

# OPERATIONS GUIDE

PORTLAND OREGON CHAPTER  
NORTHWEST REGION  
CONSTRUCTION SPECIFICATIONS INSTITUTE



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**REVISION HISTORY**

DATE	REVISIONS
September 1992	
July 1997	
July 1998	
September 1999	
September 2000	
September 2014	Sections significantly revised; histories updated with current information; approved by majority Board vote on September 2, 2014
August 2016	Various edits to committee sections per committee chairs

## **ARTICLE A**

### **PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

#### **GUIDE PURPOSE**

1. Serve as a tool for Officers, Directors and committee chairpersons of this Chapter.
2. Serve as a companion document to the Institute Administrative References and to Northwest Region Operations Guide. (Refer to Article C, Reference Materials).
3. Define Chapter implementation of those references for Chapter operation.
4. Record procedures followed by current Board of Directors and committees to assist those that follow.
5. Summary of documents, schedules, charts and forms presently used.

#### **END OF ARTICLE A**

**ARTICLE B**

**PORTLAND OREGON CHAPTER  
THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

**ARTICLES OF INCORPORATION**

1. Copies of Articles of Incorporation filed on December 5, 1966 with Office of the Corporation Commissioner of the State of Oregon are available upon request.

**END OF ARTICLE B**

## **ARTICLE C**

### **PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

#### **REFERENCE MATERIALS**

The following items are a list of reference Documents, available upon request:

1. Portland Chapter Bylaws
2. Institute Administrative References
3. Complete set of Chapter newsletters (The Predicator)
4. Northwest Region Operations Guide
5. Chapter business and correspondence files
6. Chapter Charter

**END OF ARTICLE C**

## **ARTICLE D**

### **PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

#### **CHAPTER BOARD OFFICERS AND DIRECTORS**

##### **GENERAL**

1. Portland Chapter is a local association chartered by The Construction Specifications Institute in September of 1960 to further the mission and goals dedicated by the Institute.
2. Operation of Portland Chapter is within rules and regulations of the Institute, the Institute's Certification of Incorporation and Bylaws, as an Affiliate Chapter of the Institute.
3. It is essential that a member elected to Chapter office or directorship reads and studies the Institute Bylaws, Region Operations Guide, Certificate of Incorporation, Code of Ethics, Chapter Bylaws and this Operations Guide before accepting a position or as soon as possible after accepting nomination. Duties shown following each office are basic requirements including adherence to Chapter Bylaws.
4. Members of Chapter Board are responsible for directing and coordinating activities of standing committees, special committees and operation of Chapter. For proper control, coordinate activities among members of Chapter Board and not among committee chairpersons.
5. Maintain continuity through succeeding committees.
6. Chapter dues are payable yearly, on due dates established by, policies of the Institute.,
  - a. Member Emeritus, Retired Members and Honorary Members not subject to Chapter dues. Changes in Chapter dues require notification of membership present at a regular or special Chapter meeting, as well as through Chapter newsletter.

##### **PRESIDENT**

Term: One or two years.

##### General Duties:

1. Chapter President, as key leader, directs and counsels the Board and committees. President should carefully select committee chairpersons on a basis of their known abilities and availability. A succession of membership on a committee should not be a basis for a committee chair. However, some succession in committee membership is advisable for continuity.
2. President delegates as much authority to Chapter officers, directors and committee chairpersons as possible to avoid becoming burdened with details. As administrative head of Chapter, President is primarily responsible for keeping Board and committees functioning properly.

3. President is responsible for developing new ideas and methods for Chapter growth and improvement. President represents Chapter image at local professional and trade association meetings.

Responsibilities:

1. Preside over Board and Chapter meetings in accordance with established parliamentary procedures. Refer to Appendix 4.
2. Adhere to a prepared agenda.
3. Render proper courtesies to speakers and participants.
4. Represent Chapter at Institute and Region meetings.
5. Appoint chairpersons of standing and special committees. If committee chairperson selects committee members, they should be approved by President. Executive, nominating and screening committees report directly to President.
6. Coordinate Chapter assignments and commitments.
7. Maintain a close liaison with Institute Director and Region Officers.
8. Keep members informed by writing a "President's Column" in newsletter.
9. Discuss policy changes, new programs, and topical events involving CSI activities etc.
10. Exert leadership.
11. Maintain a personal file of Chapter activities and notes relative to position of President. Be sure President-Elect has benefit of your experience.
12. Act as spokesperson for Chapter.
13. Take every opportunity to speak before construction industry groups to enhance image of CSI.
14. Be thoroughly conversant with the Institute's Rules of Board and Regulations for Annual Meetings.

## **PRESIDENT-ELECT**

Term: One or two years

General Duties:

1. As successor to President, President-Elect should become familiar with procedures and requirements of office. President-Elect performs assignments and duties as required by President and Board.
2. President-Elect serves upon absence of President.
3. President-Elect compiles newsletter content.

