

LEADERS

Chapter Officers

Kathryn Sterner	President
Rich Forsberg	President Elect
	Vice President
Ken Robinson	Secretary
Mike Krahling	Recording Secretary
William Brightbill	Treasurer

Directors

Susan Sprague	1 Year
Randy Funk	1 Year
Rich Forsberg	1 Year
Robert Unger	2Year
Charlie Beauduy	2 Year
Jeff Snyder	2 Year

Past President / Advisor

Robert Loftin

Editor

Eric Hardenbrook

Committee Chairs

	Academic Affairs
Bill Deck	Advervisting
William Brightbill	Archives
Kathryn Sterner	Awards
Charles Beauduy	Budget/Finance
Bill Deck	Bylaws
	Certification
Robert Loftin	Education/Technical
Eric Hardenbrook	Electronics/ Communications
Paul Hertzler	Exhibit Show
Logan Myers	Hospitality
	Long-Range Planning
Jan Myers	Membership
Chris Atwood	Programs

CHOICE



CENTRAL PENNSYLVANIA CHAPTER
CONSTRUCTION SPECIFICATIONS INSTITUTE

Central Pennsylvania Chapter – CSI

Dinner Meeting Notice

Tuesday, October 15, 2019
at the Radisson, Camp Hill, PA

“Quiz the Product Reps” Panel Discussion
Do you take a deep breath whenever you get a visit or a call
out of the blue from a manufacturer’s rep?



Join us for this deep dive into the professional lives of building product representatives. We will hear from our panelists Marty Boland (GAF Roofing), Katie Bicksler (CRS/Carlisle Construction Materials), Jeff Snyder (Valtec), and others, as they wax eloquent on the role of the product rep in the AEC industry and in the project teams that create our built environment.

Topics for dialogue will also include how to be a better rep, the reps’ perspectives on the construction economic outlook, installation issues and resolution strategies, the impact of sustainable design on manufacturers and the impact of more sustainable products on design, and more.

Bring some questions for our panelists!

This panel discussion is a continuing education course that will be registered with AIA CES for 1.0 LU. CE certificates will be available for all attendees.

Our dinner meeting will be held at the
RADISSON HOTEL, 1150 Camp Hill Bypass, Camp Hill, PA
Board Meeting at 5:00 p.m., Attitude Adjustment at 6:00 p.m.,
Dinner at 6:30 p.m., Program at 7:15 p.m.

Dinner Cost: Free to Central Pennsylvania Chapter CSI Members
\$10.00 for Students, \$25.00/person for all others (pay at door w/
check or cash)

Membership Vote Upcoming!

**The by-laws have been updated.
See the changes in this issue.**



Inside the Choice

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All material **MUST** be in the editor's hands no later than **October 22, 2019** for publication in the next issue of "Choice".

Send to:

Eric Hardenbrook
evhardenbrook@gmail.com

The Construction Specifications Institute is a nation-wide nonprofit technical organization dedicated to the advancement of construction technology through communications, education, research and service. Founded in 1948, CSI provides a forum for architects, engineers, specification writers, contractors, suppliers and others in the industry.

Anyone who is concerned with construction specifications in any manner is invited to apply for membership.

CHECK OUR
MEMBERSHIP PAGE!



Building Knowledge
Improving Project Delivery

President's Message

Chapter Members,

CONSTRUCT 2019 is behind us. There were three days of continuing education programs, product exhibitors, demonstrations and sharing information and ideas with fellow CSI members from across the country. Additionally, there was a product rep university, emerging professionals' day, and a fun CSI night out. If you didn't make it this year, save the date for 2020. CONSTRUCT 2020 will be held September 30 – October 2 in Grapevine, Texas.

Don't forget, you can go to CSIResources.org to keep your information up to date, find out about certifications and soon get merchandise from the CSI Store.

On a local level, thanks to all active members, we received the Outstanding Chapter Commendation for 2019. We were one of only two chapters in our region to get this recognition. (The Greater Lehigh Valley was also recognized.) Beyond the certificate, this commendation shows that our Chapter is healthy. To keep it moving in the right direction, we need to make sure we all stay active in the Chapter and bring new members in to enjoy the same opportunities. So, spread the word among your coworkers and colleagues, and bring them along to a meeting.

