

WCCSI Meeting Minutes

7/12/16, Williker's Restaurant, Shrewsbury, Ma

**** Note, All Motions were voted on and accepted unanimously except noted otherwise.**

Attendees: Ted Healy, Jim Olender, Neil Dixon, Steve Van Dyke, Mike Lapomardo Jr, Marty Helly, Roland Barrett, Ken Henderson

Note: this was an unofficial meeting, not a Board Meeting, and the general business of the Board was not discussed in full. The focus of the meeting was to serve as a planning/organization meeting for the CISO Golf Tournament being held 07/22/16. These notes record general discussions, agreements and action items.

1. **Golf Discussion:**

- a. A total of 67 are registered at the time of this meeting. Last year's tournament had 90 golfers. Mike noted that the unofficial breakpoint for profit is 100 golfers.
- b. Mike distributed a financial spreadsheet, indicating that \$4,180 has been committed to date, of which \$2,290 has not been paid yet. Last year's revenue was \$7,900 in sponsorships. Jim agreed to sponsor a hole. Ken agreed to contact Cutler Associates for sponsorship.
- c. Mike distributed a spreadsheet showing last year's participants and which CSI member contacted them last year; all Board members need to contact prior golfers who've not signed up yet.
- d. Mike still needs 2 volunteers to work the tournament; Jim agreed to volunteer. Mike asked volunteers to arrive at the course by 9AM.
- e. Mike reviewed the gift bag contents, and asked for any donations anyone may have. Ken said Harvey has donated tees, and he'll get those to Mike. Roland offered to donate \$100 toward golf balls.
- f. Mike advised that next year, the tournament will be on the second Friday of July.

2. **Scholarship Discussion**

- a. Prior to the meeting, Mike had distributed 5 applications to all Board Members for review. Mike distributed a spreadsheet showing current and past recipients, noting that 2 current recipients will drop off in '17 and 3 in '18.
- b. Two applicants (Riley Swedberg and Nicole Gaspari) submitted an essay, but did not submit the application form. Both were rejected for not meeting the submission requirements.
- c. One applicant (Nicole Gaspari) has completed her undergrad degree and is beginning grad school. Mike noted that although the Scholarship Sub-Committee has discussed the possibility of expanding the award to grad students, the current eligibility requirements clearly indicate the award is for undergraduates.
- d. Three applicants (Kyle Langer, Michela Helly and John Kovacs) all made complete submissions and met the eligibility requirements. After discussing financial obligations based on the duration of the award term, Mike motioned to award a scholarship to all 3 and Roland seconded. Marty and Steve abstained, as both had affiliations with applicants.
- e. N.B. After the meeting, Mike realized that a sixth application (Nicholas Merluzzo) had been sent in, and distributed that to the Board as well. At the time of writing, the additional award is being discussed among the Board by email.

3. **General Discussion**

- a. The CEU certificates for the "Work Smarter not Harder" program are still pending, and Architects have to have CEUs complete by August 31. Jim commented that we as a Chapter need to do a better job getting program certificates out in a more timely manner. Steve suggested that having an Architect in charge of that may make better sense, because the Architects are the ones

needing the continuing education credit. Since Mark Zuffante attended the planning meeting, Steve said he'd approach Mark about taking that responsibility on, to engage him and hopefully convert him to membership.

- b. Peter Caruso also attended the planning session and is now organizing a presentation on Division 1 and the allocation of responsibilities. The program will likely need to be certified by WCCSI and Peter and the presenter will likely need assistance in developing the learning objectives. The month has not been confirmed.
- c. Re-certifying the Scavenger Hunt was discussed, and resolved that the certification in place can stand even though the specific destinations will be different because the overall learning objectives have not changed.
- d. Ken to contact Tiffany Gallo about hosting a program at Cutler Associates. Jim noted that the Board had agreed to try a lunch-time meeting, and that this may be a good opportunity for this. A program involving STEM Builders was mentioned.
- e. Neil to contact Steve Lewis of CMAIA about having GRL Architects present on their recent LEED platinum car dealership. The location was discussed and all agreed it should be held at Leo's, and not at GRL if this is a WCCSI program.

The next meeting will be Tuesday, August 2, 2016 at Williker's at 5PM.