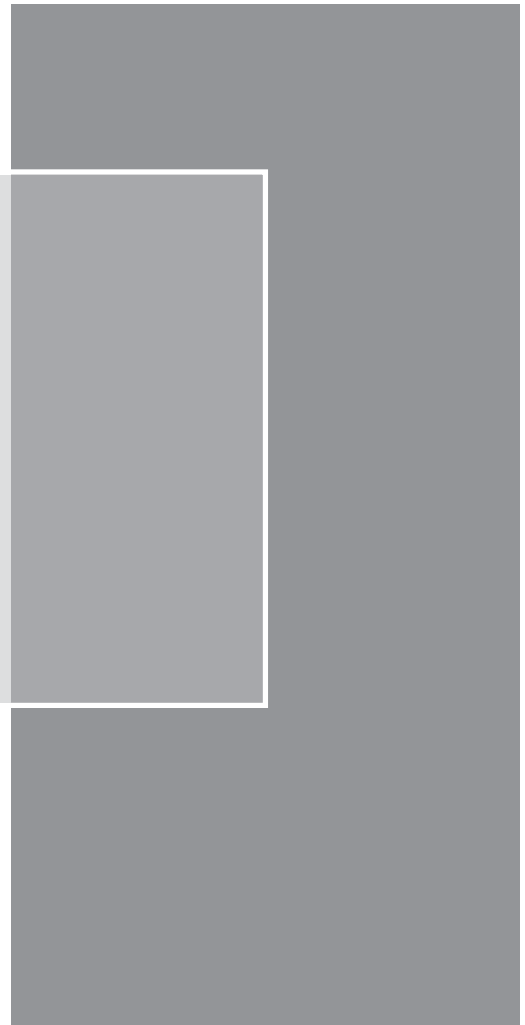




Puget Sound Chapter

The Construction Specifications Institute

Knowledge for Creating &
Sustaining the Built Environment



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Purpose of this Guide

A. Purpose

1. The purpose of this guide is to serve as a tool for Chapter Board and Committee Chairs.

B. Study

1. Please study to obtain a full understanding of the Chapter activities.

C. Code Of Ethics

1. Believing that honesty, integrity, high ideals, and concerns for the welfare of the construction industry are both desirable and necessary; and in a sincere effort to promote the objectives of the Institute, members of CSI, pledge themselves to:
 - a. Establish and maintain high standards of professional conduct.
 - b. Freely interchange information and experience with members of the construction community.
 - c. Maintain confidentiality of privileged information.
 - d. Avoid conflicts of interest.
 - e. Avoid misrepresentation of products and services.
 - f. Promote improvement of construction communications, techniques, and procedures.
 - g. Keep a historical record of the founding of Puget Sound Chapter. To make a listing of past officers, chairs, and award recipients.

D. Definitions And Abbreviations

1. Board: Board of Directors of the Puget Sound Chapter CSI
2. Chapter: Puget Sound Chapter of CSI (PS/CSI)
3. CSI: Construction Specifications Institute
4. Institute: Construction Specifications Institute
5. Region: Northwest Region of CSI
6. Unless otherwise noted “Chapter” is implied whenever an officer or committee chair is mentioned. (i.e. Treasurer means “Puget Sound Chapter Treasurer”)
7. Foundation: Puget Sound CSI Memorial Foundation

II Reference Materials

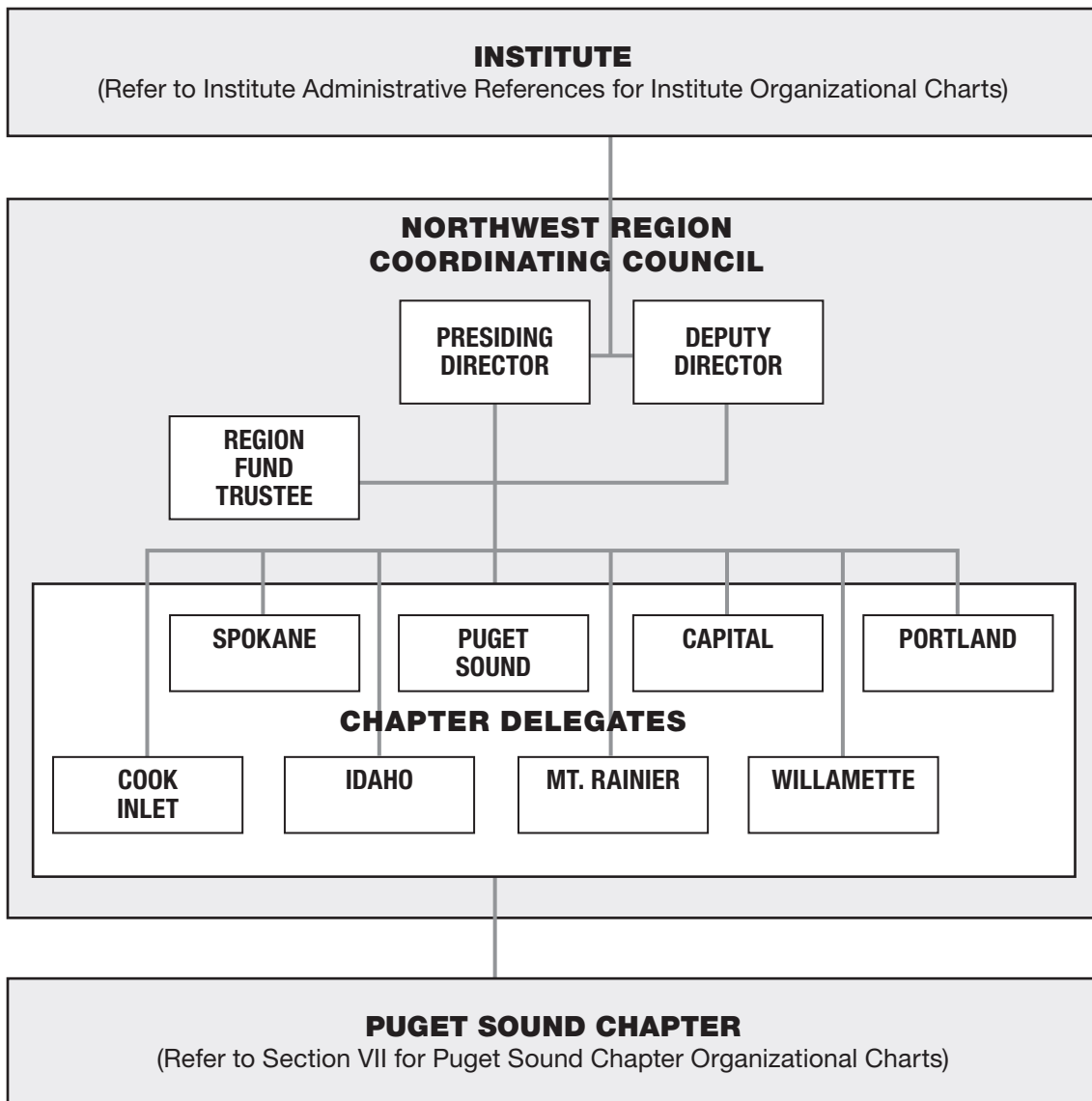
A. Individual Board Members

1. Should maintain a library consisting of:
 - a. Access to Membership's names and addresses.
 - b. Puget Sound Chapter Operating Guide, latest edition.
 - c. Institute Administrative References.
 - d. Regulations of the Institute's Annual Meeting (June Specifier).
 - e. Northwest Region Operations Guide.
 - f. Northwest Region CSI Membership Directory and Specifier's Guide.

B. General

1. Board members are responsible for keeping their reference materials up to date.
2. Undated Reference materials should be passed on to newly elected officers.
3. Chapter President, upon completion of term, shall provide pertinent files to Chapter Historian for future reference in the Chapter Office.
4. CSI Institute Website: <http://www.csinet.org>
5. Puget Sound Chapter Website: <http://www.pscsci.org>

III CSI Organizational Chart



IV Correspondence

A. Within Chapter

1. To Committee Chairs Copy Board Advisor and President.
2. To Officers and Directors Copy President.
3. To President Copy President Elect.

B. Within Region

1. Chapter to Region Director Copy other Director and Chapter President.

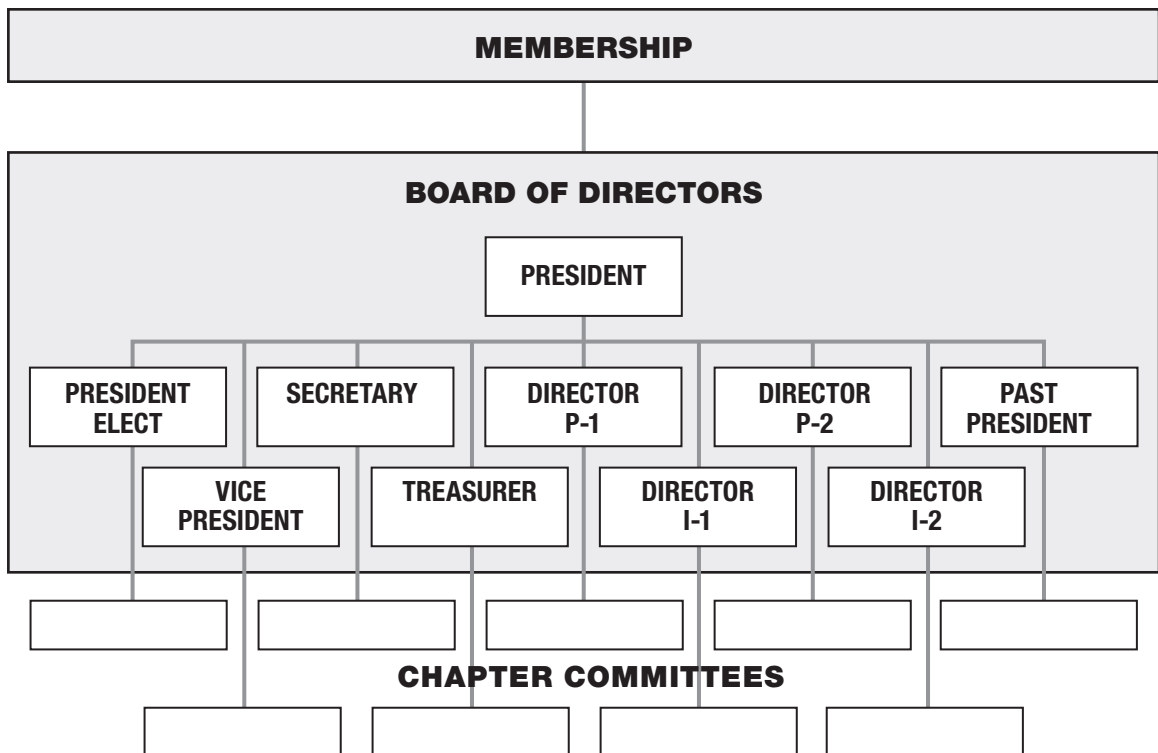
C. Chapter To Institute

1. See Institute Administrative References.
2. Most correspondence from the Chapter should be addressed to Region Director with copy to Chapter President.