Hope to see you all Tuesday!

Kathryn Sterner

Central PA CSI Chapter President

From the Editor's Desk

Greetings friends.

This issue contains updates to the by-laws. Be sure to check them out - there is a vote upcoming!

Don't forget to connect with us on LinkedIn or Facebook and check out our website too for upcoming events!

Our Program Committee is seeking ideas for diverse, unbiased, educational presentations for the coming year (and beyond). If you would like to be part of our Program Committee, or just have some program ideas to share, please contact Chris Atwood (catwood@gfnet.com) or Jeff Turicik (JeffTurick@ykkap.com)

The Central PA Chapter dues include all meals for the chapter program dinner meetings for the year. Come out to our meeting to network, socialize, and learn about timely subjects in the Construction Field.

PREVIOUS MEETING MINUTES

Board Meeting Minutes

By: Mike Krahlung

Date: September 10, 2019

Time: 5:00 pm

Location: Radisson Harrisburg Hotel, Camp Hill, PA 17011

Quorum: Yes (8 of 14 min)

Opening Comments:

•President: Kathryn Sterner –

- 1)LEED program was a couple weeks ago with a descent turn out
- 2)Possibly changing location of LEED to Frederick or Hagerstown MD in the future to be more centrally located
- 3)Construct is coming up and we are getting the Outstanding Chapter Award along with the Lehigh valley chapter. Several chapter members will be attending

Treasurer's Report:

•Treasurer: Bill Brightbill –

- 1)In good order and not must activity
- 2)Been in touch with the Accountant for the next Audit and tax returns for the next submission
- 3)Budget is just a draft

Officers' Report:

•President Elect-Rich Forsberg – Not Present

•Vice President: Open

•Secretary: Ken Robinson – No Report

•Past President / Advisor: Robert Loftin

- 1)LeeAnn Slattery said the institute is looking into group insurances and should have more info next month
- 2)Steve Lowery will be doing a Survey Monkey for the regions opinions

Editors Report:

•Editor: Eric Hardenbrook – Not Present / No Report

1)Choice went out

•Webmaster: Michael Deck – Not Present

1)Sent invoice and it was paid

Committee Reports:

•Academic Affairs: Open

•Advertising: Bill Deck

1)Advertisers on the site were not listed

•Archives: Bill Brightbill - No Report

•Awards: Katie Bicksler – No Report

•Budget / Finance: Charles Beauduy

1)Copy was sent via email today

2)May re-allocate some of the smaller line items to make room for region conferences re-imbursements etc even if we have to dip into the reserves

3)Bill will revise and send back out

•Bylaws: Bill Deck

1)Made some revisions to the by-laws and passed around copies

•Certification: Kazim Dharsi – Not Present

•Education / Technical: Robert Loftin – No Report

•Electronics / Communications: Eric Hardenbrook – No Report

•Exhibit Show: Paul Hertzler – Not Present

1)Been unable to follow up with USGBC-PA despite several calls

2)ASHRAE is transitioning leadership and do not know where they stand on continuing the trade show

3)No time to contact AIA-PA but I will

•Hospitality: Logan Myers – Not Present

•Long Range Planning: Rich Forsberg – No Report

•Membership: Jan Myers – Not Present

•Programs: Chris Atwood – No Report

Directors Reports:

1)None

New Business:

1)August meeting minutes accepted with no changes

2)By-laws, moved to a vote by membership, after typo is corrected. Publish in October and vote in December

3)Date Change for October meeting to be on the 15th, location to be determined

Old Business:

1)None

Attendee's this month:

1)Eric Hardenbrook

2)Bill Brightbill

3)Ken Robinson

4)Bill Deck

5)Chris Atwood

6)Mike Krahlung

7)Robert Loftin

8)Charles Beudey

9)Jeff Snyder

10)Kathryn Sterner

11)Bob Unger

12)Reed Hoffman

13)Rich Forsberg

14)Jeff Turicik

15)Katie Bicksler

Meeting Adjourned: 5:58

BYLAWS

CENTRAL PENNSYLVANIA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

Revised: December 12, 1989

Revised: June 7, 1999

Revised: April 1, 2003

Revised: April 8, 2014

ARTICLE I - NAME

Section 1. The name of this organization is the Central Pennsylvania Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter", said Chapter being an affiliate chapter of The Construction Specifications Institute, Inc. hereinafter referred to as the "Institute". The Chapter is incorporated in the Commonwealth of Pennsylvania as a non-profit corporation.