## **SECRETARY**

Term: Two years

General Duties:

1. Function of Secretary is indispensable to Chapter operations. Secretary serves on Chapter Board, participates in policymaking and translates it into action. Secretary's minutes serve as Chapter's records and history. Accurate and up-to-date minutes and Chapter records are highly important. As the only written record of Chapter activities, minutes are accepted as legal evidence of resolutions and actions taken.



Responsibilities:

1. Record, prepare and distribute minutes of Board, Chapter and other meetings where applicable.
2. Maintain a permanent Chapter file of correspondence, membership records, meeting minutes, and Chapter newsletters and other non-technical Chapter publications.
3. Assist President in preparing agendas for meetings.
4. Be thoroughly conversant with Regulations for Annual Meetings of The Institute, especially as they pertain to duties assigned to Secretary.
5. Prepare an Annual Report of the Chapter at the close of each fiscal year.
6. Assure prompt Chapter correspondence with Institute office, Region Officers, other Chapters, etc.
7. Assist Chapter President, prepare Chapter Annual Report, and distribute to the Institute office, Region Officers and Board not later than July 1<sup>st</sup> of each year. Refer to Region Operations Guide, "Chapter Report to Coordinating Council".

**TREASURER**

Term: Two years

General Duties:

1. Keep accurate financial records in collaboration with Administrator.
2. Collect proposed budgets from committee chairpersons for inclusion in proposed budget for each fiscal year.
3. Prepare a Chapter budget for the upcoming fiscal year.
4. It is essential that treasurer knows basics of bookkeeping. A sound financial program depends on Treasurer's knowledge of this function.
5. Because the Treasurer handles other people's money, Treasurer and President sign checks
6. Coordinate completion of a full audit at close of year, either by a Chapter committee or an outside certified auditor.

Responsibilities:

1. Verify accounting from previous Treasurer and transfer bank account.
2. Prepare new signature cards of authorized officers.
3. Approve reimbursement requests.
4. Maintain accurate bookkeeping with proper distribution to various accounts, in collaboration with the Administrator. Refer to The Institute Administrative References for suggested bookkeeping forms.
5. Receive and post membership dues from The Institute office. Send copies to officers and membership chairperson. Work closely with secretary and membership chairpersons to maintain accurate paid-up membership records.
6. Maintain separate accounting of Student Affairs income and expenses. Oversee Scholarship Endowment Fund. Issue Student Affairs Report at end of fiscal year.

## **PAST PRESIDENT**

Term: One or two years (depending on the term of the current/outgoing President)

Responsibilities:

1. Member of Chapter Board. Experience as a Chapter president enables past president to give Chapter Board counsel consistent with objectives of The Institute.
2. Liaison with local professional and trade associations. The Institute encourages liaison with local professional and trade associations (AIA, ACEC, AGC and others). If done properly, this very important assignment can minimize misunderstanding. Cooperation with such associations can enhance The Institute's image.
3. Assistant to Region Officers in development of new Chapters.
4. Identify Institute members who do not hold Chapter affiliation. Contact members of architectural or engineering associations to ascertain potential for new members.

## **ADMINISTRATOR**

Description:

Portland Chapter supports a paid position of Administrator. Duties per agreement, which is scheduled for renewal each fiscal year, are as follows below.

General Duties:

1. Receiving and managing daily general mail.
2. Answer email, and all messages. Forward inquiries to the correct Chapter Board or Committee member.
3. General Chapter liaison to region officers, other Chapters, strategic partners and Professional organizations politely answering inquiries or direct inquires to appropriate Chapter leaders.
4. Send all email notices as required by members of the Board and committee chairs.
5. Notify Chapter President immediately when problems with a committee are occurring.
6. Create and maintain web based calendar for Chapter events and commitments – filing taxes, balloting, etc.
7. Prepare and maintain a calendar of important dates:
  - a. Due dates for reports to Region Directors. Refer to Region Operations Guide.
  - b. Region Conferences and Region Meetings.
  - c. Deadline for submission of candidates for Chapter, Region and Institute awards.
  - d. Chapter Board meetings.
  - e. Chapter events.
  - f. Institute events including Convention and Seminars.
  - g. Refer to Appendix 4 for complete listing and schedules.

Monthly Board Meetings:

1. Attend monthly Board meeting.
2. Send out reminder notices of Board meeting to the Board and committee chairs.
3. Take minutes at Board meetings and year planning meeting, and send to secretary for review and edits.
4. Compile monthly Board meeting agenda with president and request meeting minutes from Secretary and meeting minutes of notices from committee chairs.

5. Send meeting minutes and consent agenda out to the Board prior to meeting.
6. Schedule and book venue for Board meetings and yearly planning meeting.
7. Make arrangements for food/beverages.

#### Elections:

1. Create ballot and email ballot to membership
2. Collect and tabulate ballots

#### Monthly Chapter Meetings:

1. Manage venue reservations and meals and troubleshoot venue problems.
2. Coordinate with venue personnel to have proper setting for meeting.
3. Contact AV personnel to have proper AV for each meeting.
4. Manage Chapter meeting reservations, collect payment and process payments.
5. Create reservation list and nametags for meeting.
6. Attend meeting to collect from those who have not paid and manage check in.
7. Manage registration for CEU credits and provide sign-up sheet for attendees.
8. Assist President and Program Chair with announcements.

