

**OPERATIONS GUIDE
APPENDIX 1**

**PORTLAND OREGON CHAPTER
THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

PAST AWARDS

CERTIFICATE OF APPRECIATION

- | | | | |
|------|--|------|---|
| 1971 | First Award Dinner
Lowell Anderson (First
Chapter President)
Richard Ehmann FCSI
Al Hansen
Kenneth Walter | 1983 | James Davidson
Ivan McCormick
Robert Merritt
Robert Strickler
Bruce Townsend |
| 1976 | CSI/AIA Staff | 1984 | Margie Largent (The
Predicator Newsletter)
John Madrosen
National Association
Women in Construction
Dennett Latham
(Programs) |
| 1977 | Margie Largent (Past
President)
James Crowell (The
Predicator)
Rod Moorman | 1985 | Ivan McCormick (Leaving
Chapter) |
| 1978 | Margie Largent (Chapter
Region Conference)
Don Ashton (Treasurer)
Don Eggleston (Products
Fair)
Lee Kilbourn (Technical
Documents) | 1986 | Mary Boyd (Programs)
Robert Klas
James Davidson
(Membership)
Hunt Jones (Service)
John Barker (Products Fair)
Neal Jacques (Programs)
Bruce Townsend |
| 1979 | Margie Largent (The
Predicator Newsletter)
Don Eggleston (Products
Fair)
Robert Klas
Richard Ehmann FCSI
(Division One) | 1988 | John Brockamp (Library) |
| 1981 | Crystal Johnson (Products
Fair)
Ivan McCormick | 1989 | Arnie Wake (Products Fair)
Steve James (Education)
James Davidson (Region
Trustee) |
| 1982 | Robert Klas | 1990 | Paul Wilson (Bylaws) |

- 1991 Dale Kuykendall
(Contractors Share Group)
NAWIC (Products Fair)
Linda Bowman (Service)
James Davidson
(Treasurer)
Gene Andrews (Programs)
- 1992 Certificate of Merit
Appreciation (all listed received
this award)
Robert Thompson (Board
of Directors)
Linda Bowman (Board of
Igo Jurgens (Board of
Directors)
Becky DeClerck (Public
Relations)
Jody Moore (Contractor
Share Group)
Dennis Obert (Nominating
Committee)
Inge Carstanjen (Teller)
Paul Wilson (Specifiers
Share Group)
Gary Madison (Liaison)
D. R. "Skip" Brown (CCS
Committee)
Curt Austin (Calling
Committee)
C. Robertson (Library)
NAWIC
Richard Heiserman
(Secretary)
- 1993 Gunnar Forland
Corwin Hymes
Richard Heiserman
John Kehrli
- 1994 Marty Lundell CDT
Vicki Miller
Jody Moore CCPR
Jim Rother Jr. CDT
- 1995 Paul Wilson
Linda Joens
Mike Beeson
Ed Fatz
Dale Kuydendall
Gunnar Forland
- 1996 Gunner Forland
Dale Kuykendall
Rick Heiserman
Mike Beeson
- 1997 Jamie Morris
Phyllis Fritzie
- 1998 Phylis Fritzie (Programs)
Mike Watson (Awards)
Ellen Onstad (Chapter
Program Notes)
Skip Brown (Notes from
Isreal)
Bob Easton (Specifiers
Share Group)
Mike Beeson (Product
Rep Share Group)
Chris Erwin(Certification)
Cornelia Gibson
(Secretary)
Ed Loy (Real World
Cartoons)
- 1999 Jim Wilson (Programs)
Ellen Onstad (Chapter
Program Notes)
Nash Hasan (Education)
Margie Largent (Historian)
Randy Tessman (Student
Affairs Co-Chair)
Igo Jurgens (Student Affairs Co
Chair)
Phyllis Fritzie (December
Cruise)
Jere Caponette (Golf Co
Chair)