V Chapter Organization

A. General

1. The Puget Sound Chapter is a local association chartered by the Board of Directors of the Construction Specifications Institute to further the purposes to which the Institute is dedicated.
2. Operation is within the rules and regulations of the Institute, the Institute's Certificate of Incorporation and Bylaws, as an Affiliate Chapter of the Institute.
3. Board members are elected to lead and represent the members of the Chapter in local affairs of the Institute and by so doing have accepted the responsibility to creatively study all aspects of Chapter activity, promote its effectiveness and increase its influence.
4. Committee Chairs are selected for their knowledge and leadership and with their committee they should strive to carry out their duties sincerely and conscientiously to the best of their ability.



B. Membership

1. Refer to Article X Institute Bylaws and Article VIII of Chapter Bylaws.
2. Institute Membership is required for chapter membership. Only individual membership is available. Firms and corporation cannot belong to CSI as a company. Membership is not transferable.

3. Members are encouraged to attend and participate in chapter meetings, region conferences and the Institute's annual convention.
4. Each chapter member should strive to serve on at least one chapter committee.
5. Dues are due on the last day of member's anniversary month. Failure to pay by this date terminates membership.

C. Chapter Board

1. Refer to Article IV of Chapter Bylaws.
2. Additional responsibilities
 - a. Abide by rules and regulations of the Institute.
 - b. Amend Bylaws to keep up to date and in agreement with Institute Bylaws. Revisions to Chapter Bylaws must be submitted to the Institute Secretary for approval before Chapter adoption.
 - c. Develop Chapter policy and projects and assist in development of effective Chapter functions.
 - d. Plan for Chapter leadership development.
 - e. Encourage active participation of Chapter membership.
 - f. Assist in new Chapter development and solicitation of new members.
 - g. Seek out leaders within Chapter and encourage their interest in advancement to leadership in CSI.
 - h. Aid Regional Directors by
 - 1) Keeping them informed of Chapter activities.
 - 2) Assist in coordination of Region conferences.
 - 3) Assist in coordination of product shows.
 - 4) Submit timely reports.
 - 5) Encourage Chapter members to participate in Region activities and committees.
3. Support the Institute's Technical, Education, and Certification programs by participating in the programs and serving on committees.
4. Inform Institute of Chapter delegates that are planning to the annual Institute meeting using the same list submitted to Institute in May by the Chapter Secretary.
5. Meetings
 - a. Board meets monthly and prior to the Chapter membership meetings.
 - b. Special Board meetings may be called for special purposes.

D. New Board Orientation

1. When election results are known the incumbent and incoming Board members hold a joint meeting to prepare for a smooth transition.
 - a. Incoming: Sit in on Board meetings to observe.
 - b. Incumbent: Orient incoming by inclusion in correspondence planning and other activities.
2. At the end of Administrative Year (June 30) incumbent Board members shall furnish their successors with a report of activities, accomplishments, and goals achieved during past year and shall transfer their appropriate files.
3. Incoming Board members should attend annual Institute convention and Region Conference.

VI Chapter Board

A. General

1. Study Institute Administrative References, Institute and Chapter Bylaws, and Code of Ethics.
2. Direct and coordinate the activities of standing and ad hoc committees of the Chapter.
3. The following duties are suggested as minimum.

B. Past President

1. Term: 1 year.
2. Responsibilities:
 - a. Act as an advisor to the Board.
 - b. Direct special ad hoc committees or other duties assigned by President.
 - c. Assist Region Directors.
 - d. Attend Region Conference.
 - e. Serves as Chair of Planning Committee and prepares program for the May Chapter meeting.
 - f. Serves as Chapter Historian.
 - g. Serves as liaison to the affiliated schools of higher education and associated students.
 - h. May be an advisory member of the Foundation.

C. President

1. Term: 1 year.
2. Responsibilities:
3. The key person who directs and counsels the Board and Committees.
4. Selects Committee Chairs in accordance with Bylaws on basis of their known abilities.
5. Delegates as much authority to the Officers, Directors and Committee Chairs as possible to avoid burdensome details.
6. Ascertains that Board and Committees are functioning properly.
7. Develops new ideas and methods for Chapter growth and improvement.
8. Represents image of Chapter at local professional and trade association meetings.
9. Presides over Board and Chapter meetings in accordance with Chapter Bylaws.
10. Insists on adherence to a prepared agenda.
11. Renders proper courtesies to speakers and participants.
12. Attends Institute Convention, Region Conference, and Region Leadership Conference.
13. Serves as Chapter delegate to Region Coordinating Council twice yearly.
14. Represents the Chapter at Institute and Region meetings.
15. Approves committee activities.
16. Coordinates Chapter assignments and commitments.
17. Maintains close liaison with Region Directors.
18. Keeps members informed with President's Column in the Spectrum.

19. Maintains a calendar of important Chapter dates.
20. Maintains a personal file and turns over to incoming President.
21. Acts as spokesperson for Chapter by preparing letters of appreciation as appropriate.
22. Advises certain key Chapter Committees.
23. Assists Chapter Secretary to establish listing of delegates to annual meeting of Institute in accordance with Bylaws.

D. President Elect

1. Term: 1 year (This is a 3 year commitment. One year as president-elect, one year as president and one year as past president.)
2. Responsibilities:
 - a. Serves as advisor to the President.
 - b. Assists President whenever requested.
 - c. Records strong points and weakness in present Board and studies ways of improving Chapter administration.
 - d. In President's absence assumes duties of President.
 - e. Supervises certain key Chapter Committees.
 - f. Attends Institute Convention, Region Conference and Region Leadership Conference.
 - g. Attends Chapter meetings.
 - h. Utilizes year to fully prepare for presidency.
 - i. Serves as Chapter delegate to Region Coordinating Council twice yearly.
 - j. May be an advisory member of the Foundation.

E. Vice President

1. Term: 1 year.
2. Responsibilities:
 - a. Directs key Chapter activities and Committees.
 - b. Supervises assigned Committee meetings.
 - c. Attends Region Conference and Region Leadership Conference.
 - d. Attends Chapter meetings.
 - e. In President's and President Elects absence assumes duties of President.

F. Secretary

1. Term: 1 year.
2. Responsibilities:
 - a. Records Board and Chapter meetings accurately and distributes to Board and to Publications Committee.
 - b. Receives and answers Chapter correspondence not answered by President or Treasurer.
 - c. Maintains a permanent Chapter file of correspondence, membership records, meeting minutes, roster, Spectrum and other non-technical Chapter publications; compiles for use by successor and Historian.
 - d. Acts as purchasing agent for Chapter supplies (stationery, etc.)
 - e. Works with President to determine members that are interested in attending the annual meeting at Institute convention.

- f. Prepares listing of Chapter delegates to the annual meeting at the Institute convention. Request for listing of delegates and delegate cards usually sent by Institute to Secretary in May.
- g. Submits listing of Chapter delegates to Institute with a copy to the Region Directors.
- h. Prepares annual report for the Chapter and distributes to the Institute office, Region Directors, and Board by June 1.
- i. Attends Region Conference.

G. Treasurer

1. Term: 2 years.
2. Responsibilities:
 - a. Keeps accurate financial records. Refer to Institute Administrative References for suggested Treasurer's Format.
 - b. Assists in preparing Chapter budget.
 - c. Verifies accounting by previous Treasurer.
 - d. Transfers bank accounts and prepares new signature cards for Treasurer's and President's signature.
 - e. Obtains Fidelity Bond at Chapter expense and presents same to Board.
 - f. Pays accounts due from invoices, posts to proper account, note check number and date on invoice and maintains invoice file.
 - g. Submits financial report at each Board meeting and at annual business meeting (May).
 - h. Receives and posts membership dues from Institute.
 - i. Lists recommendations for future budgets.
 - j. Closes out books on June 30 and turns over to Audit Committee.
 - k. Prepares schedule of fixed Chapter expenses and submits to incoming Budget Committee.
 - l. Prepares IRS non-profit organization tax forms and submits on time.
 - m. Is an advisory member of the Memorial Fund Trustees.
 - n. Manages checking, savings and investment funds for maximum investment profits with adequate Chapter operating funds.
 - o. Attends Region Conference.
 - p. Monitors and controls expenditures to assure budget control.
 - q. May be an advisory member of the Foundation.

H. Directors

1. Term: 2 years. The term is staggered with one set (Professional and Industry) of Directors is elected every year.
2. Responsibilities:
 - a. Monitor and assist assigned committees.
 - b. Actively participate in Board meetings.
 - c. Gain familiarity with Chapter activities and functions.
 - d. Prepare for duties of a Chapter officer.
 - e. Attend Region Conference.

VII The Puget Sound CSI Memorial

Relationship between the Puget Sound Chapter Construction Specifications Institute and the Puget Sound CSI Memorial Foundation.

Purpose:

The purpose of this memorandum is to establish the operational relationship between the Puget Sound Chapter of the Construction Specifications Institute (Chapter) and the Puget Sound CSI Memorial Foundation (Foundation).

History:

The Puget Sound Chapter Memorial Fund was created in 1981 after the mid-term death of George Bolotin, chapter president at the time. In 2004, a corporation separate from the Chapter was created to expand the mission of the Memorial Fund and provide tax-exempt status to donors. The mission of the Foundation is as follows: To provide scholarships, fellowships, and grants; to promote educational programs serving the interests of the Puget Sound Chapter of the Construction Specifications Institute, the construction industry and any related endeavors which support the objectives of CSI.

Chapter:

One member of the Chapter board will act as liaison to the Foundation board and will participate in Foundation board meetings as a non-voting advisory member solely for the purpose of coordination and communication with the Chapter. For this purpose, the Chapter board will select the liaison from one of the following Chapter board members: Chapter president-elect, immediate past president or treasurer.