#### Finances:

1. Manage accounts payable & receivable with oversight by Chapter Treasurer
2. Deposit all funds and pay Chapter bills.
3. Provide Chapter Treasurer up-to-date financial reports prior to Board meetings.
4. Contract for Tax Consultant and Auditor services and coordinate services.
5. Assure yearly Taxes and Audits are preformed in a timely manner, allowing time for Chapter Treasurer's review prior to submittal.

#### Member & Sponsor Database:

1. Update membership data base regularly with Institute web site.
2. Add Region Chapter Presidents, Region web site persons to data base.
3. Add AIA Portland office and officers to data base
4. Create and/or manage attendee roster and sponsor data base.
5. Maintain Constant Contact database

#### Newsletter:

1. Compile and format articles for monthly newsletter after receipt from Editor
2. Distribute newsletter using Constant Contact or similar email service

## **DIRECTORS**

#### General Duties::

1. Chapter directors are normally potential officers of Chapter. As members of Chapter Board, they are an integral part of the governing body of the Chapter. It is recommended that directors monitor and be acquainted with committees listed in this guide and become a member of a committee. It is recommended that ad hoc and special committees be chaired by a director. Directors are also assigned committee(s) to oversee and report their status at Board meetings.

2. A most important function of a Chapter director is to prepare for duties as a Chapter officer by keeping fully abreast of Chapter activities and details in this Operation Guide.

## **STANDING COMMITTEES**

### **GENERAL**

Each committee chairperson maintains a complete file on committee activities and assists in preparation of final report to designated Board member. This report includes, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for ensuing year and recommendations. Submit final reports at May Board meeting.

### **ARCHIVES COMMITTEE**

Term: 1-year minimum

#### Description:

The Archives Committee is responsible for keeping historical records for of the business and activities of the Chapter.

#### Specific Responsibilities:

1. Refer to Article C for additional requirements
2. Chapter history, members, awards, service publications, etc.
3. Maintain artifacts, including records, albums, posters, photographs, Chapter awards, Certificate of Incorporation, etc.
4. Maintain library of The Predicator newsletter
5. Report to Secretary and Board of Directors

### **AWARDS & NOMINATIONS COMMITTEE**

#### Description:

The Awards & Nominations Committee works directly with the Board to solicit and select nominations for awards at the Chapter level and works with the President to nominate members for Region and Institute awards. The Committee prepares and presents the awards at a designated Chapter meeting and is responsible for publicizing the award recipients. The Committee also solicits and screens potential Board candidates, and leads the voting and nomination process.

The Chair must be familiar with the Institute's Honors and Awards Guide, the Region Operations Awards Guide, and the Chapter Operations Guide. The Chair shall be held by the Past President and reports directly to the current President and Board.

#### Chair Responsibilities:

1. Chairperson is also a member of Region Awards Committee and votes on Region awards.
2. Must be familiar with all of the possible Honors and Awards categories of the Institute.
3. With their committee, actively seeks out worthy candidates for awards.
4. Assures that awards applications are completed properly and submitted by or before the deadline date

#### Committee Responsibilities for Awards:

1. Work with Board of Directors to solicit and select nominations for awards at Chapter level.
2. Orchestrate preparation of awards and issue at a designated Chapter meeting.
3. Work with Chapter President in nominating members for region and institute awards.
4. Coordinate and work with Program Chairperson for presentation of awards at Annual meeting
5. After awards are given, publish list in The Predicator Newsletter accurately by title as listed on awards form.
6. Place awards notices in The Predicator as follows:
  - a. Chapter awards in July issue.
  - b. Region awards in October issue.
  - c. Institute awards in June or September issue.
7. Forward copies of awards to Archive Committee and Board of Directors with year-end report to Chapter President.

#### Committee Responsibilities for Nominations:

1. Work with Board of Directors to solicit and select nominations for awards at Chapter level.
2. Member service history, committee history, etc., should be made available for research of potential candidates.

#### After Election:

1. Report names, addresses, telephone & contact numbers, and elected office to The Institute and Region Directors.
2. Report names, addresses, telephone & contact numbers, and elected office to the Administrator and Secretary for recordkeeping.

#### Minimum criteria for nominees:

1. Following minimum requirements for Board positions:
  - a. President, President-elect, Treasurer and Secretary: minimum 2-year Board member experience.
  - b. Director: Minimum 1-year Chapter member in good standing.

### **BYLAWS & OPERATIONS GUIDE COMMITTEE**

#### Description:

The Bylaws and Operation Guide Committee, as directed by the Board, prepares revisions to the bylaws while complying with the Institute's bylaws, and submits proposed amendments for review and forwarding to the Institute for approval by the secretary. Once approved, the bylaws must be presented and approved by a majority vote of Chapter members present.

The Committee prepares and coordinates resolutions with the Institute director and region officers adhering to the Regulations for Annual Meetings of The Institute.

The Committee is responsible for updating, publishing and distributing this Operation Guide annually.