	Dave Stewart (Golf Co Chair) Lee Kilbourn (Membership) Rick Heiserman (Special Pooh Bah Presidents Award)	2008	Unknown
		2009	Perky Kilbourn
2000	Jim Wilson (Programs) John Lape (Products and Services Fair) Cherie M McNabb (Products and Services Fair) David J. Stewart (Golf Co Chair) Jere Caponette (Golf Co Chair)	2010	Unknown
		2011	Unknown
		2012	Michael Madias Jody Moore Scott Martin Cherise Schacter Kaye Kloster Tony DiVincenzo Corey Morris Ellen Onstad Walsh Construction Sera Architects
2001	Dale Kuykendall (Certification Committee) J E Dunn Construction (Hosting first Student Tour)		
2002	Margret Kehrli (Chapter Secretary) Michael Madias (Specifiers Share Group) Dave Shelman (Specifiers Share Group) Erica Bitterman (Golf Tournament)	2013	Alexander Lungershausen Jaci Amend Amy Cathcart Tony DiVincenzo Rick Heiserman Kathy Hempel Bud Henson Lee Kilbourn John Lape Fred Larsen Corey Morris Dennet Latham Michael Madias Jody Moore Pat Murphy Brian Nelson Ellen Onstad Russ Pitkin Erica Bitterman-Ryon
2003	Doug Allen Essex Industries Joe Bolkovatz J E Dunn Dave Shelman Thomas Hacker Associates Michael Madias DiBenedetto Thomson Livingstone		
2004	Erica Bitterman Dennet Latham		
2005	Unknown	2015	Christine Irwin Leslie Case Marty Houston Skip Brown
2006	Unknown		
2007	Unknown		

Rick Heiserman
Geoff Jenks
Jaci Amend
Jennifer Thomas

ORGANIZATION CERTIFICATE OF APPRECIATION

- | | |
|---|--|
| <p>1981 Northwest Lath and Plaster Association
1989 Western Insulfoam (Charles Page)</p> <p>1990 Atwaters Restaurant</p> <p>1993 Ray Totten
Inge Carstanjen
Richard Heiserman
Margie Largent
Roy Josi
William Clark Jr.
D. R. "Skip" Brown
Dale Kuykendall
Jody Moore
Lee Kilbourn</p> <p>1995 Marty Lundell</p> <p>1997 Hoffman Construction (Jim Truax and Adam Bonner)
Fletcher Farr Ayotte Architect (George Crandall)</p> <p>1998 Kelly Roth (City Hall Tour)
Skip Stanaway (City Hall Tour)</p> <p>2000 Hoffman Construction
Jim Traux and Adam Bonner 2 Chapter Programs
R & H Construction Building Tour
Thompson Vaivoda and Associates Outstanding Chapter Programs</p> | <p>2001 Hoffman Const. Co. –
Evergreen Aviation Tour, September 2000 at Captain Michael King Smith Educational Center
Ankrom Moison Architects –
Evergreen Aviation Tour, September 2000 at Captain Michael King Smith Educational Center
C. A Newell Co. Inc. Your sponsorships and your unwavering support of the volunteer efforts of one of Chapter’s Stars, Cherie McNabb J. E Dunn Construction – “Your support for educating our future industry professionals by hosting our first Student Tour at 1201 Lloyd Building in April 2001”</p> <p>2002 Gerding Edlen Development
Historic preservation and diversity and vitality of downtown Portland
GBD Architects Inc. Creating and sustaining the built environment
Ford Graphics (Recognition of five consecutive years as sponsor of CSI Portland’s Products Fair
FW Dodge/McGraw Hill Construction Recognition of five consecutive years as sponsor of CSI’s Portland’s Products Show
Colamette Construction Recognition of five consecutive years as a sponsor of CSI Portland’s Products Show</p> |
|---|--|

- 2003 DuPont/Corian
Sponsor December
ProgramHanset Stainless and
Hoffman Construction Sponsors
February Program
Interface, Ford Graphics and F W
Dodge McGraw Hill - 5 years as
sponsor of Portland Products
and Services Fair
Weller Associates and
Colamette Construction –
Sponsors of
May Salute to Inge Carstanjen
METRO - Our partner in
raising Construction Waste
Recycling Awareness
- 2004 Howard S. Wright
SERA Architects
- 2005 Erica Bitterman
- 2009 Bremik Construction
Venerable Properties
Fletcher Farr Ayotte

PRESIDENT'S CERTIFICATE

1975	Lee Kilbourn	1997	Cheri McNabb Rick Heiserman
1980	Dick Gira (Education)	1998	John Lape (Financial Director) Cherie McNabb (Products Fair) Inge Carstanjen (Executive Director)
1983	Dick Ehmann (Region Conference) Hunt Jones Dick Gira (Education) Don Walton	1999	John Lape (Financial Director) Inge Carstanjen (Executive Director)
1985	John Barker (Products Fair)	2000	Cornelia Gibson (Products and Services Fair)
1986	Tom Shea (Awards) John Kehrli (Hospitality) Curt Finch (Programs) John Brockamp (Membership)	2001	Jim Wilson (Various items) Cherie McNabb (Leadership for Products Show and Board of Directors) Cornelia Gibson (Products and Services Fair)
1987	Tom Shea (Awards) John Kehrli (Hospitality) Curt Finch (Programs) John Brockcamp (Membership) Jim Peterson (Education)	2002	Jody Moore (Leadership and Built Environment)
1989	Steve James Roy Josi Betty Bellwood	2003	Cherie McNabb (Dupont Corian) John Lape (John Lape Architect) Cornelia Gibson (Access Control Systems) Jody Moore (DeaMor Associates) Scott Dicker (Otis Elevator) Denise Carpenter, Outgoing Director (T & A Supply)
1990	Inge Carstanjen (Products Show) Linda Bowman John Barker Roy Josi (Public Relations) Gordon Van Antwerp (Products Fair)	2004	Jody Moore Ellen Onstad Lee Kilbourn Jane Pfifer
1991	Richard Heiserman	2009	Erica Bitterman-Ryon Fred Herbold Kaye Kloster Michael Madias
1994	Lee Kilbourn D.R. "Skip" Brown (Certifications)		
1995	Jody Moore (Programs)		
1996	William Clark		