The Memorial Fund currently resides in 5-year CDs. As these deposits reach their maturity date, the funds have been transferred to the ownership of the Foundation. A schedule of these amounts and transfer dates is attached as an appendix to this memorandum.

The Chapter will cooperate with the Foundation in its fund-raising efforts, making the Chapter membership list available and providing minimal administrative support through the Chapter office.

Foundation:

The Foundation will consider Chapter activities when scheduling fund raising activities in order to avoid conflicting with established Chapter fundraising events. (e.g. the annual Golf Tournament, the Academic Affairs Committee's Corporate Sponsor drive, ProSpec and the Awards Banquet etc.) In the instance that the Foundation co-sponsors an event or a speaker at an event, the Foundation will have equal ability to participate in fund-raising at that event.

VIII Standing Committees

A. General Committee Information

1. There are 18 Standing Committees in the Puget Sound Chapter.
2. Committee Reports To**

| | |
|-------------------------------|-----------------|
| Academic Affairs | Director I-1 |
| Awards..... | President |
| Budget & Finance..... | Treasurer |
| Bylaws and Operations Guide-- | President Elect |
| Chevron | Director I-2 |
| Certification | Director I-2 |
| Education | President Elect |
| Historian..... | Past President |
| Liaison..... | Vice President |
| Meeting Arrangements | Director P-1 |
| Membership | Director P-1 |
| Nominations | President |
| Planning | President Elect |
| Program | Vice President |
| ProSpec – Trade Fair | Vice President |
| Public Relations..... | Past President |
| Publications..... | Director I-1 |
| Technical..... | Director P-2 |

** The above is suggested and not required. Committees may report to other Board members as selected by the President. The President should strive to conform to this assignment but may alter assignments to suit individual interests, abilities and for harmony.

3. Each Committee Chair maintains a file on all committee activities and prepares a final report to the designated Chapter Board member outlining activities, accomplishments, projects not completed, proposed budget for ensuing year, and recommendations. Submit report to June Board meeting.
4. New Committees Chair should begin participating as soon as appointment is made to provide for transition and to maintain activity during summer.

B. Academic Affairs Committee

1. Purpose:
 - a. Increase awareness of Puget Sound Chapter CSI among students of construction, design, and management in the Puget Sound area.
 - b. Award Chapter “CSI Scholarships,” to students based on perceived interest and potential benefit to the Chapter.
 - c. Encourage mentoring of students by established members.
 - d. Request funds from the Puget Sound CSI Memorial Foundation as necessary for scholarship and academic liaison activities.
 - e. Raise all funds to support student activities
2. Goals:
 - a. Award no more than 20 “CSI Scholarships” each year to students in local area institutions of higher learning in curricula, design, or construction.
 - b. Organize corporate sponsors and operate “in-house” fundraising activities such as “50/50 raffle” at Chapter meetings.
 - c. Recommends Student Candidates for Tuition Scholarships or Grants, to the Foundation selection committee, according to the following criteria:
 - 1) Student member of the Chapter.
 - 2) Actively participating in the Chapter.
 - 3) Continuing higher education studies in a design or construction discipline.
 - d. Encourage student members to attend Chapter educational opportunities. Assist Chapter’s active student members in finding employment.
3. Chapter CSI Scholarships: A grant entitling the recipient student to the following:
 - a. Student Membership in CSI and Chapter.
 - b. Attend monthly Chapter meetings and educational activities without cost to the student

C. Awards Committee

1. Mission: It is essential that we recognize the talent, achievements, and notable contributions of our members and others in support of CSI. It is important that we at least say “Thank You.” Gracious and grateful recognition of extraordinary effort, in the form of an award, encourages continuing contributions while intensifying interest and stimulating continued growth of the Chapter.
2. The Committee Chair is appointed by the incoming President. Committee members are appointed by the committee Chair, subject to the approval of the appropriate Director and the President.
3. Suggested Committee: Chair, Co-Chair, and 10 committee members.
4. The Awards Committee meets at the will of its Chair except that the appropriate Director or the President may convene a meeting of the Committee if the Chair is unwilling or unable to do so. The Committee Chair, or the appropriate Director, or the President, plus 3 members of the Committee constitute a quorum.
5. Responsibilities of the Awards Committee includes:
 - a. Solicit (and generate) nominations for awards to be given by the Chapter, the Region, and the Institute.

- b. Weigh and consider the qualifications of nominees, promote the consideration of candidates by others as appropriate, and select the recipients of Chapter awards. The confidentiality of award decisions should be maintained until actual time of presentation.
- c. Secure plaques and certificates for Chapter awards.
- d. Make award presentations at June meeting and arrange the program of that meeting.
- 6. Chapter Awards: The following Chapter Awards may be presented each year. The awards Committee will determine which awards will be bestowed according to merits of the nominations. The Awards Committee is not required to recommend all available awards each year.
 - a. **HUGH S. HALLETT: Chapter Certificate of Appreciation** (plaque)
 - 1) The highest award the chapter can bestow on an individual with the exception of Honorary Membership. It is awarded to an individual, excluding members of the Chapter Staff, who has rendered distinguished service to the Chapter in the advancement of its objectives or in its administration. Nominees must be proposed in writing and endorsed by three letters of recommendation. Only one such award may be granted each year.
 - b. **Chapter Citation Award** (certificate)
 - 1) Bestowed on an individual who has rendered distinguished service to the Chapter in advancement of the Chapter's technical program, or who has shown distinguished accomplishment in the field of technical research or education. Only one such award may be granted each year.
 - c. **Chapter Cooperation Award** (certificate)
 - 1) Awarded to a trade association, trade union, contractor association, professional association or an individual firm, for exceptional liaison work with the Chapter, or for outstanding support of the Chapter's objectives. Only one such award may be granted each year.
 - d. **DAVID E. THOMAS FCSI – Industry Member of the Year** (plaque)
 - 1) Awarded to an Industry member of the Chapter who has rendered distinguished service to the Chapter in the advancement of its objectives or in its administration. Nominees must be proposed in writing and endorsed by three letters of recommendation. Only one such award may be granted each year.
 - e. **JOHN D. FINNIGAN – Chapter Specification Proficiency** (certificate)
 - 1) Bestowed on a Professional member attaining outstanding stature as a practicing specification writer. Applicant must submit copy of project manual for judging. Only one such award may be granted each year.
 - f. **Chapter Craftsmanship Award** (plaque)
 - 1) Awarded to a firm or individual for superior craftsmanship in the construction industry within the Chapter's area. Only one such award may be granted each year.
 - g. **Chapter Past Presidents Award** (plaque)
 - 1) Awarded to retiring Chapter Presidents for their devoted and selfless contribution to the Institute and their chapter while serving as President.
 - h. **Chapter President's Certificate of Appreciation Award** (certificate)
 - 1) Chapter President's Certificate of Appreciation given by the Chapter President, at their discretion, to Chapter members for exceptional work performed in behalf of the Chapter.

7. Important Deadlines:
 - a. Region Awards Program, Deadline September 1.
 - b. Fellowship nominations: November 1.
 - c. Institute Awards: December 1.
 - d. Michelangelo Buonarroti Award: December 1.
 - e. Funds, Scholarships, and Endowments: December 1.
 - f. Chapter Recognition; Chapter Cup, given to the chapter with most new member by December 20.
 - g. Honorary Memberships: January 2.
 - h. Chapter Awards Program: June 1.
 - i. Copies of awards to Region and Institute Awards Committee: July 1.
8. Institute Awards: The Puget Sound Chapter Awards Committees responsibility is to recommend and apply for these awards
 - a. Dale C. Moll Student Activity Fund, presented to a Student.
 - b. Ben John Small Accomplishment Award, presented to a Professional member.
 - c. Robert P. Brosseau Memorial Award, presented to an Industry member.
 - d. J. Norman Hunter Memorial Award, presented to an individual, team, or chapter attaining special advancement in the field of education or the establishment of educational facilities in specification writing.
 - e. Andrew J. Drozda Memorial Academic Affairs Commendation, presented to an individual or team that has made significant contributions to enhance the image and recognition of CSI with one or more institutions offering construction-related curricula.
 - f. Outstanding Chapter Commendation, presented to a chapter.
 - g. Publications Awards, Technical Document Citation, Continued Publication Commendation, Special Publication Commendation, Electronic Publication Commendation.
9. Award Names: The Board wishes to recognize and honor persons who have made significant contributions to the Chapter and construction industry by naming Chapter awards after such persons. Award shall be named in accordance with the following procedures and conditions:
 - a. Awards shall be named for a Puget Sound Chapter member posthumously.
 - b. Award names shall run for a minimum term of 10 years. After that time the award may be renamed for another person deserving of honor and recognition. If no new name is nominated for the award, the award may continue as it is named for an indefinite period of time.
 - c. Awards may be named for such person by an action voted on and approved by the Board.
 - d. A nomination for naming an award must be presented to the Awards Committee then routed to the Board. Nominations must be in writing and must include the following:
 - 1) A statement from a Chapter member in good standing nominating the person for a specific Chapter award.
 - 2) Signatures from 10 other Chapter members in good standing.
 - 3) The full name and nick names of the person proposed for the award. An indication as to the name the person preferred.