#### Chairperson Responsibilities:

Chairperson and committee must be familiar with the Institute and Chapter bylaws, Certificate of Incorporation, and Institute policy. In addition, committee should seek advice of region directors to be certain that amendments to Chapter bylaws comply with objectives of The Institute. The Bylaws Committee reports to the Chapter Secretary.

#### Committee Responsibilities:

1. Assure that the minimum requirements as set forth in the Model Chapter Bylaws are included in the Chapter Bylaws. Refer to The Institute's Administrative References for a copy of Model Chapter Bylaws.
2. As directed by Chapter Board, prepare revisions to bylaws while continuing to comply with the Institute Bylaws.
3. Submit proposed amendments to Board for review. After review by Board, forward to the Institute secretary.
4. Chapter bylaw revisions are not official until approved by the Institute. Upon receipt of approval from the Institute, publicize in next regular issue of Chapter newsletter issued prior to a regular Chapter meeting or by letter at least two weeks prior to Chapter meeting. These proposed amendments may then be approved by a majority vote of Chapter members present at a regular meeting or a special meeting.
5. Prepare resolutions for Chapter and Institute action. Coordinate resolutions with Institute director and region officers. Resolutions recommended for action at the Institute's Annual Meeting must be prepared in a format and on subject matter specified by the Regulations for Annual Meetings of the Institute.

#### Operations Guide Responsibilities:

1. Verifies that Board members and committee chairpersons have access to a copy of the Chapter Operations Guide.
2. Update Guide at least annually.
3. Solicits and reviews changes and expansions of various committee guides to improve this Operations Guide in reference to more defined and specific instructions.
4. Submit any proposed revisions to President and Board.
5. When proposed revisions are approved, incorporate them in current Operations Guide.
6. Publish and distribute to all Board members and committee chairs.
7. Produce a hardcopy and electronic copy for archives.

## **CERTIFICATION COMMITTEE**

#### Description:

The Certification Committee serves as liaison with the Region Certification Committee and the Institute Certification Committee. The Committee promotes the Institute's examination program within the Chapter. The committee contributes articles, awareness bulletins, and reports regarding certification as well as coordinates exam preparation.

#### Chair Responsibilities:

The chair serves as the liaison with the Region Certification Committee and the Institute Certification Committee and must be a professional member in good standing and

preferably a Certified Construction Specifier (CCS).

1. The Committee chairperson maintains a complete file on committee activities and assists in preparation of final report to designated Board member. This report includes, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for ensuing year and recommendations.
2. Submit final reports at June Board meeting.
3. Coordinates educational programs for certification study and exam preparation.
4. Verifies that study course participants are registered properly for exams.
5. Maintains Chapter/region records on current and lapsed certificates and their renewals.

#### Committee Responsibilities:

1. Establish and maintain direct communication with Region Certification Committee, Chapter president and Chapter Board.
2. Contribute articles or awareness bulletins to Chapter newsletter on a regular basis.
3. When possible, attend Chapter Board meetings to keep officer and directors informed of committee activities.
4. Coordinate educational programs pertaining to CDT, CCS, CCPR and CCCA exam preparation with Chapter education chairperson.
5. Distribute Certification materials provided by Institute and Region Chapter members.
6. Encourage potential candidates from Chapter to participate in CCS, CDT, CCPR and CCCA programs.
7. Make reports to Chapter membership at Chapter meetings:
  - a. Promote CDT, CCS, CCPR and CCCA programs.
  - b. Explain each program and discuss study sessions.
  - c. Announce name of Chapter members passing examinations.
8. Retain roster of Construction Documents Technologists, Certified Construction Specifiers, Certified Construction Product Representatives and Certified Construction Contract Administrator in Chapter roster.
9. Keep region certification chairperson informed of activities within Chapter.

1.

### **EDUCATION COMMITTEE**

#### Description:

The Committee develops, organizes and conducts education events as well as coordinates educational opportunities with other Chapters.

#### Chair Responsibilities:

1. Develop, implement, and administer the Chapter/region education programs.
2. Review applications for the format and content of proposed programs.
3. Communicate with the Institute about the programs being offered and CEU and LU status

#### Committee Responsibilities:

1. Develop, organize and conduct educational seminars, classes and lectures including retaining speaker(s), venue, and food/beverages.
2. Coordinate educational opportunities with other Chapter events such as Chapter meetings and the Industry Forum.

3. Submit education opportunities for continuing education credits before the event.
4. Prepare a sign-up form for event and report attendees back to certifying institute.

## **FINANCE COMMITTEE**

### Description:

The treasurer shall serve as the committee chairperson. This committee reports directly to the Board.

### Responsibilities:

1. Prepare an annual budget with input from President, President-elect, Past President and Administrator.
2. Work with treasurer to prepare monthly budget reports and present reports at Board meetings.
3. Prepare financial report for Annual Planning Session.
4. Manage long-term Chapter investments.
5. File IRS return in November (Oregon return not required). File on a cash basis, July 1-June 30.
6. Maintain Chapter insurance policy, including riders for special events like the Industry Forum.
7. Be the second authorized signature on accounts.
8. In lieu of an annual audit, finance chairperson and tax preparer act as double checks on treasurer's activities throughout year.

