



THE SAN DIEGO CHAPTERS OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE &
THE AMERICAN INSTITUTE OF ARCHITECTS



Knowledge for Creating
and Sustaining
the Built Environment

V E N D O R I N V I T A T I O N

CONSTRUCTION PRODUCTS FAIRE AT DEL MAR

-----co-sponsored by CSI and AIA-----

WEDNESDAY, FEBRUARY 23, 2005

3:00 PM – 8:00 PM

Set-up: 12-3 PM Tear-down: 8-10 PM

Mission Tower Room, Del Mar Fairgrounds (enter Solana Gate)

Because of the great turnout in the past and responses we've received from vendors, we are again holding this year's Faire at the Del Mar Fairgrounds.

WHY BE AN EXHIBITOR AT THIS YEAR'S
CONSTRUCTION PRODUCTS FAIRE?

Admission is **FREE** for our guests from the following organizations:

AIA • SARA • ASPE • SEAOC • CELSOC • ASCE
ASLA • SAME • NAWIC • ICRI • SDREO • USGBC

Guests can enter in a **FREE DRAWING** for a \$1,000 Costco Gift Card.

Additionally, guests will have the opportunity to attend the following 3 educational seminars which carry **Continuing Education credit** ... an added draw:

1:00-3:45 PM ... GETTING LAID: Select, Spec and Install Flooring
2:00-5:00 PM ... GREEN: Spec, Buy, Build
4:00-6:00 PM ... ARCHITECTS: IDP and Acing the Orals

Complimentary Hot and Cold Hors d'Oeuvres will be served during the Faire, and a **No-Host Bar** will be available.



Want to have the **BIG DRAW** for architects to your tabletop?
Ordering **ADDITIONAL FOOD ITEMS** can be arranged directly with Del Mar by calling Andy Sheldon (858.755.6345) to obtain a menu and pricing.



QUESTIONS: CSI HOTLINE 877.401.6733



Facility is accessible to persons with disabilities.

VENDOR TABLETOP REGISTRATION

Complete form below and fax to 619.593.9989 or mail to address shown below.

_____ ONE 8 FT TABLETOP (90 available—FC/FS) NAME: _____
 + ONE CHAIR = \$350⁰⁰ COMPANY: _____
 _____ ONE ADD'L PERSON = \$25⁰⁰ ADDRESS: _____
 (Vendors are limited to 1 add'l person; max. 2 per tabletop.) CSZ: _____
 \$_____ TOTAL ENCLOSED PHONE: _____ FAX: _____
 _____ EMAIL: _____
 _____ CREDIT CARD # _____
 (MasterCard or Visa Only) Expiration Date: _____
 _____ SIGNATURE: _____

ELECTRICITY: Please use the Electrical Order Form (attached) to order & pay for your electrical needs.

OR MAKE CHECKS PAYABLE TO: CSI San Diego
Mail to: 127 N. Westwind Dr, El Cajon, CA 92020-2955

Refund Policy: 50% by 01/03/05; 10% by 01/30/05

ELECTRICAL ORDER FORM
MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES

1844 Imperial Avenue • San Diego, CA 92102
(619) 696-6625 • Fax: (619) 696-7762

E-mail: sandiego@edlen.com • Website: www.edlen.com

COMPANY NAME:	BOOTH NO:
EVENT	
FACILITY	
DATES	
EVENT NO:	

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle -PRICES ARE FOR ENTIRE EVENT.

	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day- Double Price)	ADVANCE PAYMENT PRICE	PRICE AFTER DEADLINE	COST
120 VOLTS					
0-500 WATTS (5 AMPS)	_____	_____	72.00	109.00	_____
500-1000 WATTS (10 AMPS)	_____	_____	124.00	187.00	_____
1001-1500 WATTS (15 AMPS)	_____	_____	145.00	217.00	_____
1501-2000 WATTS (20 AMPS)	_____	_____	167.00	250.00	_____
208 VOLTS SINGLE PHASE					
10 AMPS	_____	_____	220.00	330.00	_____
15 AMPS	_____	_____	251.00	378.00	_____
20 AMPS	_____	_____	314.00	471.00	_____
30 AMPS	_____	_____	377.00	566.00	_____
60 AMPS	_____	_____	495.00	742.00	_____
100 AMPS	_____	_____	651.00	976.00	_____
208 VOLTS THREE PHASE					
10 AMPS	_____	_____	292.00	438.00	_____
15 AMPS	_____	_____	335.00	503.00	_____
20 AMPS	_____	_____	420.00	630.00	_____
30 AMPS	_____	_____	502.00	754.00	_____
60 AMPS	_____	_____	658.00	988.00	_____
100 AMPS	_____	_____	866.00	1300.00	_____

TRANSFORMER TO BOOST 208v up to approx. 230v - \$3.00/AMP - 20 AMP MINIMUM

LIGHTING EQUIPMENT (Including Current Consumed) (Provide Drawing Showing Light Location)

150 WATT FLOOD LIGHT	_____	_____	86.00	130.00	_____
150 WATT DBL. FLOOD LIGHT	_____	_____	130.00	196.00	_____
100 WATT ARM LIGHT	_____	_____	104.00	157.00	_____
300 WATT FLOOD LIGHT	_____	_____	108.00	163.00	_____
300 WATT QUARTZ LIGHT	_____	_____	130.00	196.00	_____
1000 WATT QUARTZ LIGHT*	_____	_____	214.00	322.00	_____

*(Time and Material will apply when lift is required to mount overhead)
All Lights, excluding the 1000 watt quartz light, are for inline booths only.