- 4) Factual background information for the person listing professional history; history and involvement in CSI in the local, regional and institute level; a list of offices held and committee participation (to the extent reasonably possible from research of the Chapter records, history, and verified oral testimony).
 - 5) A narrative listing the person's achievements, statement as to good character, and giving reasons for receiving honor and recognition from the Chapter.
10. Award Names: The Board wishes to recognize and honor persons who have made significant contributions to the Chapter and construction industry by naming various Chapter awards after such persons in accordance with the following procedures and conditions:
- a. Awards shall be named posthumously.
 - b. Award names shall run for a minimum term of 10 years. After that time the award may be named for another person deserving of honor and recognition. If no new name is nominated for the award, the award may continue as it is named for an indefinite period of time.
 - c. Awards may be named for such person by an action voted on and approved by the Board.
 - d. A nomination for naming an award must be presented to the Board in written petition and must include the following:
 - 1) A petitioning statement nominating the person for a specific Chapter award.
 - 2) The full name and nick names of the person proposed for the award. An indication as to the name the person preferred.
 - 3) Factual background information for the person listing professional history; history and involvement in CSI in local, regional and institute level; a list of offices held and committee participation (to the extent reasonably possible from research of the Chapter records, history, and verified oral testimony).
 - 4) A narrative listing the person's achievements, statement as to good character, and giving reasons for receiving honor and recognition from the Chapter.
 - e. The petition must be signed by a minimum of three (3) chapter members in good standing.
 - 1) The petition must be submitted to the board through the Awards Committee.
 - f. The Awards Committee shall review the petition for completeness.
 - 1) If the petition is not complete, the petition will be returned to the petitioner with a specific list of deficiencies that must be addressed.
 - 2) If the petition is complete, the petition shall be presented to the Board.
 - 3) Petitions must be reviewed within 25 days of receipt and if complete presented to the board at the next board meeting. If not complete, returned to the petitioner within the same 25 day period with the noted list of deficiencies.
 - 4) Review of the petition is for completeness only.
 - g. Upon presentation of a petition to the Board, the Board will
 - 1) Review and discuss the petition,
 - 2) Upon a motion properly made, vote on the petition.

11. Schedule:
 - a. JULY: Receive Committee assignment. Select Committee members. Establish contact with Regional Awards Chair. Contact Region Director for name of Region Awards Chair or discuss with Chapter President. Prepare awards budget. The outgoing Chair will aid with this information.
 - b. SEPTEMBER: Solicit entries for Institute Specifications Competition. Announce at Chapter meeting and publish in Chapter calendar.
 - c. NOVEMBER: Begin work on Institute Awards. Present listing of awards at November Board meeting. Refer to Institute Awards Guide for submission requirements, forms, and dates. Discuss awards with Board and seek their advice for suggested submissions.
 - d. JANUARY/February: Follow up on Institute awards and make submission by first class mailing to the Institute by the appropriate deadlines.
 - e. MARCH: Make announcement in the Spectrum and Chapter meeting that nominations are being solicited for Chapter awards. Select a Chair for the Specifications Competition Jury. Have the Chair select a jury and have this information available for April mailing. (See April requirements below).
 - f. APRIL: Send out form letter to Professional Members requesting nominations for Industry Member of the Year Award. Send out form letter to the entire membership on Chapter Awards nominations. Send out form letter to all Professional Members on the Specifications Awards competition. (See sample letters in Awards Committee sample correspondence file.) These mailings should be combined to cut postage and envelope costs. Set deadline in letters for close of nominations and submission of Specification competition entries. The date of close of nominations should be one (1) week prior to the May Board meeting. Review nominations and select Awards winners and be ready to present at May Board Meeting for approval. Board approval is a formality. Check supply of certificates and order additional copies if required. Shop around for best price. Go through membership roster and record members with dates which are ten (10) years prior to June of the year of the Awards meeting. Example: James E. Adkins, Jr. has after his name in the roster "AP SP 67." So he would receive his Ten (10) year chevron in June of 1977. Count the number of names eligible for five (5), ten (10), twenty (20), thirty (30), and forty (40) year chevrons for the year by Awards Chair and order that number of chevrons. They are available from the Chevron Committee. Advise Awards Chair of potential recipients for recognition at the June awards program/meeting.
 - g. MAY: After selection by the Committee and jury, have certificates lettered and framed plaques engraved. Awards Chair will notify awards recipients and request their attendance at the June Awards meeting. Both certificates and plaques are available from Institute sources. See current "Services and Publications" catalog for ordering instructions.

- h. JUNE: Coordinate June Awards meeting with President and Program Chair. Present awards or see to it that the Awards are presented by visiting CSI dignitaries, Chapter President or other interested parties. Establish written descriptions of each Award and the activities which the individual performed to receive the Award. Make sure the Award presenter has this information since the presenter may not know the individual. Bring awards certificates, plaques, five (5), ten (10) twenty (20), thirty (30), and forty (40) year chevrons to the June meeting and distribute to the award presenters along with the written information. After Awards meeting see to it that Awards which were not given out are sent to the recipient. Solicit nominations for Region Awards; coordinate with Region Awards Chair. Announce at Chapter meeting and publish in Spectrum.
 - i. JULY: Prepare summary for incoming President of Committee Activities and list of expenditures. Meet with incoming Awards Chair and discuss committee work. Bring list of Award recipients (including written descriptions of awards) up to date and turn information over to new Awards Chairperson. Prepare budget for next year's Awards Chair and include information in report to incoming President with copy to Treasurer.
12. Submit nominations for Region Awards to Region Awards Chair (typically due three months prior to annual Region Conference).

D. Budget and Finance Committee

1. JULY: Prepares Chapter budget at beginning of fiscal year in conjunction with outgoing and incoming Treasurer.
2. AUGUST: Submit budget to Board meeting.
3. SEPTEMBER: Revise, if required, and turn budget over to Treasurer.
4. APRIL: Prepare suggested budget for the next Budget and Finance Committee and submit to Board.
5. Review monthly treasurer's report.
6. Suggested Committee Chair, Co-Chair, and 2 committee members.
7. Subsidies for Conventions and Conferences
8. Institute Convention: In order to receive reimbursement, member shall:
 - a. Be a member in good standing of the Puget Sound Chapter.
 - b. Be a Board member or Committee Chair. (Other members may apply for reimbursement subject to board approval, not later than the board meeting prior to the Convention.)
 - c. Register as a delegate representing the Chapter.
 - d. Attend Region Caucus and Institute Business Meetings.
 - e. Submit a signed request for reimbursement, stating that above requirements have been met and that chapter-reimbursed items have not been reimbursed by others such as CSI (National) or the member's employer.
 - f. Request for reimbursement must be received by the Treasurer not more than 30 days after the Convention.
 - g. President and President-Elect: Reimburse convention registration (early registration, member-education package), air fare (discount/coach), and four nights hotel (lowest price room at headquarters hotel), including tax.

- h. Other Eligible Attendees: Board will establish (total) convention expense budget. Balance of budget, after President and President-Elect reimbursement, will be distributed equally among qualified attendees.
9. Northwest Region Conference: In order to receive reimbursement, member shall:
 - a. Be a member in good standing of the Chapter.
 - b. Be a Board member or Committee Chair. Other members may apply for reimbursement subject to board approval, not later than the board meeting prior to the Conference.
 - c. Attend Region Forum and Region Business Meetings.
 - d. Submit a signed request for reimbursement, stating that above requirements have been met and that chapter-reimbursed items have not been reimbursed by others such as CSI Institute or the member's employer.
 - e. Request for reimbursement must be received by the Treasurer not more than 30 days after the Conference?
 - f. President and President-Elect: Reimburse convention registration (early registration, member-education package), air fare (discount/coach), and three night's hotel, including tax.
10. Other Eligible Attendees: Board will establish (total) conference expense budget. Balance of budget, after President and President-Elect reimbursement, will be distributed equally among qualified attendees.
11. Northwest Region Leadership Conference: In order to receive reimbursement, member shall:
 - a. Be a member in good standing of the Chapter.
 - b. Be a Board member or active member of a Committee.
 - c. Attend Region Forum and Region Business Meetings.
 - d. Submit a signed request for reimbursement, stating that above requirements b and c have been met and that Chapter-reimbursed items have not been reimbursed by others such as CSI Institute or the member's employer.
 - e. Request for reimbursement must be received by the Treasurer not more than 30 days after the Conference?
 - f. Eligible Attendees: Board will establish (total) convention expense budget. Reimbursement will be the lesser of the following:
 - 1) Cost of one night hotel stay with tax.
 - 2) Equal share of Leadership Conference Subsidy budget.

E. Bylaws and Operations Guide (Ops) Committee

1. Purpose: To maintain a practical set of specific working instructions, which will assist the newly appointed committee person, or elected officer to more quickly adjust to his or her commitment.
2. Goals:
 - a. To motivate each Board member and Committee Chair to produce a work statement of specific duties.
 - b. To improve the Guide yearly as necessary.
 - c. Prepare amendments to Chapter Bylaws in keeping with Institute Bylaws.
 - 1) Prepare amendment showing existing language and added language.
 - 2) Obtain Board approval.
 - 3) Submit to Region Directors for review in context of policy changes which may have occurred subsequent to issue of current bylaws (optional).
 - 4) Submit to Institute Secretary for approval.
 - 5) Present to Chapter meeting for vote.
 - 6) If passed, correct Bylaws.
 - 7) After approval publish in Spectrum.
3. Activities/Tasks:
 - a. At first Committee meeting, set goals, assign tasks, and set milestones for the tasks.
 - b. Verify that each Board member and Committee Chair has an updated copy of the latest Operations Guide.
 - c. Continually solicit reviews, changes, and expansion of Committee Guides to improve this manual with regard to more defined, specific instructions.
 - d. Review individual Guides for overlapping and conflicting duties. Ascertain that their target dates are realistic.
 - e. A call for Committee updates shall be published in the SPECTRUM no later than the February issue.
 - f. Prepare a Summary Cover Sheet to accompany each issue of Guide pages. This should state the pages to be revised, pages to remove, and pages to add. It should indicate by date the latest revisions for the current year.
 - g. Updates shall be reviewed, copied, and collated along with the Summary Cover Sheet, into packets. Approved revisions made and a new updated version of the Guide shall be delivered to the incoming President at the June Board meeting.
4. Reports/Milestones/Interfaces:
 - a. Committee Chairs shall be responsible for submitting an annual update for inclusion in the Operations Guide. See subparagraph 4.e for suggested format.
 - b. The updated shall briefly state any changes in the goals, functions, or operations of that committee occurring that term. These will include Board decisions, approved Planning Committee recommendations, and changes initiated internally. Exhibits of typical forms and correspondence are helpful.
 - c. Updates shall be forwarded to the Guide Committee Chair at the designated address. Updates must then be submitted for approval by the Board, which in turn shall forward them to the Guide Committee for processing.