Section 2. The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are areas geographically designated by the Institute Board. Currently the Chapter is affiliated with the Middle Atlantic Region hereinafter referred to as the "Region."

ARTICLE II - GOVERNING AUTHORITY

The Chapter is governed and operated in accordance with the laws of the Commonwealth of Pennsylvania, the certificate of incorporation of the Chapter, the provisions of the Institute bylaws, these bylaws, the regulations and requirements for the conduct of chapters of the Institute as adopted from time to time by the Institute board, and by the rules and instructions of the Chapter board of directors issued through its officers.

ARTICLE III - PURPOSE AND POLICY

Section 1. The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2. The name, funds or influence of the Chapter may be used only in support of this purpose.

ARTICLE IV - BOARD

Section 1. The management and direction of the Chapter shall be delegated exclusively to its board.

Section 2.

A. The board shall be comprised of fourteen members and shall include: president, president-elect, one vice president, corresponding secretary,

recording secretary, treasurer, six elected directors, a publications editor and an advisory member. The advisory member shall be the immediate past president. The publications editor shall be appointed by the president and approved by the board. The president, president-elect, vice president, corresponding secretary, recording secretary, treasurer, the publications editor and one or more elected directors may be Professional members only. The board shall be comprised of Professional members only. Emerging Professional members are not eligible for board membership and have no voting status.

- B. If the Chapter includes a student affiliate, a student affiliate representative shall be a non-voting member of the board.

Section 3. All members of the board, except the student affiliate representative if any, are eligible to vote on Chapter business.

Section 4. The board, through the action of authority delegated to the membership chairman, shall receive and promptly consider applications for membership in the Chapter received from prospective members meeting the qualifications for Institute membership, may accept resignations from the Chapter, and shall report its action or membership to the Institute promptly.

Section 5. The board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses. The board shall require signed records of such expenses from committee members who are paid such compensation or budget funds. All committee chairmen shall be members of the Chapter.

Section 6. The board shall schedule monthly business meetings. Special meetings shall be held upon the call of the president, or by a majority of the board upon seven days written notice conveyed by the most effective method.

Section 7. A majority of the board shall constitute a quorum.

Section 8. Should a vacancy occur in any office of the Chapter, the board shall by two-thirds affirmative vote fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9. By a majority vote, the board may request resignation from office of any member of the board who fails to perform the responsibilities of his elected or appointed office; continued failure to attend board meetings shall be cause for requesting the resignation.

Section 10. The board shall consider a request to change to retired or emeritus status, and submit certified request to the Institute.

Section 11. When appropriate, the Chapter board shall appoint an academic affairs/student affiliate committee of three or more members. This committee shall be responsible for conducting liaison in the name of the Chapter with the student affiliate by providing an advisor, support guidance, program speakers, etc.

ARTICLE V - OFFICERS

Section 1. The president shall serve as chairman of the board; preside at all Chapter meetings; select the chairman of temporary committees; appoint Chapter delegates to the annual meetings of the Institute; be an ex-officio member of all committees; and sign all agreements and formal instruments except as otherwise noted.

Section 2. The president-elect and vice president shall serve as chairman of the meetings, in that order, upon the absence of the president.

Section 3. The corresponding secretary shall:

- A. Receive, distribute, or answer all Chapter correspondence.
- B. Provide information requested by the archivist in order to maintain the archive files.
- C. Prepare and co-sign all agreements and formal instruments except those pertaining to the office of treasurer.
- D. Assure prompt Chapter correspondence with the Institute office, Institute directors or other Institute chapters and regions.
- E. Submit a report of office at the annual meeting of the Chapter.
- F. Assist the president in the preparation of the State of the Chapter reports.
- G. Perform other duties as assigned by the president or board.