## **GOLF EVENT COMMITTEE**

### Description:

The Chapter has historically held a summertime golf tournament annually, with proceeds benefitting the Chapter scholarship program. The Golf tournament is typically a "scramble" style with teams/players up to a maximum of 144. The event aims to have 18 tee box sponsors, 2 kp, 2 ld and 2 straight drive sponsors, a lunch sponsor and a dinner sponsor. An overall tournament sponsor is sought also. A raffle with donated prizes is included, with prizes awarded during dinner.

### Chairperson Responsibilities:

1. Maintain a complete file on committee activities.
2. Assist in preparation of final report to designated Board member.

### Committee Description:

1. Book players and sponsors
2. Book the venue (golf course)
3. Arrange and manage donated prizes
4. Order meals
5. Track players
6. Track and coordinate sponsors
7. Manage the event budget
8. Recruit event volunteers



## **INDUSTRY FORUM COMMITTEE**

### Description:

The Industry Forum Committee is responsible for all aspects of the Industry Forum event including venue, speaker(s), exhibitors, promotions, sponsorship, catering, and AV. The event originally began as a Products Fair but has evolved to an event that showcases an innovative keynote speaker in the design industry, 10-minute presentations on current topics related to the built industry, and product/service exhibition.

### Chairperson Responsibilities:

1. Set final budget and present to Treasurer and Board. Plan with representatives of co-sponsors and discuss theme of Industry Forum goals and objectives.
2. Schedule regular planning meetings topics including sponsor display prices, facility costs, advertisement, food, registration process and other items as needed.
3. In conjunction with education committee, coordinate for educational components to occur during event for benefit to attendees.

### Committee Responsibilities:

#### Pre Event:

1. Contact exhibit production company and negotiate best price and obtain confirmation in writing.
2. Contact entertainment, negotiate best price and obtain confirmation in writing.
3. Upon receipt of exhibit display requests, allocate space in order of receipt only and confirm by telephone. Make copies of checks and submit checks to Portland Chapter Treasurer.
4. Create layout of display areas for all registered exhibitors and attendees, and for advertising materials.
5. December - Prepare press releases for submittal to Predicator Editor, for each month, in December, January, February, March and April editions.
6. February - Prepare press releases and coordinate press releases with Daily Journal of Commerce, Construction Data and Oregon Contractor Plan Center. Note: Free displays are afforded these firms for their support.
7. March – Contact local Chapter of NAWIC (National Association of Women in Construction). Request their assistance in handling Industry Forum registrations.
8. Prepare, carefully edit and submit exhibit request mailer to printer.
9. April 1st - Mail exhibit requests first class, to potential exhibitors. Contact Membership Chair for mailing list

Note: If possible have a dry run with equipment and panels.

#### Day of Event:

1. Manage attendee registration, nametag table.
2. Carefully monitor details to satisfaction of exhibitors and members.

#### Post Event:

1. At conclusion, secure next year's facility. Negotiate best price with confirmation in writing.

2. Pay bills promptly in accordance with contracts with facility, exhibit production company, food/bev vendors, AV, and entertainment.
3. Prepare lists of attendees and mail to each exhibitor and copy to Chapter.

## **LIAISON COMMITTEE**

### Description:

The Liaison Committee collaborates with other professional and trade associations within the construction industry by coordinating joint meetings (preferably not less than one per year), inviting representatives of other organizations to Chapter events to make a brief statement about their organization and network and asking for reciprocity.

The liaison chair reports to the Chapter President and Board

### Committee Responsibilities:

1. Promote liaison with other professional and trade associations within construction industry.
2. Coordinate joint meetings with other professional and trade associations within construction industry. (Preferably not less than one per year).
3. Invite representatives of other professional and trade associations within construction industry to attend our Chapter meetings. Request they present a brief oral statement explaining their organization. Arrange with Chapter president for reciprocal presentation of CSI to their meeting is asked.

## **MEMBERSHIP & ORIENTATION COMMITTEE**

### Description:

This committee works together to establish membership goals, manage membership promotion and retention, maintain communication with region membership committee chairperson, and provide guidance and support to Chapter members by keeping them informed of membership activities. A sub- group of this committee also organizes new member orientation twice a year, inviting and introducing new members to get involved and take advantage of member benefits. New in 2013, another subgroup has formed that will focus on recruiting and responding to emerging professionals in the industry. The Chairperson of reports to Chapter President.

### Chairperson Responsibilities:

1. Report on activities at Board meetings.
- 2.
3. Provide written report to region membership chairperson not later than four weeks prior to region and council meetings.

### Committee Responsibilities:

1. Establish membership goals and manage membership promotion and retention under direction of Chapter president and Board of directors.
2. Maintain direct communication with region membership committee chairperson.
3. Develop programs to welcome and engage new members.
4. Develop and implement a Chapter/region membership recruitment plan.
5. Seek to involve as many members as possible in Chapter/region activities.
6. Identify and encourage future leadership.