- d. Upon receipt of revision packets from the B.& O.G. Committee, Board members shall distribute them to their respective Committee Chairs for insertion in their currently held Operations Guide.
- e. Milestones for processing Guides:
 - 1) Committee solicits input from Chair, Continuous July–Mar.
 - 2) Chair submit inputs (non-financial) to Committee, Aug.–Mar. 15
 - 3) Chair submit inputs (financial) to Board, Aug.–Mar. 1
 - 4) Planning Committee submits recommendations to Board Continuous, July–June
 - 5) Board forwards approved submittals to Committee for processing, Aug.–Apr. 1
 - 6) Committee issues request for inputs in February SPECTRUM, Jan. 15
 - 7) Committee prepares inputs in standard Guide form, Continuous Sep.–May
 - 8) Committee prepares Summary Cover sheets, and packages revised Guides, Apr.–May
 - 9) Committee delivers packets of Guides and complete Manual as required to incoming President, for distribution to new Board and Chair, June Board meeting
5. Suggested Committee
 - a. Chair, Co-Chair and one member.
 - b. The Chair shall be responsible for recommending one of its members for succession to Chair for the following term. The name shall be submitted to the President Elect no later than the May Board meeting.

F. Certification Committee

1. The Committee shall consist of a Chair, Co-Chair, and number of additional members as necessary to carry out the committee functions.
2. The Certification Chair is responsible for Chapter activities involving certification programs. The main function of the Committee is to promote the Institute Certification Program with the Chapter and aid members interested in taking the Construction Documents Technology (CDT), Certified Construction Specifier (CCS), Certified Construction Product Representative (CCPR), and Certified Construction Contract Administrator (CCCA) examinations.
3. The Certification Chair shall serve as liaison with the Northwest Region Certification Coordinator (RCC) and the Institute Certification Committee.
4. The Certification Chair is also responsible for organizing a study program for those interested in taking the certification examinations. The certification study program shall consist of classes where the basic principles of specification writing will be covered, including bidding procedures, general and supplementary conditions, general requirements (Division 1), proper format (MasterFormat), procedures for preparing specifications, and shall adequately cover study requirements for taking the certification examinations. Text for the course shall be the latest edition of the CSI Manual of Practice and the Certification Study Guides. The principal instructors shall be Certified Construction Specifiers, Certified Construction Product Representatives or Certified Construction Contract Administrators.
5. Other Committee Duties and Responsibilities:
 - a. Work with the Board and Treasurer to establish Committee budget. The budget is to be established and submitted to the Board no later than the Board Meeting in July.
 - b. Keep Chapter membership informed about the four Institute Certification Programs through presentations at Chapter meetings and written article for publication in the Spectrum.
 - c. Establish and maintain communication with the Region Certification Coordinator (RCC); keep the person informed on Chapter certification activities.
 - d. Distribute certification materials to membership provided by Institute and the Region Certification Coordinator (RCC).
 - e. Assist the Institute Certification Committee in establishing the certification examination site; usually held in Seattle. Initial request will be received from Institute in November/December; the form usually has to be returned to Institute no later the February 15th complete with address and map indicating the exam location and names persons who will be serving as exam proctors. Usually more than one proctor is required due to the number people taking the exams.
 - f. Establish committee and provide a study program for the exam candidates. Select committee members and instructors as early as possible so that committee can be operational and have study program commencing in January continuing through March until date of examination which is usually the last Saturday in March or the first Saturday in April.

- g. Work with the Chapter Publications Committee to publicize the study program and the certification examinations with other professional organizations which may have members interested in participating in the certification program.
 - h. Inform Chapter members regarding the eligibility, qualifications, application deadlines, associated costs, exam date, and test site for the certification examinations.
6. Qualifications:
- a. The Certification Chair should be a Construction Document Technologist though a Certified Construction Specifier, Certified Construction Product Representative or Certified Construction Contract Administrator is preferred.
 - b. The Study Program Committee should consist of experienced specifiers with majority of instructors having obtained the CCS, CCPR or CCCA.
 - c. People who have recently passed the CDT, CCS, CCPR and CCCA examinations are a great source to the Committee to assist in promoting the program; some may even be great instructors.

G. Chevron Committee

- 1. Administers the sale of 5, 10, 20, 30 and 40 year membership chevrons throughout the Institute.
- 2. The Chapter, by action of the Institute Board of Directors, has the exclusive right to sell chevrons to other CSI Chapters and members.
- 3. Maintain records indicating quantity of units purchased, sold and in inventory. Such data shall note the different types of units.
- 4. Make an inventory report to the monthly Board meeting, through appropriate channels.
- 5. Respond to inquiries for chevrons and maintain a correspondence file on same.
- 6. Prepare an order estimate in July for inclusion in the Chapter budget.
- 7. Process orders and turn over funds received to Treasurer for deposit. DO NOT hold checks for more than 30 days.
- 8. Order new chevrons as required. Orders for more than 100 units should have prior Board approval.
- 9. Suggested Committee: Chair and Co- Chair.

H. Education Committee

1. Purpose:
 - a. Plan, program, and present educational Seminars, Workshops, Tours and Conferences for the benefit of the construction industries on a regular basis throughout the year.
 - b. Provide income for the Chapter.
 - c. Seek to improve the Chapter's image, prestige and members' Professional Development within the construction industries.
 - d. Encourage CSI membership.
 - e. Provide additional Networking Opportunities before and after the meetings.
2. Goals:
 - a. Present cost effective educational programs that are well planned in a timely manner.
 - b. Assist with seminars at ProSpec as desired.
 - c. Coordinate in a timely manner with the other Committees and the Chapter Board, to provide well rounded presentations will that benefit all.
3. Function:
 - a. Try to select a theme for each Seminar day to the extent possible, so that the seminars for that day can relate to each other.
 - b. Select the best topics, coordinate tentative dates, and then find the best speaker for that topic.
 - c. Coordinate dates with the Program Committee and the Publications Committee.
 - d. Arrange for the site and facilities. Coordinate with Meeting Arrangements Committee.
 - e. Establish an approximate budget. Ensure a consistent financial gain for the Chapter.
 - f. Provide timely information to the Publications Committee for the Spectrum, other Chapter publications and the website. Provide a Calendar to the Publications Committee at least 1 month prior to the start of the new season.
 - g. Publicize the Educational Seminars and events.
 - h. Promote maintaining membership or joining CSI at the Educational events.
 - i. Conduct regular Education Committee meetings as needed
 - j. Recruit enough members to join the Education Committee and to become involved.
 - k. Coordinate with the Chapter Board as to the events that are planned.
 - l. Ensure that the topics chosen, are of interest and do not conflict with other Chapter events.
 - m. Ensure that Conflicts of Interest do not enter into the Seminars, selections, speakers or Seminar content.
 - n. Ensure that the Seminars are chosen by the Education Committee and not influenced by outside persons or entities.
 - o. Ensure that all Seminars are of a high quality, unbiased, and designed to provide AIA Learning Units to the attendees.
 - p. Ensure that there is an adequate email list beyond the CSI Membership list for advertising of Seminars, and manage the list with proper privacy and discretion. This list can include past seminar attendees, other interested parties, etc. This list will be beyond the CSI Chapter members list, who will already be notified of Seminars through Chapter sources.

4. Function – ProSpec:
 - a. Contact ProSpec Committee early and assist where desired, to help find suitable speakers and AIA LU's.
5. Suggested Budget:
 - a. Income: \$400 per seminar.
 - b. Expenses: Should be minimal. Request that all speakers speak for free, and try to look for sponsors where possible.
 - c. Any substantial expenses need to be okayed by the Chapter Board in advance.
6. Recommended Committee Configuration:
 - a. Chair.
 - b. Co-chair. At least three additional members for publicity, ticket sales, coordination with other Committees, and other Committee tasks.

I. Historian and Archives Committee

1. The Puget Sound Chapter Archive is located at the Chapter Office, and is available for inspection by Chapter members upon request.
2. Committee Membership:
 - a. Historian: Preferably a senior Past President who should agree to serve for 2 or more years to ensure continuity and insight.
 - b. President: Ex officio. Must participate to the extent necessary to assure collection/retention of historical documents during his administration.
 - c. Immediate Past President: Serves as Committee Chair
 - d. Other Past Presidents: Each past president, who can be located, should be asked to prepare the history binder for his administrative year. For administrations where past president is deceased, or otherwise unavailable, assign a surrogate.
3. Duties:
 - a. Establishes criteria for archival materials.
 - b. Collects and retains materials for incorporation into History binders, including news paper clippings and other published articles involving the Chapter and the membership.
 - c. Accepts, from any source, found historical items and incorporates them into appropriate binders.
 - d. Collates previous year's history into binders according to the established format.
 - e. Prepares at least one article for the Spectrum requesting historical data from the Committees and membership.

J. Meeting Arrangements Committee

1. The Meeting Arrangements Chair is responsible for coordinating aspects of organized membership gatherings and works closely with the Program, Liaison, and Membership Committees.
2. Responsibilities:
3. Coordinate meeting dates with Board.
 - a. Arrange appropriate meeting space, menus, and bar facilities, as directed.
 - b. Satisfy requests for audio/visual aids (microphones, projectors, screens, and other similar items) as made by the Program Committee with appropriate notice, minimum of 48 hours.
 - c. Coordinates member and guest reservations.
 - d. Greet; collect payment, and record attendance of guests as indicated below.
 - e. Arrange for special meetings and events, as necessary.
4. Monthly Membership Meetings
 - a. Meeting Dates and Locations:
 - 1) The Puget Sound Chapter meets on the second Thursday of each month, unless schedule conflicts or special functions (such as site visits or joint meetings with other Chapters or associations) require otherwise.
 - 2) Monthly meetings are to be held at a location deemed accessible and as convenient as possible for the membership.
 - 3) Monthly meetings are currently held at the College Club, located at 505 Madison Street (corner of 5th Avenue and Madison) in downtown Seattle.
 - b. Prior to the Meeting:
 - 1) Committee is responsible for recording member and guest reservations.
 - 2) Minimum attendee counts (guarantees) must be provided to be contracted facility 48 hours prior to the event and therefore reservations are recorded.
 - 3) Audio/visual aids, seating, and special facility needs should be communicated to the contracted facility no later than 24 hours prior to the event.
 - 4) A copy of the reservations list will be provided (so name badges may be prepared) to Chapter membership Chair, no later than 24 hour prior to the event.
 - c. At the Meeting:
 - 1) Verify that requested arrangements have been made (audio/visual, tables, etc.)
 - 2) Greet and check in attendees and collect payments. Members may make payment either by cash, check, Visa, MasterCard, AMEX or by means of billing when absolutely necessary (not encouraged).
 - d. After the Meeting:
 - 1) Reconcile payments; submit payment report with money collected to the Chapter Treasurer within one week of the event.
 - 2) Invoice any non-payments, or meeting no-shows, as necessary.
 - 3) Provide and file with the CSI Office an attendance list for each event.
5. Annual Duties:
 - a. Committee Chair shall file a fiscal report at end of each Chapter year.
 - b. Facility quality and performance should be appraised and reported.
 - c. Significant changes in meeting expenses of facility operations should be reported to the Board and meeting fees reviewed annually.