MATERIAL (Electricity Not Included)

EXTENSION CORD 15' & 25'	_____	_____	21.00	_____	_____
MULTI-OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR (See Rates Listed to the Right)

PLACE YOUR TOTAL PAYMENT HERE (Do not fill in Totals Below)

* ALL FOREIGN CHECKS MUST BE DRAWN ON U.S. BANKS

FOR ADVANCE PAYMENT PRICE

to apply, we must receive your order, payment and a floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE:

AVOID DUPLICATION!!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

QUESTIONS? Visit our Web Site.

SEE REVERSE FOR ADDITIONAL TERMS AND CONDITIONS

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & (1/2) hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form, please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time, order 24 hour service at double the outlet rate.

LABOR RATES

ST = Mon-Fri 8:00 am - 4:30 pm 76.00
(Except Holidays)
OT = Mon-Fri 4:30 pm - 8:00 am 152.00
(All day Sat/Sun/Holidays)

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	E-MAIL:	
CITY:	STATE:	ZIP:
SIGNATURE:	PRINT NAME:	
PAID BY CK <input type="checkbox"/>	VISA MC AMEX DINERS DISC	CARD #: _____
CARDHOLDER SIGN:		EXP DATE: _____
PRINT NAME		

FOR OFFICE USE ONLY	OUTLET/EQUIPMENT	\$ _____	DATE RECEIVED	_____	_____	_____
	MATERIAL	\$ _____	METHOD OF PMT.	_____	_____	_____
	LABOR	\$ _____	AMOUNT RECEIVED	_____	_____	_____
	GRAND TOTAL	\$ _____	RECEIPTED BY:	_____	_____	_____
	BALANCE DUE	\$ _____				

VERY IMPORTANT TERMS AND CONDITIONS

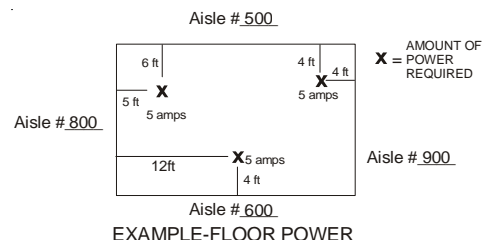
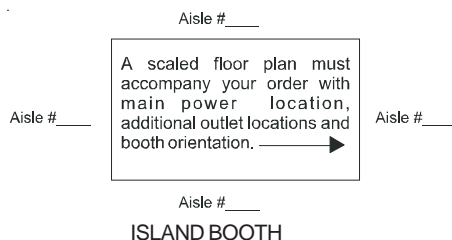
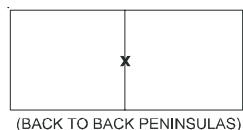
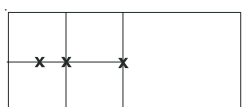
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsulas booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services, or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all "rental" material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
11. All equipment regardless of source of power, must comply with Federal, State and Local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
12. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc... required for operation.
13. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
15. Credit will not be given for service(s) installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen within 14 calendar days of show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its Attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
20. By signing this form Exhibitor agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED

HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totaling the wattage of your lights.
2. For other equipment, read the rating on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.

WHERE WILL MY OUTLET BE LOCATED? Outlets located as depicted below are for inline and peninsula booths. All other locations require labor on a time and material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



IF YOU HAVE ANY QUESTIONS, PLEASE CALL (619) 696-6625



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THE AMERICAN INSTITUTE OF ARCHITECTS



Knowledge for Creating
and Sustaining
the Built Environment

INVITE YOU TO THE
CONSTRUCTION PRODUCTS FAIRE AT DEL MAR

-----co-sponsored by CSI and AIA-----

WEDNESDAY, FEBRUARY 23, 2005

3:00 PM – 8:00 PM

Mission Tower Room, Del Mar Fairgrounds (enter Solana Gate)



CONTINUING EDUCATION SEMINARS OFFERED

1:00-3:45 PM ... GETTING LAID: Select, Spec and Install Flooring

featuring Carl Demas, CSI, and other experts in the field

Update your files for specifying specialty stone, stained concrete, wood, carpeting and ceramic tile.

New adhesives and installation methods make this seminar a must.

2:00-5:00 PM ... GREEN: Spec, Buy, Build – presented by an Expert Panel

Hear from three local professionals and how they are already constructing sustainable buildings with the state and local government implementing "green" buildings. You need this information to stay on top of the expanding technology.

4:00-6:00 PM ... ARCHITECTS: IDP and Acing the Orals

As a future Architect, this seminar is important. Learn what IDP is all about; then hear an Architect present valuable information for passing the orals to become an Architect.

COST: \$70.00 – CSI San Diego Chapter members; \$90.00 – non-members

This is a unique opportunity to meet one-on-one with CONSTRUCTION INDUSTRY representatives at 90 tabletops displaying the latest product and technology information for the construction industry.

Sign up for one of our 3 educational seminars that are guaranteed to provide you with the latest information on important and interesting topics. All seminars carry Continuing Education credits.