7. Provide membership metrics and statistics to Board and Publicity Committee
8. Survey/interview members to provide opportunities to listen to membership needs and wants.
9. Provide guidance and support to Chapter members by keeping them informed of membership activities.
10. Provide list of new members to Orientation Committee.
11. Perform other duties relating to membership activities as assigned by Board and Chapter president.
12. Recommend chapter dues amount to Board.
13. Recommend emeritus status designation to Board
14. Provide membership-related article to newsletter monthly.

#### Orientation Sub-committee Responsibilities:

1. Call new members personally and invite them to an Orientation Meeting usually held just prior to a Chapter Meeting.
2. Schedule three Orientation meetings yearly as follows: January, March and October.
3. 15 minute video entitled "This is CSI" is available from The Institute. Refer to page 231 of Institute's July 1996 New Member Orientation Guide.
4. New member listing is obtained from Membership Committee.
5. Welcome new members to Orientation Meeting.
6. Introduce new members to each other and to CSI Chapter Officers and Board Members present.
7. Describe to them what CSI is all about.
8. Chapter President presents membership pins to each new member.
9. Introduce new members to other CSI members at Chapter Meeting.
10. If possible, serve refreshments including beverages and light foods.

## **PROGRAM COMMITTEE**

#### Description:

This committee is responsible for producing interesting, entertaining programs monthly. With assistance from the Chapter Administrator, they schedule date, promote event, retain venue and caterer, plan topics and speakers and organize the monthly Chapter meetings. There is no meeting in May because of the Industry Forum, or August because of the Golf Tournament. The summer meetings are geared more toward fun and interaction with a scavenger hunt, and chili cook-off. Monthly programs can include tours, presentations, panel discussions, and social events such as the Chili Cook-off.

#### Chairperson Responsibilities:

1. Publicize exceptional presentations or events to The Construction Specifier for possible publication.
2. Submit a report summarizing previous year's programs and make recommendations for future programs to the Annual Planning meeting.

#### Committee Responsibilities:

1. Produce interesting, entertaining programs, 75 minutes slightly more or less. Plan throughout the year at monthly committee meetings.
2. Provide history of past programs, attendance, and speakers to Archive Chairperson.
3. Poll members for suggested programs. Build programs around member's interest.
4. Coordinate programs for the monthly Chapter Meeting on the second Tuesday of the month. Special Events outside of these dates are planned in other committees.

5. Video record chapter meetings and post to Portland CSI YouTube Channel.
6. Certify programs for continuing education, track sign-ups, provide certificates when requested, and log CEUs to online database.
7. Apply/renew for CEU programs relevant to members, such as AIA credits.

## **PUBLICITY COMMITTEE**

### Description:

The committee publicizes events, benefits, mission, and activities of the Chapter using tools such as a chapter website, social media, email campaigns, sponsorship opportunities, industry presentation/trade show opportunities, etc. The committee reports to the Chapter President and the Board.

### Chair Responsibilities:

1. Is responsible for forwarding information to other officers and chairs as necessary. They may also be responsible for maintaining a Web site that the public and members can access.
2. The chair receives a monthly update from the Institute with the current information on programs, products and services to refresh the Chapter/region website.
3. Make sure all publicity adheres to Institute's brand and policies as well as Chapter brand and policies.
4. Track website, social media, and campaign metrics and report to Board and committee.
5. Create clear policies and standards for committee members, Board, and vendors/subcontractors regarding and manage compliance.

### Committee Responsibilities:

6. Prepares, produces and distributes all Chapter publications. Chapter publications generally consist of the monthly newsletter, Chapter rosters, the Web site and special publications (technical papers, membership promotional literature, and rosters or yearbooks that expand beyond that of names and addresses.
1. Continue to look for publicity opportunities within industry, membership, etc.
2. **Newsletter:** Publish monthly newsletter for the Chapter. Collect and edit content from various committees and other sources. Manage paid advertisements. Manage electronic distribution.
3. **Chapter Website:** Post and manage upcoming events, notices and information for various committees. Manage information and links to non-committee specific information (such as the list of current Board Members). Promote, post and manage paid advertising on the website and in the newsletter.
4. **YouTube:** Post chapter videos, curate other interesting and relevant videos for Chapter YouTube channel. Manage comments.
5. **Twitter:** Tweet about Chapter events and industry happenings. Manage direct tweets.
6. **LinkedIn:** Post relevant activities and events and participate in Groups and Forums.

### Newsletter Publication Policies:

1. Content due to the Editor (President Elect) by the third Friday of the month
2. Draft is sent to the Board for review by the following Tuesday
3. Any draft comments due by the fourth Friday of the month

4. The Predicator is issued on the following Monday (some years, in February, this will be the first or second day of March)

#### Typical Newsletter Content and Format:

1. CSI Events (future and recap of past)
2. President's Message
3. Education (sharegroups, lecture series, article from Cherise, resources etc.)
4. Industry News (articles, events, allied organizations, etc.)
5. Certification (news, resources, cert announcements, scholarship info)
6. CSI News (region & institute news, events, other Chapters, etc.)
7. Membership (plug to join, new members, get involved plug, etc.)
8. Classifieds
9. CSI Spotlight (committee highlight, events we are involved in like UO Practicum, Kraken apparel, etc.)
10. Scholarship
11. Social Media (blogger highlights, twitter stuff, etc.)
12. Advertise/Sponsorship (general info on advertising in newsletter and website, info on sponsoring Chapter meetings, events, etc.)

