.
4. A motion to renew our HESS contract for 10 meetings in the upcoming year (one or two months being at another possible venue), was made, seconded and passed.

New Business:

1. Gerard Linton, Awards Chair, will prepare June meeting awards along with AAA Trophy.
2. In the absence of a Craftsmanship Award this year (and the customary visual presentation), a brief program on Certification will be featured along with the awards. Will look into possible craftsmanship award candidates for future meetings.
3. President Holly Jordan said she would not be able to attend the June Awards Meeting due to a conflicting previous commitment. A motion to move the meeting up one week to June 20 (providing HESS facilities available) was made, seconded and passed.
4. Chapter management software and current use of Computer Lady services discussed. Bob Woodburn will explore costs and benefits of Star Chapter management software for consideration in 2017. No immediate change is anticipated.
5. More chapter factory and/or construction site tours suggested, in addition to regular monthly meetings. Under jurisdiction of program committee.
6. Use of sign-in sheets at chapter meetings was suggested to record members and guests.
7. A motion to adjourn was made, seconded and passed. The Meeting adjourned at 5:48.

Respectfully submitted,

Robert E. Woodburn, on behalf of Secretary Betsy Finch.