Complimentary Hot and Cold Hors d'Oeuvres served during the Faire. No-Host Bar available.

Enter a FREE DRAWING for a \$1,000 Costco Gift Card.

Need not be present to win.



QUESTIONS: CSI HOTLINE 877.401.6733



Facility is accessible to persons with disabilities.

SEMINAR REGISTRATION ...

**Complete form below & fax to 619.593.9989
or mail to address shown below.**

COST: \$70⁰⁰ – CSI San Diego Chapter mbrs; \$90⁰⁰ – non-mbrs

<input type="checkbox"/>	<input type="checkbox"/>	1-3:45 PM seminar: GETTING LAID	NAME: _____
\$70 ⁰⁰	\$90 ⁰⁰		COMPANY: _____
<input type="checkbox"/>	<input type="checkbox"/>	2-5 PM seminar: GREEN	ADDRESS: _____
\$70 ⁰⁰	\$90 ⁰⁰		CSZ: _____
<input type="checkbox"/>	<input type="checkbox"/>	4-6 PM seminar: ARCHITECTS	PHONE: _____ FAX: _____
\$70 ⁰⁰	\$90 ⁰⁰		EMAIL: _____

TOTAL ENCLOSED: \$ _____

CREDIT CARD # _____

(MasterCard or Visa Only)

Expiration Date: _____

OR MAKE CHECKS PAYABLE TO: CSI San Diego

Mail to: 127 N. Westwind Dr, El Cajon, CA 92020-2955

SIGNATURE: _____



Minutes
San Diego Chapter – CSI Board Meeting



Knowledge for Creating
and Sustaining
the Built Environment

Location: Holiday Inn Mission Valley/Stadium
 595 Hotel Circle South
 San Diego, CA 92123
 Phone: 858.614.1120

Date: Thursday, September 23, 2004
Called to Order: 4:45 p.m.

Attendance		Position	Present	Excused	Absent
Mike Lugo	ML	President	X		
Gina Adams	GA	Vice-President		X	
Charlie Beach	CB	Secretary		X	
Phyllis Mosher	PM	Treasurer	X		
Tony Kam	TK	Advisor	X		
Dina Moyer	DM	West Region Director			X
Charlie Laughery	CL	Director		X	
Eric Soldau	ES	Director	X		
Barbara Faulwetter	BF	Director	X		
Brad Benson	BB	Director	X		
Kara DeLeon	KD	Director			X
Margy Ashby	MA	Executive Administrator		X	

Approval of Minutes from June 2004 Board meeting: Approved as written: Moved by PM, seconded by ES.

Approval of Minutes from August 2004 Board meeting: Approved as written: Moved by BB, seconded by BF.

Correspondence: PM has submitted her resignation for Treasurer. She is relocating to Oklahoma City, OK, in November.

OFFICERS' REPORTS:

President [ML]: SDCSI Chapter is under scrutiny for retention which is "poor." **An email needs to be sent to all Board members, so that possible changes to the dues structure can be discussed at the October 28th meeting.**

Motion: Accept PM's resignation. Moved by BB; seconded by BF.

Motion: Accept BB as new Chapter Treasurer. Moved by PM; seconded by ES.

ML suggested that a new Director should be brought on to the Board now that Brad Benson has moved to Treasurer and Awards Committee Chair. The Nominating Committee will develop a list of candidates.

Vice-President [GA]: No report.

Secretary [CB]: No report.

Treasurer [PM]: PM submitted P&L and Budget reports through July 1, 2004. Net Worth report as of September 23rd 2004 looks very good. (*See attached.*)

Motion: Approve financials. Moved by BB; seconded by BF.

COMMITTEE REPORTS:

Programs [BF]: She has programs set into 2005.

Technical [BF]: SpecTalks before meetings will be with an emphasis on new MasterFormat.

***SpecTickle* [ML/MA]:** No report.

Certification [GA]: Testing on Wednesday, September 29th @ 1:00 p.m. during West Region Conference.

Academic Affairs / Scholarship [CL]: No report.

Continuing Education [GA]: No report.

Products Fair [ML for JD]: We have an unsigned contract for the Del Mar Fairgrounds for Friday, February 25th. This will be done in partnership with North County AIA again. **The contract needs to be signed and a \$3,300 deposit made.**

Membership [CB]: No report.

Website [CB/MB]: No report.

Awards [BB]: The Outstanding Chapter Award Application is **due December 1st**. We are applying for our 3rd OCA in a row. BB will be contacting each chairperson for help to get this done.

Golf Tournament [CB]: ML said it has been cancelled due to lack of people.

50th Anniversary [DG]: TK said he is working with Don Goertz on both City and County Proclamations for "SD-CSI Day" in recognition of its 50th Anniversary.

WEST REGION REPORT [DM]: No report.

NEXT MEETING: Thursday, October 28, 2004, 4:00 p.m. – Board Room at the Holiday Inn Mission Valley/Stadium

ADJOURN: Moved by PM; seconded by BF. Time: 5:27 p.m.

**Construction Specifications Institute
West Region
Annual Board Meeting - September 30, 2004
San Diego, CA**

1. **Call to Order**

President Paulette Salisbury, FCSI, CDT called the meeting to order at 9:12 a.m.