### **STUDENT AFFAIRS COMMITTEE**

#### Description:

The committee advocates for students in construction-related fields of study at all levels of education within the Chapter area.

#### Committee Responsibilities:

1. Promote student membership in CSI by encouraging student participation at Chapter meetings, education sessions and other events. .
2. Administer Scholarship/Sponsorship Program.
3. Act as liaison between the Chapter and colleges and universities.
4. Encourages university and technical institute administrators to offer courses in construction documentation as part of their curriculum.
5. Makes and maintains contact at local academic institutions who have engineering, architectural, or other construction related programs.
6. Responsible for developing student membership, and student affiliates at local schools.

### **SPECIFIERS SHARE GROUP COMMITTEE**

#### Description:

The committee sponsors and manages the Specifier's Share Group (“SSG”), a gathering of individuals (both members and non-members) that meet for the purpose of improving project specifications. A typical meeting is a “brown bag” session where a product or particular topic provides an hour long focus for information, discussion and sometimes lively debate.

The Chair reports to a designated Board member

#### Committee Responsibilities:

1. Select topics for meetings

2. Coordinate presentations or speakers and venue
3. Send meeting invitations and track attendance
4. Run the meeting

END OF ARTICLE D

## **ARTICLE E**

### **PORTLAND OREGON CHAPTER THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

#### **SPECIAL COMMITTEES**

##### **GENERAL**

Chapter President and Board can from time to time establish special committees as required to study and report on special matters and items that normally occur non-yearly. (Example: Region Conference Committee).

These committees should be disbanded when mission is accomplished. If future committee work is required then assign additional work to an existing standing committee or establish a new committee.

##### **AD HOC**

1. Establish this committee for any worthwhile purpose considered needed to further aims and business of Chapter and Institute.

##### **AUDIT**

1. Establish an audit committee to audit Chapter's books at close of fiscal year.
2. Audit committee reports to president and Board.

##### **LONG RANGE PLANNING**

1. Establish this committee when need arises concerning future goals and operation of Chapter.

##### **REGION CONFERENCE**

1. Establish this committee not later than two years prior to Chapter hosting a Region Conference. Refer to Region Operations Guide for conference dates and detailed information.

END OF ARTICLE E

**ARTICLE F**  
**PORTLAND OREGON CHAPTER**  
**THE CONSTRUCTION SPECIFICATIONS INSTITUTE**  
**POLICIES AND PROCEDURES**

**GENERAL**

As allowed by the Bylaws, the Board may, from time to time, approve certain policies and procedures applicable to the business of the Chapter.

**COMMUNICATION WITH THE CHAPTER ADMINISTRATIVE COORDINATOR**

In order to use the Administrative Coordinator's paid time in the most efficient manner, Board members and committee chairs shall abide by the following Communication Plan. The intent is to streamline the amount of information he/she has to process.

- All task requests need to come from a Committee Chair
- Committee Chairs will endeavor, when at all possible, to send the Administrative Coordinator information that is complete. Do not include her/him in strings of emails between committee members who are working out the details on a particular topic.
- All requests should contain complete information. For instance, if you would like an invitation sent out for an event, provide all the event information including a short description, date, time, location, all deadlines for discounts and registration closing, all costs including students/tables/sponsors, sponsor information, presenter/topic info, compelling image and title, content for the invitation, and dates you would like the invitation and any follow-up emails sent out.
- Give the Administrative Coordinator 48 hours to complete a request. It may seem like it will take her/him five minutes to complete, but if they have 10 requests, the process becomes hectic.
- If you have a task that you expect to take a significant amount of time, send the Administrative Coordinator a quick email letting him/her know it is coming and your expected deadline. This allows him/her to schedule this in and be sure they have the supplies needed to complete the task for you.



## REIMBURSEMENT FOR CONFERENCE ATTENDANCE

Approved by the Board June 2, 2014

Certain Chapter members are eligible for reimbursement for CSI Conference expenses as indicated below, subject to budgeted and available funds.

Those interested in attending conferences shall notify the President as soon as possible and identify the eligible expenses. Preapproval of expenses are required by the Board. The Board shall consider submitted requests and the available budget and approve or deny the request. Receipts must be submitted for each reimbursement request.

Attendance at educational and leadership events has benefits for the entire Chapter. In consideration of the Chapter's sponsorship, attendees shall write a brief synopsis for publication in The Predicator and/or presentation at a Chapter meeting, completed within approximately three months of the conference.