K. Membership Committee Ops Guide

1. The Chair should respond to inquiries for membership both direct and indirect. This response will include the Institute's membership application form, the Chapter's letter and Institute promotional literature. Potential new members receiving application forms are encouraged to return their completed form and dues check to Institute for processing.
2. Each new member is encouraged to attend Maximising your Membership to meet members of the membership committee for orientation and encouragement to participate in Chapter activities. The Membership Chair receives a list of the new members and members of the Membership Committee serve as mentors to new members. The members of the membership Committee are promptly sent two weeks before each monthly meeting the new member's name and date he or she is assigned.
3. Non-renewed members listed on the Institute's monthly computer printout are sent a letter to encourage renewal. This letter is followed by a telephone call or email the next month if their name remains on the printout.
4. Review Institute's monthly electronic chapter roster for identification of additions, deletions, and corrections and forward to the Publications Committee.
5. Material for inclusion in the SPECTRUM is coordinated with the Publications Committee in order to meet space and deadline requirements.
6. Maintain name tags for use at monthly meetings and keep up to date.
7. Lapel pins are ordered from the District of Columbia Metropolitan Chapter of CSI and requires prepayment. Pin prices and ordering information are in the annual Institute Services and Publications brochure. A check will be issued by the Treasurer in response to written request for funds.
8. Points for Discussion:
 - a. The committee should appoint a Co-chair from the other membership classification, i.e., if the chair is a Professional member, his assistant should be an Industry member. When the assistant becomes Chair the following year the procedure will be repeated. The assistant which is appointed should be approved by the President.
 - b. Membership application forms, promotional literature, and in special circumstances a representative from the membership committee should be present at Chapter sponsored seminars, trade fairs, and meetings.
 - c. At general membership meetings there should be a table with promotional literature and Institute publications on display. A representative from the membership committee should also be present to answer any questions about the Institute, Chapter activities, and aid in the completion of membership application forms.
 - d. Membership Committee members are encouraged to greet and to introduce new and potential members to Board members and Committee Chairs during the social hour.
 - e. New members should be introduced, each new member in attendance will receive a membership packet containing a lapel pin, Chapter roster, roster supplement, and name badge. Other items that could be included are Institute and Chapter publications such as newsletter, publications list, committee list, calendar of events, etc.
 - f. Correspondence, including form letters, sent by this committee should be on the chapter's stationery available from the President or Chapter Office.

9. Duties:
 - a. Send notification/welcome letter to the new members.
 - b. Check new roster monthly; sort to print out new member list.
 - c. c. Assigned member of Membership Committee contacts new member and invites them to attend Maximizing your Membership meeting.
 - d. d. Provide names of new members to Publications for mailing list and roster.
 - e. e. Submit new member list to the Technical Committee for publication in the Puget Sound Web Page.
 - f. f. Supply requested material to keep member active.
 - g. g. Supply ACTIVITY report to the Board.
 - h. h. Assign member of Membership Committee to organize the Chevron recipients for the annual awards ceremony.

L. Nominations Committee

1. Objective: Identify and recruit the best candidates for service to the Chapter, its members and the Chapter Board of Directors.
2. Governance:
 - a. The Nominations Committee Chair will be appointed by the Board of Directors. Preferably at the October Board Meeting.
 - b. The Nominations Committee shall consist of a least (3) members.
 - c. The Nominations Chair shall not be a member of the Board of Directors.
 - d. One member, preferably the Past President, shall be a current member of the Board of Directors.
 - e. Other committee member(s) shall be recruited from the chapter membership.
 - f. The President and President-Elect shall not serve on the Nomination Committee.
3. Goal:
 - a. To select and nominate the very best candidates for the various offices within the Chapter. The nominees must be very active members who are genuinely willing to put forth the time and effort necessary to the success of the Chapter. Following the timeline and emphasizing the importance of the involvement of the professional member is essential.
 - b. Time Table:
 - 1) Maintain the Nominations Committee Calendar. Refer to Chapter Bylaws Article IV, Section 2 and Article VI, Sections 1 through 7 for the nomination process.
 - 2) December and January, Committee members shall obtain nominees for the following Board of Directors positions:
 - President-Elect
 - Vice-President
 - Treasurer
 - Secretary
 - Two of four directors; (1) Industry, (1) Professional each serves a two year term on the Board of Directors.
 - 3) Contact individuals before placing their name for a specific office on the Board of Directors.
 - 4) Contact the President-Elect to confirm that he or she will continue their commitment to serve a President the following year. In the event the President-Elect cannot serve in the role of President, the Committee should nominate at the very least one individual for President.
 - 5) February Chapter Meeting report Nomination Committee nominees and ask for any additional nominations from the floor.
 - 6) March Chapter Meeting announces nominees that will be on the ballot, prepare ballot and mail to membership. Insure that a Tellers Committee is appointed to count and report results for new Board of Director members.
 - 7) April Chapter Meeting announces voter results and new Board of Directors for the following year.

M. Planning Committee

1. Purpose
 - a. Observe existing programs and activities to determine level of interest, educational value, voids, and problem areas.
 - b. Review recommendations of previous years to determine whether they have been approved, and determine the status of implementation if applicable.
 - c. Examine new trends of the construction industry to determine possible future program direction.
2. Committee Membership
 - a. Composed of persons having various lengths of CSI membership and representing a variety of disciplines.
 - b. Publish in Spectrum an open invitation to members of other committees to attend Long Range Planning Committee meetings.
 - c. Suggested Committee: Chair, Co-Chair, and five members.
3. Recommendations Development
 - a. Develop recommendations for improvement of chapter programs and activities.
 - b. Describe recommendation and give background, justification, and benefits.
 - c. Suggest how recommendation may be implemented, suggest the research necessary, suggest if committee assistance or ad hoc committees are necessary, and establish timetable.
 - d. Submit recommendations to Board as developed.
4. Review
 - a. Determine status of Board adoption of recommendations submitted.
 - b. Follow through, observe, and report progress of adopted recommendations to committee.
 - c. Suggest modifications as needed.
 - d. Act as liaison between other chapter committees as required.
5. Documentation
 - a. Maintain file on committee activities.
 - b. Prepare final report to designated Board Members including committee activities, record of recommendations submitted, recommendations approved, and recommendations being implemented.
 - c. Maintain notebook of approved recommendations for previous five years.
6. Annual Chapter Planning Committee
 - a. Suggested Committee: Chair (Normally the Past President), President Elect, and five members.
 - b. Present and run the Chapter May Planning Meeting.
 - c. Convene Committee not less than 3 weeks prior to the meeting.
 - d. Develop not less than 2 questions for consideration by the meeting attendees.
 - e. President Elect shall tabulate and evaluate results in a written report for consideration by the new Board of the next fiscal year.

N. Program Committee

1. Mission: To establish programs for monthly dinner meetings. The program format for the coming year is established during the summer months. The tasks which need accomplishment include:
2. Selection of Program Topics for the year:
 - a. Consult with the Chapter President to determine his/her preferences.
 - b. Consult with the Liaison Committee Chair to determine if any joint meetings will be planned.
 - c. Note that there are ten chapter meetings per year. The December meeting is the Christmas Party and the June meeting is the Awards Evening. The Technical Committee should help with one program.
 - d. Sources for Program Topics: In addition to “ideas” which Chair may have, usually several people will get in touch with Chair and make suggestions. (Beware: sometimes these suggestions are very self-serving; so be cautious about making commitments).
 - e. Form a committee for selection of topics. Rather than forming a Program Committee that would be active for the entire year, form a committee for the specific purpose of selecting topics for the year (later select a specific person/s to take responsibility for a specific program).
 - f. In order to represent the membership, the committee should consist of two professional/specific members and two product-oriented members in addition to the Committee Chair. Try to have a mix of recent members as well as “older” members.
 - g. The Liaison Chair should also participate on the committee.
 - h. Hold one meeting to discuss topics which had previously been suggested, as well as new topics. Narrow down the range of topics to thirteen.
 - i. In addition to selecting topics which would be appropriate for Liaison meetings with other organizations, attempt to select a mix of topics which would be of interest to the mix of chapter members (i.e., some specifically product-oriented, some general interest, some more technical), which would include some topics currently “hot”, and which would include some topics with the potential to be “entertaining”.
 - j. Note that specific speakers and specific program organization (i.e., detailed discussion of what should be covered by a particular program topic) are not determined at this time. Keep topics general (and indicate on the Schedule in general terms) so that the specific program could be determined as appropriate speakers are engaged.
 - k. The final program topics are selected by committee vote.
3. Determination of the program schedule:
 - a. Based upon the year’s meeting Schedule (typically the second Thursday of each month-September through June), the topics are assigned to a specific month.
 - b. The Schedule is prepared, photo-ready, and delivered to the Spectrum for inclusion in the September issue. Note that the program topic selection (and the September program) have to be arranged prior to August 15 (or so) in order to meet the Spectrum printing deadline.
4. Determination of the Program Budget for the year.