Roll Call:

<u>OFFICERS</u>	<u>NAME</u>
President	Paulette Salisbury, FCSI, CDT
Vice President	Edmund C. Buch, CSI, CCS, AIA
Secretary	Sheryl Dodd-Hansen, FCSI, CCS
Treasurer	Robert Mosblech, CSI,
Advisor	John Patrick McCaffrey, FCSI, CCS, AIA
Advisor	Valarie Harris, CSI, CCPR
Student Representative	Sean McKeever, CSI-S

<u>CHAPTER</u>	<u>REGION DIRECTOR</u>
East Bay Oakland	Mary Nowee, RA, CSI, CCS
Fresno	Mark Harold, CSI, CCS, CCCA, AIA
Honolulu	Stephen Nash, CSI, CCS, CCCA, AIA
Los Angeles	Annette Wren, FCSI, CDT (Sue Brown, CSI present)
Monterey Bay	Jeanne Nunez, CSI (Not present)
Orange County	Not represented
Redwood Empire	Peter Stanley, CSI, CDT
Reno	Charlie Grundy, CSI, CCCA (Not present)
Sacramento	Duane Johnson, CSI, CDT
San Diego	Dina Moyer, CSI
San Francisco	Gus Tsopanakis, CSI, CDT
Santa Clara Valley	Michael O'Donnell, CSI

Also present: Institute President Gary Betts, FCSI, CCS, AIA; Past Director Joe Dworkin, FCSI, CDT; Theresa Cain, CSI from Los Angeles Chapter; Bryan Varner, CSI, CCCA, from Redwood Empire Chapter; Brian Cournoyer, CSI, CCS; Barbara Richardson, FCSI; Bea DeFuentes, CSI; Morris Gee, CSI, CCS, AIA from Sacramento Chapter; David Willis, CSI from Fresno Chapter; Austin Moore, CSI-S from Cal Poly, SLO Student Chapter; Eric Camin, CSI from Phoenix Chapter.

Adoption of Agenda - No objections; accepted.

Adoption of Special Rules of the Day - All motions must be presented in writing; no objections; accepted.

Recessed for Board Forum at 9:18 a.m. The purpose of this forum was to review, discuss, and evaluate in detail, in an informal atmosphere, the recommendations and issues on the Board agenda that might require extensive explanation. The format allowed those attending to satisfy concerns about agenda issues and be better prepared to address the issues during the formal Board meeting.

Topics:

Clarification of Current Budget Items for CSI-U and Convention: Bob Mosblech explained that the Institute Convention and CSI University were budgeted as two separate events totalling \$5,000 for FY 2004-2005; Institute has decided to combine the events in Chicago in April 2005; his proposal is to reallocate the remaining funds for the combined event, still not exceeding \$5,000.

Mid-Year Meeting Date and Location: Sheryl Dodd-Hansen presented arguments in favor of scheduling the FY2005 Mid-Year Meeting later in the year rather than the traditional end of January date, thus allowing opportunity to better plan for budgeting issues and to balance out the time between meetings.

Speak-Out and Forum Formats for Region Meetings: Paulette Salisbury noted the need for an agenda, possible sessions in both Northern and Southern California, and the possibility of having such sessions in conjunction with the Region Conference.

Clarification of Region Awards Program: Joe Dworkin summarized the changes that had been proposed in recent years, which would replace several legacy awards with one award, decreasing overall the number of possible awards from 21 to 12.

Region Directory Publication: Paulette Salisbury had Roylin Downs from McGraw-Hill Publications explain the Region Directory proposed for West Region.

Regional Technical Committee Initiative: Mary Nowee presented, on behalf of Henry Berg, discussion of the proposal to have a national council of Region Technical Chairs serving as a link to Institute Technical Committee and its activities.

Convention Caucus Purpose and Schedule: Paulette Salisbury discussed the time set aside at Institute Convention for Region caucuses.

Reconvened at 11:20 a.m.

2. **Approval of Minutes**

Minutes of Mid-Year Meeting, January 31, 2004, approved as written and distributed; motion (Nash); motion carried.

3. **President's Report**

Paulette Salisbury told about her experiences at the Institute Board meeting in June and some of the changes being made in CSI staffing (fewer) and the Membership and Academic Affairs Committees (Region Chairs comprising the committees). She recognized West Region members who are serving on Institute Committees and Task Teams. The Region has a new website through Tectonic Network and will be participating with McGraw-Hill Publications to produce a new region-wide services and products directory. She noted the improvements in the Speakers Bureau and media resource library, the progress of the Governance Documents Task Team, and the acquisition of Directors and Officers insurance. She congratulated Joe Dworkin and Matthew Boomhower for their success in helping to develop the outstanding leadership educational experience that is CSI University. And she reported on issues with regard to Membership and encouraged everyone to recruit new members.

4. **Vice-President's Report**

Ed Buch reported that his experience at the June Institute Board Meeting was positive, that people seem to have the best interests of the Institute uppermost in their minds, and that the staff is sharp. He has participated in several chapters' meetings and will be presenting a workshop on the Chapter Commendation Award, which is a valuable tool for self assessment of Chapter strengths and weaknesses.

Recessed for 20 minutes lunch break; reconvened at 12:25 p.m.