Section 4. The recording secretary shall:

- A. Send notices to all board members and committee chairman at least five days in advance of all meetings of the board and of the Chapter and keep accurate minutes thereof.
- B. Provide all board members with copies of board meeting minutes within two weeks after the meeting.
- C. Publish notices of monthly Chapter meetings in the Chapter publications.
- D. Be responsible for the selection and direction of "tellers" for special Chapter voting procedures.
- E. Perform other duties as assigned by the president or board.

Section 5.

- A. The treasurer shall collect receipts for monies and securities; deposit funds and disburse and dispose of the same, subject to the direction of the board; keep accurate books of account; and submit a report of office at the annual meeting of the Chapter and at meetings of the board. The vice president shall perform the functions of the treasurer in the absence or incapacity of the treasurer. The treasurer shall sign all checks issued by the Chapter. In event of the incapacity of the treasurer, the president is empowered to sign.
- B. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

ARTICLE VI - NOMINATION AND ELECTIONS OF OFFICERS AND DIRECTORS

Section 1. The following officers shall be elected every two years: president-elect, vice president, corresponding secretary, treasurer, and recording secretary. Annually at least one, but not more than three directors shall be elected. The president-elect of the previous two-year term shall become president. The immediate past president shall become the advisory member of the board.

Section 2. The term of the directors shall be two years.

Section 3. Each elected board member shall take office on July 1, and shall serve, except for two-year directors, for a term of two years.

Section 4. The vice president shall not hold the same office for more than two consecutive terms.

Section 5. A nominating committee shall be appointed by the board not later than February 1. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position of the board, and shall **issue the list of nominees to each member of the Chapter not later than the 2nd Tuesday of March.** Within 10 calendar days thereafter any member who wishes to make additional nominations may do so by (1) obtaining consent of such nominee to serve if elected; (2) securing seconding of such nominee; and (3) giving names of such nominees to the nominating committee chairman who will enter names of such additional nominees to the ballot.

The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated by the membership at large. **The ballot may be distributed electronically, and the vote taken by electronic survey, a raising of hands, or by paper ballot. Along with the ballot, a notice of the method to be used, the time and the place of the meeting at which the ballots will be counted, shall be distributed** to each member of the Chapter at least two weeks prior to such meeting. This meeting shall be held not later than the month of April.

Section 6. Eligibility to vote shall be as defined in the Institute bylaws. Election shall be by majority of votes for each office, unless there are more than two candidates for an office in which case election shall be by a plurality.

Section 7. The ballots shall be tallied at the meeting by tellers appointed by the chairman of the meeting and the results shall be reported to the members. If there is only one nominee for an office, the Chapter president shall instruct the recording secretary to cast a single ballot in acclamation of that nominee to this elected office. Ties shall be resolved by coin toss.

Section 8. Not later than April 30, the corresponding secretary shall notify the Institute directors and the Institute office of the results of the election, and shall submit to the Institute directors and the Institute a complete listing of the Chapter officers for the coming year, together with their addresses and telephone numbers.

ARTICLE VII - MEMBERSHIP

Section 1. The qualifications for membership shall conform to the requirements of the bylaws of the Institute.

Section 2. Membership in the Institute is a prerequisite to membership in the Chapter.

Section 3. A Chapter member may be classified as an Honorary Member, Distinguished Member or a Lifetime Member only by action of the Institute.

Section 4. Retired members and members emeritus shall have the same rights and privileges they possessed as members prior to their retirement.

Section 5. The provisions of the Institute bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern for the Chapter.

ARTICLE VIII - MEETINGS OF MEMBERS

Section 1. The annual meeting of the Chapter shall be held during the month of June, at which time committee reports shall be submitted, the corresponding secretary shall submit a report of the activities of the Chapter during the past year, and the treasurer shall submit an annual report on the finances of the Chapter. A copy of these reports shall be sent to the Institute directors.