Steve Gray
Bud Henson
Lee Kilbourn
Pat Murphy
David R (Skip) Brown
Corey Morris

2013 Chris Ferguson
Alexander Lungershausen
Corey Morris
Cherise Schacter
Randy Tessman
Michael Thrailkill

2015 Ellen Onstad
Corey Morris
Alexander Lungershausen
Kathy Hempel
Jake LaManna
Linda Joens
Erica Bitterman-Ryon
Lee Kilbourn
Alicia Clark
Tony Divincenzo

COOPERATION AWARD

- 1971 National Electrical Contractors Association
- 1984 Builders Exchange
- 1985 Bowler and Associates
- 1988 NAWIC
- 1990 Sheet Metal (SMACNA) Door and Hardware Institute IIDA (Products Fair)
- 1991 Western Insulfoam (PCC Education Committee) Tom Gillespie (Portland State)
- 1995 Dena Nelson (Seminars) Laurel Danielson (Products Fair)
- 1996 Margaret Mahoney Connie Reynolds
- 1997 LSW Architects (18 People at a Chapter Meeting) International Interior Design Association
- 1999 Fred Wandke (Material for Wood Frame Model)

CITATION AWARD

- 1994 Ken Searl
- 1996 Mary Alice Hutchins
- 2007 Erica Bitterman

EDUCATION AWARD

- 1983 Stan Carper
- 1985 William Merritt (Seminars)
- 1989 Dennis Obert
- 1990 Corwin Hymes (Certification Chair)
- 1995 Tim Cockburn
- 1996 Tim Cockburn Dennis Obert
- 2001 Igo Jurgens (Student Affairs Program)
- 2004 Rick Heiserman

KRAKEN AWARD

- 2015 Ali Clark and Jake LaManna

TECHNICAL AWARD

- 1971 Andrew Olson
- 1979 Don Wallace
- 1987 Robert Klas
- 1989 Ken Searl
- 1990 Robert Klas
- 1993 John Lape
- 1996 John Lape
- 2001 Dave Shelman (Monthly Articles)

PUBLICATIONS AWARD

- 1971 J. Donald Kroeker Editor
- 1985 Les Seeley (Editor)
Paula Seeley (Assistant Editor)
- 1987 Inga Carstanjen The
Predicator
- 1988 Linda Bowman The Predicator
- 1989 Linda Bowman The Predicator
- 1990 Kevin Martin
Gunnar Forland
- 1993 Gunnar Forland
Ed Loy
Ken Searl
- 1995 Gloria Rasmussen
- 1997 Lee Kilbourn
Dianne Kuykendall
- 1998 Dianne Kuykendall (The
Predicator)
Lee Kilbourn (Chapter Directory)
- 1999 Perky Kilbourn (book about
Mary Alice Hutchins)

PAST PRESIDENT'S AWARD

- 1978 Larry Arnold
- 1983 Les Seeley
- 1985 Betty Bellwood
- 1986 Margie Largent
- 1987 Dennett Latham
- 1988 Curtis Finch
- 1989 Inge Carstanjen
- 1993 Jim Hirte
- 1997 Dale Kuykendall