5. **Treasurer's Report**

Bob Mosblech presented balance sheets for 6/30/04 and 9/12/04, stating that the Region ended the previous fiscal year in good shape. There were \$2,400 in excess funds from the budgeted amounts that maybe could have been used to benefit the Region.

Bob recommended switching the Region bank account from Washington Mutual, which requires that all signatories to the account come to the same branch at the same time to sign signature cards, to Bank of America, which doesn't require that hassle. Motion (Dodd-Hansen) for the Board to authorize the Treasurer to move the bank account from Washington Mutual to Bank of America; motion carried.

Requests for reimbursement are supposed to be received within 60 days of the event; some legitimate requests have been late. Motion (Mosblech) that the deadline for submitting for reimbursement for expenses from the Mid-Year Meeting of January 2004 be extended to November 1, 2004 and not to exceed \$2,000 and funded from current reserves; motion carried.

Reminder that reimbursement forms should be sent to the Institute Directors, not directly to the Treasurer. Reminder that invoices for annual assessments will be sent to the Chapters as of 10/1 membership dates.

Further discussion of the budget and clarification of line item indicated for student fund (line 1560), which should have been transfer from reserves (line 1575). Motion (Mosblech) to remove Accounts Receivable line in the amount of \$9,329 (Orange County dues in arrears) from the Balance Sheet; motion failed.

Motion (Mosblech) to accept budget clarifications and reallocation of funds for Institute Convention and CSI University as shown in the attachment dated 9/30/04 (see Board Forum notes above); motion carried.

6. **Advisor's Reports**

John McCaffrey reported that he attended and enjoyed CSI University in San Antonio.

Valarie Harris has been helping the San Diego Chapter with Conference planning and registration; as Vice President of the Institute she is also Chair of the Institute Academic Affairs Committee.

7. **Student Representative's Report**

Sean McKeever from Cal Poly, San Luis Obispo reported that the student chapter has a new board, since many leaders go abroad to study; though school just started, they've had a retreat and are

planning events; may do combined trips with AIAS. Membership is basically the board members, so they are trying to increase membership. Four students enjoyed their experience at CSI University in San Antonio. The Construction Sciences Forum is scheduled for April 6, 7, and 8 of 2005 with a theme of "Architechnology" and they are looking for speakers. Update on Sam Harper - he got married during the summer and is doing an internship in Washington DC. Introduced Vice President Austin Moore.

8. **Committee Reports**

Theresa Cain, Education Chair, reported that the Committee has two objectives this year: 1) To initiate, implement and facilitate a CSI and AIA certified Continuing Education Program about MasterFormat 2004, to be offered in several locations during the year, and to assist Chapters with their MasterFormat 2004 program needs; and 2) To establish continuity in each Chapter's Program Certifications with CSI and AIA by assisting Chapters with procedures to register their programs. Motion (Harris) that up to \$1,000 be allocated from reserve funds for Region Continuing Education on MasterFormat 2004; motion carried.

Brian Cournoyer, Finance Chair, reported that the audit of the books was conducted 9/1/04 and all is in order. He reported an issue with regard to a reimbursement check for President Salisbury, which requires one of the directors' signatures in addition to that of the Treasurer; he stated for the record that as a disinterested third party he advised Paulette to sign the check.

9. **Task Team Reports**

D & O Insurance: Brian Cournoyer reported that it has been acquired; \$1,950 premium for the year; Board is covered retroactively as long as we acted in good faith.

Governance Documents Task Team: Sheryl Dodd-Hansen reported that after the Mid-Year Meeting, the comments from Chapters that had been summarized in the Governance Documents Spreadsheet, dated January 29, 2004, were incorporated into the Model Region Bylaws provided in the Institute Administrative References. The draft West Region Bylaws were distributed by email to Region Leadership (Board members, Region Committee Chairs, and Chapter Presidents) by Director Salisbury on September 18, 2004. Comments are welcome and Valarie Harris will be available to receive input at her workshop on Saturday afternoon.

Student Travel Fund: Valarie Harris reported that the fund began the year with \$4,250, of which \$1,800 helped send 4 students to San Antonio; \$1,800 is budgeted for Conference for 2 Cal Poly students and 1 Fresno State student, leaving a balance of \$650. Austin Moore from Cal Poly noted that the value of the contribution to student travel is the education of student leaders, networking opportunities, and early understanding of the organization.

10. **Conference Committees**

2005 Sacramento - Morris Gee presented a proposed budget and schedule and requested seed money for the conference dated September 29 - October 1, 2005 in Old Town Sacramento; motion (Dodd-Hansen) to extend \$3,000 seed money to the Sacramento Chapter; motion carried. Morris was encouraged to benefit from input from the Region Conference Planning Committee.

2006 Monterey - In response to a question as to whether such a small chapter has the human resources to put on a region conference, Paulette suggested that the Region can organize the conference at Monterey's location, with Region committees to develop programs.

2007 Los Angeles - No report.

11. **Unfinished Business** - None.

12. **New Business**

Region Memorial Awards and Standardized Nomination Forms: Task Team of Joe Dworkin, Sheryl Dodd-Hansen, and Barbara Richardson to craft a plan and language for presentation at the Mid-Year Meeting.

Mid-Year Meeting Date: Motion (Dodd-Hansen) to schedule the FY2005 Mid-Year Meeting for March 2005; motion carried. Meeting tentatively set for March 12, 2005 in Oakland, CA.