Section 2. Regular meetings shall be held monthly, except when otherwise decreed by the board. No less than ten regular meetings shall be held in the fiscal year.

Section 3. Special meetings may be called whenever the majority of the board deems it necessary, or upon written requests of not less than one-tenth of the Chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4. Copies of the minutes of regular and special meetings shall be sent to the Institute directors, and shall be published in the Chapter publication "CSI Choice".

Section 5. These bylaws, together with the applicable provisions of the bylaws of the Institute and Robert's Rules of Order Newly Revised shall govern the conduct of business of the Chapter.

ARTICLE IX - FISCAL ADMINISTRATION

Section 1. The fiscal year shall be from July 1 to June 30.

Section 2. The annual Chapter dues shall be set by the board. Members Emeritus, Honorary Members, Life Members, and Retired Members shall not be subject to dues.

Section 3. Deleted.

Section 4. Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

ARTICLE X - AUDIT

The board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the Chapter.

ARTICLE XI - AMENDMENTS

Section 1. Proposed amendments to these Chapter bylaws shall first be submitted in duplicate, accompanied with two copies of the complete, current bylaws, to the Institute Secretary for approval. After Institute Secretary approval, they shall then be publicized in the regular newsletter issued prior to a regular meeting or by letter at least two weeks prior to a special meeting.

Section 2. Following publication, the amendments must be approved by a two-thirds vote of the Professional members present at a regular meeting or a special meeting.

Attest:

APPROVED BY BOARD (03/11/2014)
APPROVED BY MEMBERSHIP (04/08/2014)

Chapter Corresponding Secretary

Chapter President

Calling All Reps!



*Bill Deck,
Advertising Chair*

Would you like to highlight your company or a special product? Do we have a deal for you. For a mere \$125-\$150 you can display your wares during the social time and have 10 minutes of everyone's attention during dessert at one of our CPC/CSI dinner meetings. What an awesome opportunity to hit several specifiers at once. If you are a member of this chapter, it will cost \$125. If you are not, it will cost \$150. For more details, see the CPC-CSI.com website. To schedule a table top, contact Bill Deck at bdeck@warehausae.com. Thanks!

*Bill Deck
Advertising Chair*



Central Pennsylvania Chapter of the
Construction Specifications Institute
Table Top Display Registration

Name/Contact: _____

Company: _____

Meeting Date: _____

Telephone: _____ E-Mail: _____

Cost: \$125 members /\$150 non-members (does not include meal)
for non-members

Fee Includes:

1. One 72 x 30 inch table to display product.
2. Display time: 6:00 - 7:00 P.M. (During social hour)
3. Presentation: 10 minute presentation during dessert.
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Contact: Bill Deck, CPC Advertising Committee
email: bdeck@warehausae.com

LOOKING FORWARD

CHAPTER ADDRESS

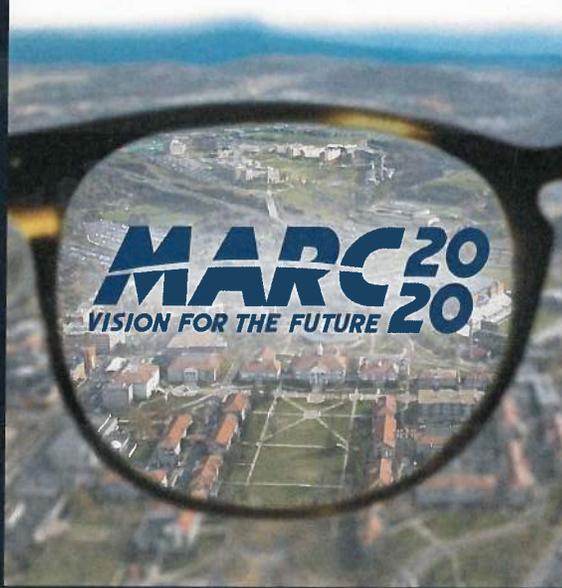
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Don't forget to check out CSI Learning events [HERE!](#)

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