SPECIAL AWARD

- 1971 Lee and Perky Kilbourn (Certificate of Merit and Appreciation)
Larry Brown (Certificate of Merit and Appreciation)
Don Walton Spec Guide
Perky Kilbourn (Volunteer of the Year)
Margie Largent (Chapter Service History)
Betty Bellwood (Chapter Service History)
- 1975 Margrethe Sherwin (WEGROUP)
Trasi Hogenhout (Secretary)
- 1977 Larry Brown
Steve Miller (Awards)
Ken Searl (BS by KS)
- 1978 Tom Shea (Arrangements, and June Meeting)
Ken Searl
Lee Kilbourn (Green Weenee)
Mary Ann Klas
- 1980 Don Ashton (Treasurer)
Jim Davidson (Programs)
- 1982 Richard Ehmann
- 1983 Janet Styner
Perky Kilbourn
- 1985 Mary Alice Hutchins (CSler since 1949)
Perky Kilbourn
Margie Largent
- 1986 Inge Carstanjen (The Predicator)
Jim Hirte (Volunteer of the Year)
Don Walton (Awards 85-86)
20 Judges - CCS Exams
- 1987 Multnomah County Library (Polly Westover)
Associated General Contractors (John Brockamp)
CECO – (Batterman)
AIA – (Ray Totten)
CSI – (Candace Robertson)
Joe Wood (Products Show)
Linda Cochran (Products Show)
Bob Klas (Spec Guide)
- 1988 Jim Luey (The Dragon Award)
William Clark Jr.
- 1989 Ken Searl
Paul Wilson
Curtis Finch
- 1990 Red Lion Hotel (Products Show)
- 1991 Larry Brown
Steve James
Jody Moore
Linda Bowman
Jim Hirte
- 1992 Wood Plaque
Ken Searl
Gordon Van Antwerp
Lee Kilbourn
Margie Largent
Gene Andrews
Isaac Tevet
- 1993 Wood Plaque
Becky DeClerck
Gordon Van Antwerp (with Gift)
Lee and Perky Kilbourn (with Anniversary Gift)
Gunnar Forland Editor

- 1994 Les Seeley
Ed Fatz (Awards)
William Clark Jr.
Gunnar Forland (Publicity)
Mike Beeson
Richard Heiserman (Secretary)
- 1995 William Clark Jr.
Linda Joens (Orientation)
Dale Kuykendall (Contractors
Share Group)
Paul Wilson (Specifiers Share
Group)
Pat Murphy
- 1996 Jody Moore
Jim Wilson
Ed Fatz
Gunnar Forland
- 1997 Jim Hirte
Jody Moore
Mike Beeson
Larry Chew
- 1998 Linda Joens (Outgoing Director's
Plaque)
John Kehlri (Outgoing Director's
Plaque)
Dennet Latham (Outgoing
Directors' Plaque)
- 1999 Mike Watson (Outgoing
Directors' Plaque)
Bob Easton (Outgoing Directors'
Plaque)
Chris Irwin (Outgoing Directors'
Plaque)
Cornelia Gibson (Secretaries'
Plaque)
- 2000 Solvei Neiger (Directors' Plaque)
Randy Tessman (Directors'
Plaque)

- 2015 President's Appreciation to the
Programs Committee:
Chair: Ali Clark
Members: Ellen Onstad
Erica Bitterman-Ryon
Kourtney Strong
Tim Cockburn
Cherie McNabb
Linda Joens
Jake LaManna

CRAFT PROFICIENCY AWARD

- 1985 Ralph Nelson
OTKM/Brockcamp & Jaeger
(Construction Award)
Tom Crawford
- 1993 Walsh Construction Co.
- 1997 LSW Architects
- 2000 Robertson, Merryman, Barnes
Architects (Awareness of a Sister
Culture)
- 2004 Hanset Stainless Steel – Mark
Hanset

SPECIFICATIONS PROFICIENCY AWARD

- 1979 Lee Kilbourn
- 1995 Dennis Obert

BID DOCUMENTS AWARD

- 1995 Jim Rother
- 1996 Miller Consulting Engineers

AL HANSEN MEMORIAL AWARD

1980 Don Kroeker

1986 Ken Searl

1987 Lee Kilbourn

1988 Joe Woods

1989 John Brockamp

1990 Margie Largent

1991 Corwin Hymes

1993 Richard Gira

1994 Inge A. Carstanjen

1995 Paul Wilson

1996 John Lape

1999 Cherie McNabb

2006 Erica Bitterman-Ryon
Jody Moore

2008 Dennet Latham

2009 Jody Moore

VOLUNTEER OF THE YEAR

2009 Cherie McNabb

END OF APPENDIX 1

APPENDIX 2

PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE

BOARD MEETING FORMAT

SCHEDULE OF BOARD MEETINGS

1. Meets monthly on first Tuesday at noon. Location to be determined by the President but a consistent location is desired.
2. Conduct meetings in accordance with information presented earlier in this Operations Guide.

PROCEDURES

1. Ten days prior to meeting, Directors forward reports on committees to the President.
2. One week before meeting President prepares agenda.
3. Secretary forwards previous meeting minutes to Board members, committee chairs and others deemed appropriate in ample time for their attendance.