Speak-Out and Forum Format for Region Meetings: Motion (Nowee) that a Region Speak-Out session be held during the West Region Conference at Sacramento; motion carried. Speak-Out at Mid-Year meeting to be held the evening before, as in the past.

McGraw-Hill Region Directory: Task Team of Stephen Nash and Paulette Salisbury will work with McGraw-Hill and the Chapters to compile data.

Region Technical Committee Initiative: Motion (Nowee) that the West Region Operating Guide, Section 12, Technical Committee, be modified as follows: Add the following new paragraph 5. Under C. Functions: "5. Participate in the national Council of Region Technical Chairs."; motion carried.

13. **Chapter Reports** - As distributed by East Bay-Oakland, Fresno, Honolulu, and Los Angeles.

14. **Announcements**

Get Well and Condolence Cards are available for messages to Jeanne Nunez, Bill Beck, and John Taylor's family.

Gary Betts shared his theme for the year: we need strong vital growing chapters if we're to have a strong, vital growing Institute. He encouraged the Region to support its chapters, to focus on them to make things happen, and work to benefit the Chapters. Encouraged the Region to help the small chapter host the conference; in North Central Region, rather than have a small chapter that didn't feel it could host a conference cancel, four chapters teamed up and put on a very successful event.

15. **Adjournment**

The meeting was adjourned at 4:10 p.m.

Sheryl Dodd-Hansen, FCSI, CCS - Secretary

Construction Specifications Institute
West Region
Annual Members Meeting – October 1, 2004
San Diego, CA

1. **Welcome**

Region President Paulette Salisbury, FCSI, CDT began the meeting at 8:40 a.m. by introducing the Region officers, Directors, Fellows, Former Institute Directors, Members of Institute Committees and Task Teams, Former Presidents, Committee chairs, spouses, and all others who make CSI work. She congratulated the San Diego Chapter on their excellent efforts in hosting this Conference.

2. **President's Report**

President Salisbury gave highlights from yesterday's Board meeting. It went smoothly, as the new "informal board forum" allowed members to review, discuss, and evaluate in detail, in an informal atmosphere, the recommendations and issues on the Board agenda. She described the Region's new website, hosted by Tectonic Network; noted that CSI University in San Antonio was very good and hopes we'll send more Region leaders next April when it is held in conjunction with the CSI Show and Convention. The Mid-Year Meeting, tentatively scheduled for March 12, 2005, has been changed to occur in March next year, rather than the end of January, to better facilitate financial planning. Speak-outs will occur before the Mid-Year Meeting and at the Conference in September 2005. McGraw-Hill will publish a West Region Services and Member Directory as an enhancement to Chapter rosters. The President's full report to the Board is attached.

3. **Vice President's Report**

Vice President Edmund C. Buch, CSI, CCS, AIA reported that he enjoyed his first Institute Board meeting in June; he found the people there offering their best to the organization. He has visited the Fresno and Santa Clara Valley Chapters. He encouraged attendance at his Saturday workshop on the Chapter Commendation Award, noting that the process of preparing the documentation for the award is a valuable tool for self-examination and planning.

4. **Treasurer's Report**

Treasurer Robert Mosblech, CSI reported that the Region is in good fiscal health; the books from last year have been audited and closed. The Region spent less than its budgeted amount, but income is down and membership recruitment is a challenge. Reserves are about \$44,000, approximately twice the annual budget. If someone is interesting in advising about investments, please volunteer.

5. **Advisor's Report**

Valarie Harris, CSI, CCPR reported that the Governance Documents Task Team has been working for a couple of years on Region Bylaws; a draft is available for review and comment with the intention of adopting them at the Mid-Year Meeting. Then the Operating Guide will be revised.

6. **Student Representative's Report**

Austin Moore, CSI-S, Vice President of the Cal Poly CSI Student Club, provided an excellent update on the activities and enthusiasm of the student members. Four went to CSI University in San Antonio in July and two are benefiting from the networking and educational opportunities at this

Conference. The Construction Sciences Forum is scheduled for April 6, 7, and 8 of 2005 with a theme of “Architechnology.”

7. **Workshop Coordinator’s Report**

Sheryl Dodd-Hansen, FCSI, CCS encouraged everyone to take advantage of the opportunity tomorrow to hear about as many as six different leadership subjects at the Workshops in the Round. Sixteen leaders will present their subjects three times as participants rotate among the various topics. It will be exciting and informative.

8. **Region Conference Update**

Accompanied by Jazz-inspired kazoo performers, the Sacramento Chapter Conference Committee presented a rousing version of “Sacramento, Here We Come” and an entertaining slide show about next year’s Transportation-themed Conference in Sacramento “Where It All Comes Together”.

9. **Announcements and Adjournment**

After announcements and moments of silence for those who are not with us, but are held in our hearts, the meeting was adjourned at 9:45 a.m.

The following Institute Reports were given:

Gary Betts, FCSI, CCS, AIA, Institute President, told us that lots of things are going on, with long-term projects coming to fruition, including the Project Resource Manual - CSI’s Manual of Practice, and the expanded MasterFormat. Sweets Catalogs for 2006 will conform to MasterFormat 2004; Speclink has already converted. Other projects include updating Section and Page Format. The Program Development Task Team is charged with developing for next Spring both Construction Specifier and Contract Administrator Academies based on format of the Product Representative Academy. Gary shared his theme for the year: we need strong vital growing chapters if we’re to have a strong, vital growing Institute. He encouraged the Region to support its chapters, to focus on them to make things happen, and work to benefit the Chapters.