EVENT	WHO IS ELIGIBLE	REIMBURSABLE ITEMS
National CSI Conference (Construct)	President President-Elect	Full conference registration (and meals that are included with that registration) Airfare and lodging NOT including non- conference meals or extracurricular events such as tours and awards dinners
	Board Members Active committee chairs	AS FUNDS ALLOW Full conference registration (and meals that are included with that registration) or Board-approved equivalent (possibly partial registration and some travel expenses)
CSI Academies	President President Elect Board Members Active committee chairs	AS FUNDS ALLOW Up to \$500 towards expenses (hotel, conference registration, airfare), as funds allow, preference to Education Committee Chair or Education Committee members. NOT including non-conference meals or extracurricular events such as tours and awards dinners

EVENT	WHO IS ELIGIBLE	REIMBURSABLE ITEMS
NW Region Conference (or a joint Region conference) Out of the area	President President-Elect	Full conference registration , airfare and lodging. NOT including non-conference meals or extracurricular events such as tours and awards dinners
	Board Members Active committee chairs	AS FUNDS ALLOW Full conference registration. Plus, up to \$500 for travel expenses. NOT including non-conference meals or extracurricular events such as tours and awards dinners.
NW Region Conference Held in Portland, Salem or Eugene	President President-Elect	Full conference registration. Lodging (when the event is more than 100 miles from Portland) Complementary hospitality suites, when offered as part of the hosting venue package No travel expenses
	Board Members Active committee chairs	AS FUNDS ALLOW Full conference registration. No travel expenses or lodging
	Region event committee members who ACTIVELY WORK the event (e.g. registration desk, etc.)	Meals during the days they actively work the event No travel expenses or lodging

END OF ARTICLE F

**OPERATIONS GUIDE  
APPENDIX 1**

**PORTLAND OREGON CHAPTER  
THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

**PAST AWARDS**

**CERTIFICATE OF APPRECIATION**

- |      |  |      |   |
|------|--|------|---|
| 1971 | First Award Dinner<br>Lowell Anderson (First<br>Chapter President)<br>Richard Ehmann FCSI<br>Al Hansen<br>Kenneth Walter                             | 1983 | James Davidson<br>Ivan McCormick<br>Robert Merritt<br>Robert Strickler<br>Bruce Townsend  |
| 1976 | CSI/AIA Staff  | 1984 | Margie Largent (The<br>Predicator Newsletter)<br>John Madrosen<br>National Association<br>Women in Construction<br>Dennett Latham<br>(Programs)                           |
| 1977 | Margie Largent (Past<br>President)<br>James Crowell (The<br>Predicator)<br>Rod Moorman   | 1985 | Ivan McCormick (Leaving<br>Chapter)   |
| 1978 | Margie Largent (Chapter<br>Region Conference)<br>Don Ashton (Treasurer)<br>Don Eggleston (Products<br>Fair)<br>Lee Kilbourn (Technical<br>Documents) | 1986 | Mary Boyd (Programs)<br>Robert Klas<br>James Davidson<br>(Membership)<br>Hunt Jones (Service)<br>John Barker (Products Fair)<br>Neal Jacques (Programs)<br>Bruce Townsend |
| 1979 | Margie Largent (The<br>Predicator Newsletter)<br>Don Eggleston (Products<br>Fair)<br>Robert Klas<br>Richard Ehmann FCSI<br>(Division One)            | 1988 | John Brockamp (Library)   |
| 1981 | Crystal Johnson (Products<br>Fair)<br>Ivan McCormick   | 1989 | Arnie Wake (Products Fair)<br>Steve James (Education)<br>James Davidson (Region<br>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 Kuykendall  
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<br/>1989 Western Insulfoam (Charles Page)</p> <p>1990 Atwaters Restaurant</p> <p>1993 Ray Totten<br/>Inge Carstanjen<br/>Richard Heiserman<br/>Margie Largent<br/>Roy Josi<br/>William Clark Jr.<br/>D. R. "Skip" Brown<br/>Dale Kuykendall<br/>Jody Moore<br/>Lee Kilbourn</p> <p>1995 Marty Lundell</p> <p>1997 Hoffman Construction (Jim Truax and Adam Bonner)<br/>Fletcher Farr Ayotte Architect (George Crandall)</p> <p>1998 Kelly Roth (City Hall Tour)<br/>Skip Stanaway (City Hall Tour)</p> <p>2000 Hoffman Construction<br/>Jim Traux and Adam Bonner 2 Chapter Programs<br/>R &amp; H Construction Building Tour<br/>Thompson Vaivoda and Associates Outstanding Chapter Programs</p> | <p>2001 Hoffman Const. Co. –<br/>Evergreen Aviation Tour, September 2000 at Captain Michael King Smith Educational Center<br/>Ankrom Moison Architects –<br/>Evergreen Aviation Tour, September 2000 at Captain Michael King Smith Educational Center<br/>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<br/>Historic preservation and diversity and vitality of downtown Portland<br/>GBD Architects Inc. Creating and sustaining the built environment<br/>Ford Graphics (Recognition of five consecutive years as sponsor of CSI Portland’s Products Fair<br/>FW Dodge/McGraw Hill Construction Recognition of five consecutive years as sponsor of CSI’s Portland’s Products Show<br/>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**