5. The specific tasks required for the organization of each program include the following:
 - a. Speaker selection and organization of the program subject matter (including coordination with the Speaker until the program date).
 - b. Submission of program information to the Spectrum.
 - c. Coordination with the Public Relations Committee.
 - d. Coordination with the Liaison Committee.
 - e. Coordination with the Meeting Arrangements Committee.
 - f. Arrangements and Introductions the night of the program.
 - g. Submission of program costs for reimbursement to the Treasurer.
 - 1) Of these tasks are described in more detail in the attached Memorandum (dated September 28, 1981) which should be distributed to each person taking charge of program.
 - 2) Note that the most difficult and time-consuming portion of the works is the selection of a speaker and organization of the program subject matter. Also, this work has to be done prior to one month before the date of the meeting (due to publication deadlines of the SPECTRUM).
 - 3) Miscellaneous: A related task is to give other members experience in program organization and to begin to train a future Chair. Hopefully, one of the people who took charge of one of the programs during the year will be willing to take on the Chair for the coming year.
6. Purpose: To provide Chapter meeting programs that are of general or technical interest to the membership in order to promote Chapter meeting attendance for learning, idea exchange and fellowship.
7. Committee Duties:
 - a. To develop and present the 9 meeting programs assigned to the Program Committee. These meetings are September, October, November, December, January, February, March, April, and May. The December meeting is generally a social meeting (no technical topics) at which the Program Committee conducts a silent auction for fund raising and the Academic Affairs Committee honors students. (The June meeting is for awards and is the responsibility of the Awards Committee.)
 - b. To make sure that the technical programs presented are generic and not a sales pitch for specific products. This does not rule out having a manufacturer present a program as long as the presentation is generic.
 - c. To enlist, schedule and coordinate the Quick Pitches that are presented at Chapter meetings in September, October, November, January, February, March, April, and May meetings. Quick Pitches are 10-minute sales pitches for specific products or services presented at the Chapter meeting.
 - d. To keep the Board Member in charge of the Program Committee informed of Committee activity and needs.
8. Committee Structure and Time Commitments:
 - a. The Committee is made up of a Chair and several Committee Members who are assigned to do a program or who volunteer. The Members should be a mix of members old and new and with varying membership status in order to represent all aspects of the Chapter membership.

- b. The Chair's time commitment is an hour for each of the 9 months not including Chapter meeting attendance plus time in the early summer to set up the programs for the following year. The Chair should attend all Chapter meetings when possible to make sure the Committee Member assigned to that program is on track and to observe the effectiveness of the program and the speaker or panel.
 - c. A Member of the Committee including the Chair generally does only 1 program but could do more. This commitment involves arranging the program speaker or panel at least 2 months in advance of the program and keeping in touch with the speaker or panel members to be sure that the program is on track. This may involve meeting with the speaker or panel members to finalize the content of the program. The Member is responsible for attending the meeting and introducing the speaker or panel.
 - d. The Program Committee generally does not meet in committee meetings as most all committee activities can be handled by telephone and e-mail.
9. Committee Budget:
- a. The Program Committee operates without Chapter subsidies. The Committee income is from the charges for the Quick Pitch (\$100.00 each in 2004). The Committee expenses buy the speaker's meal, pay for speaker's travel and other costs if any and pay for any meal costs associated with setting up the program. Assuming that 7 Quick Pitches actually happen (some do cancel out at the last minute and no Quick Pitch is presented) the Committee income is \$700. Assuming a total of 12 speaker meal costs at \$25.00 each equals \$300 so the Committee has \$400 to spend on speaker travel and program planning meal costs. Any excess goes to the Chapter general funds at the end of the year. The Board may decide to have the Program Committee do a program using a speaker that requires payment of airfares, lodging and stipends. In these cases the Board agrees to fund any expenses. Generally the speakers that the Program Committee selects do not ask for stipends but the subject should be discussed before commitment so that there are no misunderstandings. A convenient way of addressing this issue is to tell the prospective speaker that the Chapter will pick up his or her meal cost and that all other costs are to be covered by the speaker. In the event the speaker is a Chapter member his or her meal costs are not picked up by the Program Committee. The President or Treasurer will ask the Program Committee Chair for the Committee's budget in early summer prior to the start of the Chapter meetings in the fall. The Chair should keep the Board apprised of how the budget is doing throughout the year.
10. Chronological Committee Activity:
- a. Prior to June the President should establish the Program Committee Chair.
 - b. In July the Committee Chair should attend the July Board meeting and obtain any program topic ideas and discuss with the Board what direction the Program Committee is taking in doing the meeting programs for the next year including any joint meetings with other groups. At this meeting present any program topics that are possibilities and get feedback. Write a short thank you to last year's Program Committee Members thanking them for their work on the Program Committee and submit by July 15 to the Puget Sound Chapter CSI office for publication in the August Spectrum. If Quick Pitch slots are not filled for the next year, write a sentence indicating openings for Quick Pitches and submit to the Puget Sound Chapter CSI office by July 15 for publication in the August Spectrum.

- c. By August 15th the program topics should be set for the year (September-May) and have the President and or Board's approval. The list is then given to the Puget Sound Chapter CSI office for publication in the September Spectrum and to the Chapter Webmaster for posting on the Chapter web site. By August 15th the Members in charge of the September, October, and November programs should be appointed by the Chair and speakers arranged for these meetings. Also by August 15th Quick Pitch slots should be filled at least through February and if not, take steps to secure for any open slots. August 15th is also the due date to the Puget Sound Chapter CSI office and the Chapter Webmaster for the Program write-up for the September program in the September Spectrum.
 - d. Every month from August on the Chair should make sure that Committee Members are assigned to the programs at least 2 months in advance and that the Member is making progress in setting up the program they were assigned. Thus by September 15th the program write-up for the October meeting is due, by October 15th for the November meeting and so forth.
 - e. The December program is different in that no one hour program is presented. The Board may ask the Program Committee to do certain things at this meeting. Generally the night is a festive occasion consisting of a silent auction by the Program Committee to raise funds for the Chapter (or other charity as directed by the Board) and presentations and honoring of students which is the responsibility of the Academic Affairs Committee. Short 15-minute general interest talks could and have been included in the December meeting but activities generally do not allow enough time for this. A Program Committee Member should be in charge of the auction with 2 or 3 other Members assisting for the night. In order to encourage auction items, the Committee should run announcements in the October and November Spectrum requesting donations and make phone calls if necessary in order to obtain about 40-50 auction items. Details of how to run the auction are available from past years including the donors, description of item auctioned, purchasers and funds raised, so consult with past auction committee members.
 - f. As the year progresses the Chair should be making sure that past Quick Pitch presenters have paid and making note of future programs and Quick Pitches. Often Quick Pitches fill up for up to 1 year in advance. Be careful in booking too far in advance as manufacturers may be active in our area and then leave during the time you booked the Quick Pitch and the time of delivery. It is a good idea to have possible Quick Pitches available to fill an open slot on short notice should the need arise. In the spring the Chair must find someone to chair the Committee for the following year or agree to head the Committee for the next year if requested by the Chapter President.
11. Specific Program Activity: The following are action items required by the Chair and Member assigned to the program prior to the meeting.
- a. One month prior to the program meeting, the Chair makes sure that the Program Committee Member in charge of the program has the speaker or panel set up ready to go and has the write-up about the program ready by the 15th.

- b. One month prior to the meeting the Chair makes contact with the Quick Pitch presenter and gives them details and instructions about the Quick Pitch including how to pay. Standard e-mails have been developed for this so ask for these files if they were not give to you as Chair. Be sure and copy the Puget Sound Chapter CSI office, President, Treasurer, Webmaster and Meeting Arrangements Chair so they know what is going on.
 - c. One month prior to the meeting the Chair makes sure the program write-up gets to the Puget Sound Chapter CSI office and Chapter Webmaster on the 15th. The information in the write-up should be short but presented in an up beat fashion so as to entice members to attend. (A boring write-up implies a boring program)
 - d. One month prior to the meeting the Member in charge of the program makes sure that all of the logistics such as power cords, projectors, tables etc are arranged. The only item the Chapter provides is a screen so it is a good idea to have the presenter bring their own A/V needs. The Chapter does own an overhead projector. If that is required check with the Puget Sound Chapter CSI office for availability.
 - e. After the meeting the Member in charge should thank the presenter by card or e-mail.
12. Sources for Program Topics and Speakers: The most difficult part of this Committee is establishing the program topics and obtaining good speakers or panels. The best approach is to constantly be looking for possibilities. What are the “hot” issues in our business? What is new? What are other similar groups doing? What are Chapter members asking for? The following list offers some ideas or areas to explore:
- a. Ask spec writers in the Chapter for any ideas. This can be done by e-mail.
 - b. Ask several vendors who are Chapter members for their input by e-mail. Experts from out of town often visit local manufacturer reps and they are eager to get in front of our membership at no cost to the Chapter provided the timing works.
 - c. Review the last Institute Convention Program for ideas (available on the web). A topic that was popular may be a candidate for a Chapter program.
 - d. Review other construction related organization web sites for program ideas. More and more local chapters have web sites so check them out to see what the A.I.A., various engineers groups; general contractor and subcontractor groups are doing for seminars and meeting programs.
 - e. Check with the Education Committee Chair for possible links between Program and Education. A Program speaker may also be involved in a seminar and could either do a program prior to the seminar pitching the seminar or do a wrap up after the seminar at the Chapter meeting program.
 - f. Review the CSI Institute website as the Institute has available many program topics and a speaker list. Someone on that list may not be affordable but contact with that person may result in other leads that do work.
 - g. Check past Region Conference programs for leads.
 - h. Check other CSI chapter web sites to see what they are doing in the way of meeting programs.
 - i. If a member volunteers a program idea ask them to be on the Program Committee as they are likely to have a speaker in mind and can do the program.
 - j. Discuss with the President and Board. Often a President may have program ideas that he or she wants presented.

O. ProSpec Committee

1. ProSpec (pro-spek): (from PROfessional SPECifications). Sponsored by the Puget Sound Chapter. The show is intended to include participation of both professionals (architects, engineers, etc.) and industry representatives (manufacturer's reps, sales reps, etc.).
2. Show Dates, Times, and Location: Depending on venue availability, ProSpec is held the last week of April. To best accommodate the chapter's membership, the event is held in Seattle.
3. Committee Chair: Responsible for leading committee members, facilitating monthly planning meetings, reporting monthly progress to the Board of Directors, and establishing and maintaining a budget that will provide the chapter with income for the upcoming year. Also, required to keep accurate records of contracts, budgets, publication pieces, advertising, schedules, and correspondence.
4. Planning Schedule
 - a. May
Planning for the following year's ProSpec begins immediately following the current year's show.
 - b. June through August
Website is updated to reflect any changes from the previous year. Seminar and keynote speaker are secured.
 - c. September
Sponsors are solicited and secured.
 - d. November
Exhibit packages go on sale.
 - e. December through March
Marketing and selling.
 - f. April
Event is held.

P. Public Relations Committee

1. Mission: To publicize the Chapter events and personnel/company activities.
2. The Public Relations Committee is charged with establishing an image of the Construction Specifications Institute as represented by the Puget Sound Chapter through appropriate media.
3. This is accomplished with news releases concerning Chapter meetings, extra curricular meetings (seminars, conferences, etc.) to the newspapers and, if and when appropriate, to the electronic media. Articles about members such as new firms, promotions, changes, honors, are also to be publicized. Honor awards are also publicized as are such occasions as new officers, region or local conferences.