Karl Borgstrom, PhD. – CSI Executive Director – reported that the decision to combine CSI University with the Convention next year is a winner, as it is getting leadership education back with the Annual Meeting. It will be in April another year and then back to June. CSI has a tacit agreement with AIA that we’ll move around the country and not end up in the same city again. Our strength is education and training. Problems of some misunderstandings in AIA about MasterFormat 2004 seem to have been resolved. Karl will present a session Saturday morning on Membership promotion efforts.

Sheryl Dodd-Hansen, FCSI, CCS – Secretary

West Region CSI
Director's Report
Paulette Salisbury, FCSI, CDT
Institute Director, Industry
Sept. 29, 2004

Since taking office in February of this year, I have been privileged to represent the West Region at the Institute Board meeting in Alexandria, VA in June. Along with Ed Buch, incoming Director, we were given a tour of the CSI offices where we met many of the staff supporting all the projects and services of CSI.

The CSI headquarters leases 18,000 sq ft of space. At the time of our visit, they were undergoing an interior retrofit to accommodate a sub-tenant for 6,000 sq. ft. of the space. At the time, CSI employed 34 people, 4 of whom were new, with 5 vacant positions for a total goal of 39 staff members. This is a significant cost reduction from prior years having as many as 55 employees some years ago.

As you have noticed in the West Region Corner column that Ed and I write each month for the Chapter newsletters, additional modifications have been made in the way CSI does business. The staff has been diligent in reducing costs where ever possible and trimming any excess spending at every opportunity to make us more financially stable as a corporation.

We sit on the board of a \$5 million corporation. And we take this responsibility very seriously, making decisions for the health of the entire organization not solely for the region we represent. The Institute is many times more complex than serving on the Region or Chapter Board. While many of the issues are similar, the outcome of the deliberations has impact on 18,000 members and the future of the entire organization. While there are significant challenges to be faced, I am giving my best to CSI. In addition to my responsibilities as a Director, I am serving the Institute on the MasterFormat Implementation Task Team.

This year the Institute has incorporated the Region chairmen into the Institute committee of Membership and Academic Affairs. This change encourages the grassroots ideas and energy to be more effective in establishing new programs and services for members. We are pleased to recognize two of our finest leaders as members of the Institute Membership and Academic Affairs Committees. We are looking forward to seeing your visions become reality. I know you will both grow from your involvement with the other dynamic members of CSI from around the country. As all of you know who have served the Institute, the relationships formed can be long lasting and rewarding.

I'd like to recognize the other volunteers from the West Region who are giving selflessly of their time and talents to serve on Institute committees or Task Teams.

Sheryl Dodd-Hansen, FCSI, CCS	MFITT
Michael Chambers, FCSI, CCS, FAIA	Chairman, MFITT
Michael Chusid, FCSI, CCS	MFITT
Joe Dworkin, FCSI, CDT	Chrm. Programs Development Task Team
Bryan Varner, CSI, CCCA	Membership Committee
Mathew Boomhower, CSI, CDT	Academic Affairs Committee
Jan Piccola, CSI	Awards Committee
Barbara Richardson, FCSI	Awards Committee
Bill Buchholz, CSI, CCS, AIA	Certification Committee
Henry Berg, FCSI, CCS, CCCA	Chairman, Technical Committee
Jack Klemeyer, FCSI	Nominating Committee
Annette Wren, FCSI, CDT	Corresp. Mbr. Educ. Doc. Development TT

Alan Tokugawa, CSI, CCS
Valarie Harris, CSI, CCPR

MOP Editorial Advisory Board
Chr. Academic Affairs, Vice President

Web Site

You may have noticed a new look to our region website. Thanks to Tectonic Network, we have a completely new communications tool at our disposal. As with any new product, it is still under construction and all of the tabs or buttons are not completed, yet. But there is room to post news of all our Region committee and activities. So each committee chairman has a responsibility to post articles or newsworthy information on the site. It will also act as an e-newsletter to all members of the Region. Tectonic Network has arranged to e-blast each of the 1800 members who have email addresses listed with the Institute a short introductory message inviting them to link to the www.westregioncsi.org site to view our current newsletter.

As the website gains traffic, vendors will want to display their support of CSI as a banner ad on the site. We have worked out an agreement with Tectonic to share the revenues of this advertising. In this way the Region may have a modicum of income from ad sales. Susan Fitzsimmons of Tectonic will be participating in the Conference as a workshop leader and you may ask her questions about the details of the potential revenue sharing. I will also be happy to address your concerns.

Region Directory with McGraw Hill Publications.

In the early spring, McGraw Hill Publications came to me with a proposal to publish a region-wide services and products directory. I have been working with Michael Moffat and Roylin Downs of McGraw Hill to make this communications tool a reality. Ms Downs will be on hand later in the day to make a brief presentation to the Board regarding the potential for promotion of CSI, the member benefits and the possible revenue generation of this publication. I have a sample to share with you of the award winning Directory produced by the Northwest Region and McGraw Hill. The Northwest has been publishing this document for several years with great success. We have some testimonials for your review. Both professional members and product reps will benefit from this additional exposure.