President forwards agenda.

4. Active committees and officers present reports on their activities.

MONTHLY AGENDA

1. Refer to FY CSI Chapter Calendar and CSI Officers and Committee Chairs.
2. Refer to Sample Board Meeting Agenda below.
3. Refer to Sample Fiscal Year End Budget Report

SAMPLE BOARD MEETING AGENDA

Call Meeting to Order
Announcements

Approve Previous Meeting's Minutes

Treasurer's Report

Committee Reports

- Awards
- Bylaws
- Certification
- Education
- Industry Forum
- Membership
- Program
- Publications
- Editor
- Region Conference
- Technical
- Other Committees

Old Business

New Business

Adjourn Meeting

END OF APPENDIX 2

APPENDIX 3

PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE

PAST PRESIDENTS

1960	Lowell Anderson	(deceased)
1961	Ralph Appleman	(deceased)
1962	Stuart Mockford	(deceased)
1963-64	Richard Ehmann	(later became FCSI)
1965	Vince Fletcher	(deceased)
1966	Keith West	
1967-68	Ken Walter	(whereabouts unknown)
1969-70	Lee Kilbourn	(later became FCSI)
1971-72	John Crook	(deceased)
1973	J. Min Luey	
1974	Verne Brice	(deceased)
1975-76	Ken Searl	(emeritus)
1977	Margie Largent	(emeritus)
1978	Larry Arnold	(deceased)
1979	Bob Klas	
1980	Rod Moorman	(deceased)
1981	Ivan McCormick	(emeritus)
1982	Les Seeley	
1983	Don Eggleston	
1984	Dick Gira	(emeritus)
1985	Betty Sherman	
1986	Margie Largent	(emeritus)
1987	Dennet Latham	
1988	Curt Finch	(emeritus)
1989	Inge Carstanjen	(emeritus)
1990	Tom Shea	
1991	Dennis Obert	(deceased)
1992-93	Jim Hirte	
1994-95	John Lape	(later became FCSI)
1995-97	Dale Kuykendall	
1997-99	Richard Heiserman	(later became FCSI)
1999-00	Igo Jurgens	
2000-01	Jody Moore	
2001-03	Jim Wilson	
2003-05	Cherie McNabb	
2005-06	Dennet Latham	
2006-08	Doug Allen	
2008-10	Russ Pitkin	

2010-12	Kaye Kloster
2012-13	David R. (Skip) Brown III
2013-14	Christine Irwin
2014-16	Cherise Schacter (Lakeside)
2016-	Ellen Onstad

END OF APPENDIX 3

APPENDIX 4

PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE

FORMS & INFORMATION

Following listed forms and other information follow this page:

1. Chapter Awards Request Form.
2. Al Hansen Memorial Award Information
3. Northwest Region Awards Format
4. Chapter Report to Coordinating Council
5. Northwest Region Substitution Request
(Includes Section 01630 Product Substitution Procedures)
6. Plan Centers in Northwest Region Listed by State
7. Northwest Region Chapter Presidents and Newsletter Editors Fiscal Year 2003-2004
8. Northwest Region Officers and Committee Chairs Fiscal Year 2003-2004
9. History of Portland Chapter Products Fair.

END OF APPENDIX 4

APPENDIX 5

PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE

HISTORY OF PORTLAND CHAPTER INDUSTRY FORUM (FORMERLY THE PRODUCTS SHOW)

It all began in 1974 when the Chapter President read in the Orange County CSI Chapter Newsletter that they had made a profit of \$5,000 on their most recent Products Show. The board was given this information, and it was voted to hold our own Products Show.

Tom Shea and Larry Arnold were appointed as co-chairs and they did a great job. It was named the Products Fair because, at that time, the Institute was downplaying and discouraging chapters also having product shows, evidently because they thought it would detract from the Institute's Annual Product Show. It was decided to name the Portland Chapter event the Products Fair. As it turned out, many more chapters started product shows, and it didn't seem to adversely affect the Institute's Product Show. In 1974, the Institute had 400 booths, and in 1999 its total number of booths rose to 1,100. The Portland Chapter Products Fair always made a profit except for one year that it broke even.

In 1999, the Products Fair was renamed the Products and Services Fair, and it was co-sponsored by IIDA, AIA, AGC, and IFMA.

The Products Fair was the largest fundraiser for the chapter for many years but attendance and revenue started to decline in the years preceding the change. The last Products and Services Fair occurred in May of 2004.

In 2008-2010, I called together a meeting of past presidents, board members, and active members to discuss changing the format, and out of that meeting the Industry Forum was born. It has since been replaced with the Industry Forum event.

END OF APPENDIX 5