



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

**Minutes of Board Meeting held on November 8<sup>th</sup>, 2013**

Attendees (indicated by an 'X' next to name):

|                                     |                     |                       |                                     |                  |                        |
|-------------------------------------|---------------------|-----------------------|-------------------------------------|------------------|------------------------|
| <input type="checkbox"/>            | Ray Maher           | SC (Past-President)   | <input checked="" type="checkbox"/> | Maureen Hannan   | VA (chapter governor)  |
| <input checked="" type="checkbox"/> | Glenn Meeks         | NC (President)        | <input checked="" type="checkbox"/> | Betty Farley     | SC (chapter governor)  |
| <input checked="" type="checkbox"/> | Bill Bradley        | VA (President-elect)  | <input type="checkbox"/>            | Jim Copeland     | NC (chapter governor)  |
| <input checked="" type="checkbox"/> | Mike Satterfield    | GA (Vice -President)  | <input checked="" type="checkbox"/> | Mike Satterfield | GA (chapter governor)  |
| <input checked="" type="checkbox"/> | Vijay Ramnarain     | VA (Secretary)        | <input checked="" type="checkbox"/> | Mike Mulheirn    | KY (chapter governor)  |
| <input checked="" type="checkbox"/> | John Hill           | VA (Treasurer)        | <input type="checkbox"/>            | Mark Manchin     | WV (chapter governor)  |
|                                     |                     |                       |                                     |                  | <b><u>GUESTS</u></b>   |
| <input checked="" type="checkbox"/> | Christina Lighthall | NC (International)    | <input type="checkbox"/>            | Dune Harver      | VA (chapter president) |
| <input checked="" type="checkbox"/> | Howard Collins      | VA (Membership)       | <input type="checkbox"/>            | Tim Fisher       | GA (chapter president) |
| <input type="checkbox"/>            |                     |                       | <input checked="" type="checkbox"/> | Chuck Saylor     | SC (chapter president) |
| <input type="checkbox"/>            |                     |                       | <input type="checkbox"/>            | Eric Allen       | NC (chapter president) |
| <input type="checkbox"/>            | Walter Baruch       | SC (Industry partner) | <input type="checkbox"/>            | Steven Ward      | KY (chapter president) |
| <input type="checkbox"/>            |                     |                       | <input type="checkbox"/>            | TBD              | TN (chapter president) |
| <input checked="" type="checkbox"/> | Barbara Worth       | CEFPI                 | <input type="checkbox"/>            | John Ramsey      | CEFPI                  |

- I. Glenn called the meeting to order at 11:05. Vijay completed the roll call.
- II. There were no agenda additions or amendments.
- III. Notes of past meetings were reviewed and amended as proposed by Howard.
- IV. **Committee Reports:**
  - 1. **Membership and Chapter Development Committee:** Howard reported that current membership is at 507 members, 2 reinstated their membership. The total membership is up as compared to last year; (4) members dropped membership, there are (6) potential expiring. West Virginia chapter has had the largest increase in membership with 17 new members followed by Virginia with 8 new members.  
Christina suggested that a membership recruitment effort be made for SE, and that Howard look at International's brochure. Barbara was asked to send Mike Satterfield the contact information about membership in Georgia.  
Glenn mentioned that John Ramsey is very keen in promoting a chapter in Florida where there are already 20 CEFPI members. SE should look into mentoring the Florida members in starting a chapter.
- V. **Treasurer's report (John Hill):** John had sent the draft budget earlier. Glenn said that revenue of \$10K from the conference would be more realistic than the \$18K estimated. Betty asked whether SE would receive any income from the SE/Georgia conference registrations. John Hill asked Barbara whether there has been a ruling from International on the non-member fees assessed to the region. This was especially important since the Georgia chapter offers free registration to the LEAs, and SE should not be assessed fees for those attendees. Barbara will talk to John Ramsey and respond. Fundraising for the conference through sponsorship was discussed. Chuck was concerned about the timeline for fundraising; Maureen asked whether sponsors of the chapter conferences could be part of



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the SE conference as well. Glenn said that one option was to ask the chapters to contribute a minimum amount per member to SE. John suggested that Howard sends the membership information to Glenn. This idea will be discussed in more detail in future meetings.

**VI. International Report (Christina Lighthall):** Christina reported that the international annual conference was a success, 600 people had attended and they had provided positive feedback. The Board is working on the recommendations of the strategic committee report from the Pittsburg meeting. CEFPI will now also have a high school of the future competition as well. This will be finalized in a phone conference call later in November. The next annual conference will be in Portland from October 4-7, 2014.

### **VII. Chapter Reports:**

**Georgia (Mike):** Mike reported that the conference contract has been signed with Callaway Gardens and a call for speakers will go out in January. The Georgia chapter will have its annual dinner in December to recognize its sponsors. He confirmed the dates of the annual joint conference with SE will be June 22-25, 2014.

- 1. South Carolina (Betty Farley):** The chapter had its first meeting with Chuck as the president. Chuck added that the president elect position has been filled and that their Board is now complete. The annual conference will be in Greenville on March 3-4, 2014.
- 2. Virginia (Maureen):** The chapter's midyear conference had 90 attendees who heard from Pat Lamb and Ron Pusey on school safety. The annual chapter conference will be on March 3-4 in Williamsburg.
- 3. Kentucky (Mike Mulheirn):** The chapter conference was held last month and there was an excellent speaker from Georgia. Attendance from school folks was low and the chapter will reach out to increase attendance from that segment.

### **VIII. Action Items:**

- 1. Industry Partners:** Walter has confirmed that he will continue.
- 2. Strategic Planning Initiatives:** Following the decision made by the executive committee, Glenn reported that as president he will assume leadership of this activity.
- 3. School of the Future design competition:** Each chapter will hold its own competition, the winning project will be sent to the regional conference. The regional winner will be selected from the chapter winners and sent to the International meeting in Portland for final award.
- 4. 2014 Annual conference:** Bill reported that all cottages and hotels rooms have been booked and there will not be any accommodation shortage. The program discussion is ongoing and the speakers have to be vetted quickly for the keynote as well as the sessions; SOTF will be included as a session. The team is reaching out to sponsors. There will be a preconference on Sunday for Georgia a member which, Mike Satterfield added, is led by Georgia DOE and addresses construction in the state. He acknowledged that it will be good to have SE involved in the speakers' search and he was confident that there would be good speakers at the conference. Mike Mulheirn suggested that priority should be given to SE attendees for accommodation.

There being no other business, Bill moved and Maureen seconded the motion to adjourn the meeting at 12:10p.m.

### **Southeast Region**

9180 E. Desert Cove, Suite 104 Scottsdale, AZ 85260  
Phone: 480-391-0840 • Fax: 480-391-0940 • [www.cefpi.org](http://www.cefpi.org)