It will be of utmost importance that each chapter supply our region coordinator with current member listings and Division listings as appropriate. We are looking for your assistance in collecting this important member information in time for our projected publication date of January.

Speakers Bureau and Media Center.

Julie Brown has been working diligently on improving the Speakers Bureau and newly launched media library. You are probably familiar with the concept of a speakers' bureau, but it has been expanded to categorize speakers by those willing to travel and those not. The media library works on a simple principal. Audio or video tapes or cd's of technical information or presentations on leadership or issues of interest to CSI members will be cataloged in the media library. A list of these resource materials will be posted on the web site. If a members wishes to check out any of these resources, he or she will be directed to contact the owner of the item and arrange for shipping. When the viewer has completed their use, the item will be shipped back to the owner. In this way we can each keep track of our own materials, but also make them available to share with others.

Directors and Officers Insurance

At the mid-year meeting, a task team was charged with establishing D&O insurance policy for the Region Board of Directors. The policy has been written and coverage established. Thanks to Bryan Varner and

Brian Cournoyer for dealing with this important issue on our behalf. Bryan Varner will give a detailed report.

GDTT

The Governance Documents Task Team has established a draft of the Region Bylaws for review. I am pleased to announce that this first draft is available for your comment at the workshop in the round table on Saturday. Please read it and write your comments on the ledger so that they can be captured for consideration of the GDTT.

This set of Bylaws has been drawn to differentiate the foundation of the corporation which remains relatively permanent from the operating procedures that may be modified to suit business conditions.

Keep in mind that this document will become the official structure of the Region. It is not intended to supercede the Operating Guide which sets forth the policies and procedures for administration of the region's business. In short, the Articles of Incorporation of the Region, registered with the Secretary of State in 1979 establish the Operating Guide as the Bylaws of the West Region. When these Bylaws are adopted, they will become a part of the existing Operating Guide. Further definition of the duties of officers and committee chairmen as well as the administrative procedures of the region will be detailed in subsequent sections of the Operating Guide.

We hope to approve the Bylaws portion of this work at the Midyear Meeting. Then the task team will begin work on a complete overhaul of the Operating Guide. In the meantime, the Operating Guide will stand as written and govern the actions of this Board.

CSI University

This year at CSI U in July in San Antonio TX, the West was well represented by at least 24 of the Best and Brightest. Joe Dworkin and his team including Matthew Boomhower developed an outstanding leadership educational experience. CSI U is the best program for leaders at any level of service in their CSI career. There is even something unique for some of us "seasoned veterans" plus the invaluable networking between events. I hope the R Region will be able to send even more rising leaders to attend in Chicago this spring.

EPB

We have begun a dialog with the California State Architect regarding his Excellence in Public Buildings initiative. We have a member on the Super Partnering Forum and Ed Buch and Dane Dodd-Hansen are representing our Region in this capacity. More details will be forthcoming on the Region Website under the CA Liaison button. In addition to the general initiative there is a special task force for environmental Ly preferred products. All manufactures should participate in this industry forum as it relates to establishing the highest of quality standards in building products. We are looking for additional members to supplement this committee and act as industry liaisons with the State.

Membership

This is the area that most concerns me. The Region Retention rate is at 81.7% according to the Aug. 21 report. We have 1598 home chapter members and 311 non-affiliated members for a total of 1909 members in the Region. We are the second largest region in number of members behind North Central with 2495. Much of our time during this conference will be devoted to membership issues. The overall trend in the Region and Institute is down. Since July 1999 Institute Membership peaked in January 2000 at 18,500. It has steadily declined to a record low since 1999 of about 16,400 members in June of this

year. This is an alarming trend and must be reversed if we are to survive as a professional organization.

Each one of us must recruit new members. It is not up to the Chapter Membership chairman or the Region Membership Chairman or the Institute committee to bring in members. It is up to US. Bryan Varner has some exciting challenges for us at the workshop roundtable on Saturday. I encourage all of you to stop by and find out how you can take the leadership challenge...after all "Leadership is NOT a Spectator Sport".

Chapter Visits

In the spring, I visited the Reno Chapter to assist their small band of members in reviving the Chapter. I was encouraged by the spirit of new leaders including Chapter President Brian Lindsay. He attended CSI U and came away with some new energy to inspire his Chapter. At their officer installation in late June, I was pleased to see several new members committing to join the Chapter. Since this chapter's membership is mostly folks with loyal ties to other home chapters, obtaining a true picture of how many local (Reno based) construction professionals belong to the chapter is a challenge. I am hopeful that Charlie Grundy and Brian Lindsay and the other loyal volunteers can spark some new growth with the assistance of some of the Region workers. Several educational programs or seminars are planned for the fall to invite area construction professionals and potential members to learn about CSI technical products including MasterFormat 2004.

I was honored to install the officers and boards of Redwood Empire Chapter and San Diego Chapter this spring. It is one of the real treats for me to be invited to challenge and hopefully inspire the new leaders of the Chapters. The oath of office we take as Chapter leaders is a bond we share in service to CSI.

It is a privilege to serve the Region as Director. I hope to live up to the trust you have placed in my leadership.