Q. Publications Committee

1. Mission: The Committee oversees production and distribution of Chapter communication materials, including:
2. Spectrum: Monthly newsletter of the Chapter. Designed to publicize monthly meeting topic, speakers, time and location; promote Chapter and Committee activities; provide a forum for original and reprinted technical and industry related articles.
 - a. Newsletter deadline for submission is the 15th day of the month prior to the issue date. Target date for posting newsletter is the first Monday of each month.
 - b. Expenses shall be offset, at least in part, by advertising managed by Editor.
 - c. Publication shall include photographs, letters, and articles from members, and a “Chapter Calendar” whenever possible.
 - d. Editorial content and submissions should be solicited by Chapter membership, on a volunteer basis, whenever possible.
 - e. Committee shall solicit an outside agency to compile and produce the newsletter when it is in the best interest of the Chapter in reaching its goals of a useful, timely, and professional looking publication.
3. Chapter Roster: Published annually, typically in September, containing a comprehensive listing of active Chapter members.
 - a. Minimum requirements are that the roster will include: an alphabetical listing of members with a complete company affiliation, address, email address, and telephone numbers; contact information for Institute, and other local chapter information.
 - b. Cost of publishing the roster should be offset by advertising coordinated by the Publications Committee. Such advertising may include standard display ads and/or special sections like a paid listing of members by MasterFormat divisions.
 - c. Committee shall use volunteer members to solicit and coordinate information about members. An outside agency may be contracted to assist in publication design and layout, or to assist in coordinating advertising, if necessary.
4. Chapter Web Page:
 - a. Committee shall help coordinate content and design layout of Chapter related communications posted to the Chapter’s web page.
 - b. Committee may explore means for creating Chapter revenue via display advertising and banners, and selling sponsorships or link opportunities.

R. Technical Committee

1. Administer Chapter technical program.
2. Coordinate Chapter efforts with Institute Documents Programs and Chapter committees.
3. Review Institute “Documents Guide”.
4. Collaborate with Program Chair for one Chapter meeting program.
5. Participate in Institute studies and reviews.
6. Monitor the Chapter technical library maintained at the Chapter office.
7. Suggest Chair, Co-Chair, plus 4 to 6 regular committee members. The regular standing committee will establish the committee policy for the year and accepts assignments from the Institute. The regular standing committee shall then arrange for ad hoc special subcommittees to prepare or review the accepted document assignments.
8. Maintain current supply of documents at University of Washington Resource Library.
9. Establish Region subcommittees as may be called for to accommodate local Chapter technical activities such as: (1) Guide Specification Pool, and (2) Standards Nomenclature for Key Abbreviations.

IX Special Committees

A. General

1. The following committees can be organized as needed for special purposes or as directed by the President and Board.

B. Region Conference Committee

1. Reports to President Elect.
2. Organized two (2) years in advance of Chapter hosted conference.
3. Committee functions until completion of Region Conference.
4. Conference Organization:
 - a. The conference organization should begin with the organization of a Steering Committee. Potentially, this Steering Committee should be made up of persons who will be the Coordinators for groups of subcommittees. The following is a listing of suggested groups:
 - 1) Finance
 - 2) Programs
 - 3) Arrangements and Events
 - 4) Registration and Promotion
 - b. A recommended listing of subcommittees under these headings follows:
 - 1) (Steering Committee)
Normal “Executive Committee” duties plus coordinating the following groups:
 - 2) Finance
Budget (Cost control, Accounting, Banking) Donations. A separate checking account from Chapter accounts should be set up. Consult with Region Trustee.
 - 3) Programs
 - Technical Program
 - Meeting Room Equipment
 - Awards Banquet Equipment
 - Entertainment
 - 4) Arrangements and Events
 - Accommodations and Meals
 - Special Events and Tours
 - Non-Member Guest Activities
 - Transportation
 - Decorations
 - Favors and Door Prices
 - 5) Registration and Promotion
 - Graphics
 - Printing
 - Mailing
 - Publicity
 - Registration

5. Suggested Committee: Chair, Co- Chair, and 4 to 30 members (Committee size grows as Conference time approaches).

C. Host Chapter Conference Planning Schedule

| Month | Activity |
|--------------|--|
| 25th | <p>Confirm appointment of Conference General Chair.</p> <p>Select Steering Committee members.</p> <p>Hold Organizational meeting of Steering Committee and review a conference planning schedule.</p> |
| 24th | <p>Consider potential conference dates, sites, and themes.</p> <p>Consider a tentative budget.</p> <p>Consider funding resources.</p> <p>Review potential conference dates, sites, and themes with Region Coordinating Council.</p> |
| 23rd | <p>Critique Region Conference just completed.</p> <p>Firm up conference dates and site.</p> <p>Begin developing a conference theme.</p> <p>Review funding sources and set strategy.</p> |
| 18th | <p>Refine conference planning schedule.</p> <p>Review Subcommittee structure and duties make assignments.</p> <p>Obtain Region Coordinating Council approval of conference dates, site, and potential theme.</p> |
| 17th | <p>Reserve conference site and dates.</p> <p>Advise Institute office of conference dates and site.</p> <p>Determine manner of “invitation” and presentation to be made at the immediately preceding Region Conference.</p> |
| 14th | <p>Review preliminary budget.</p> <p>Review work of subcommittees (if they are not working, adjust personnel).</p> <p>Firm up presentation before the immediately preceding conference.</p> |
| 13th | <p>Review arrangements with potential speakers and participate.</p> <p>Encourage Steering Committee members (at least) to attend immediately preceding conference and observe.</p> <p>Finalize report to the Region Coordinating Council.</p> |
| 12th | <p>Review budget with input from subcommittees.</p> <p>Assemble promotional material for distribution and presentation at the immediately preceding conference.</p> <p>Obtain approval of the Region Coordinating Council of conference theme, speakers and budget.</p> <p>Attend immediately preceding region conference and observe.</p> <p>Start graphics design.</p> |

| Week | Day Activity |
|-------------|--|
| 11-1 | Rest up |
| 11-2 | Critique region conference just attended. |
| 11-3 | Final budget requests due from subcommittees. |
| 11-4 | Finalize budget and energize funding subcommittee. |
| 10-1 | Request copy of final report of conference just completed. |
| 10-2 | Check progress on assignment made to subcommittees. |
| 10-3 | Finalize budget. |
| 9-1 | Confirm arrangements with program participants. |
| 9-2 | Steering Committee approves final program and budget. |
| 9-3 | Submit final program and budget to the Region Coordinating Council for approval. |
| 9-4 | Refine arrangements with conference site. |
| 8-1 | If this is August, encourage committee members to do their vacationing this month! |
| 7-1 | Reassemble entire Conference Committee and gear up for the “big push”. |
| 7-2 | Graphics design finalize and printer negotiation. |
| 7-4 | Check on status of publicity. |
| 6-1 | Make final check on program participants. |
| 6-1 | Mail out first bulletin to Chapter President and Newsletter Editors. |
| 6-2 | Verify publications dates and mail promotional released to newspapers and magazines (Be sure to include SYMPOSIA). |
| 6-3 | Request Region Director to activate the Awards Committee. |
| 6-4 | Check on funding subcommittee. |
| 5-1 | Mail second bulletin to Chapter President and Editors. |
| 5-2 | Check on graphics and printing schedules. |
| 5-3 | Request first set of mailing labels from the Institute. |
| 5-4 | Firm up any and other mailing lists. |
| 4-1 | Mail out third bulletin to Chapter President and editors. |
| 4-2 | Check on printing schedules and mailing list availability. |
| 4-3 | Print advance mailer and assemble promotional inserts. |
| 4-4 | Request second set of mailing labels from the Institute office. Check on publication deadlines of newspapers and magazines. |
| 3-1 | Mail fourth bulletin to Chapter Presidents and editors. |
| 3-2 | Mail out advance mailer, including return-response cards (Be sure to provide extra copies to Chapter Presidents). |
| 3-3 | Hold a Steering Committee meeting at the conference site and review physical facilities and arrangements (include key subcommittee persons). |
| 3-4 | Print registration and reservation mailer. |
| 2-1 | Mail out fifth bulletin to Chapter President and editors. |
| 2-2 | Check on any loose ends. Are workers “in gear”? |
| 2-3 | Firm up helpers for the registration subcommittee and refine registration procedures. |
| 2-4 | Mail out registration and reservation mailer (Be sure to provide extra copies to Chapter presidents). |
| 1-1 | Mail out sixth bulletin to Chapter Presidents and editors. |
| 1-2 | Confirm equipment needs of participants and make arrangements for same. |

- 1-3 Region awards should be determined.
 - 1-4 Recheck on travel arrangements for VIP's.
 - 0-1 Pre-registration deadline.
 - 0-2 Refine arrangements with the conference site including advising the management which VIP's are being charged to conference committee and which are on their own!
 - 0-3 Recheck everything including travel arrangements and registration procedures!
 - 0-4 CONFERENCE
 - Send acknowledgments and "thank you" letters.
 - Critique the conference.
 - Start conference report.
 - Finalize conference budget.
 - Finalize conference report.
 - Submit conference report to the Region Coordinating Council (Send a copy to the following conference committee).
 - Tie up any loose ends and put the conference "to bed".
 - YOU DID IT! NOW HAVE A CONFERENCE COMMITTEE CELEBRATION!
- A. Monthly bulletins preceding the conference.
- Reference has been made to a bulletin going out to the Chapter Presidents and Newsletter Editors each month prior to the Conference date. What should these bulletins include and what is their purpose?
 - To promote the conference and aid attendance one additional technique is to provide each chapter with a monthly bulletin for each of the six months just preceding the conference date. These will keep the chapter informed of facets of the upcoming conference. Encourage Editors to include the message of the bulletin in their newsletters. Encourage Presidents to make announcements at Chapter meetings.
 - Outline of suggested material:
 - Bulletin #1 – Tell the "Who * What * Where * When"
 - Bulletin #2 – Tell about the Roundtable discussions and list discussion moderators.
 - Bulletin #3 – Inasmuch as the theme was stated in Bulletin #1, give a thumbnail sketch of the main speaker.
 - Bulletin #4 – Provide thumbnail sketches of additional speakers and tell who will be there from the Institute.
 - Bulletin #5 – Break the main theme down and tell about the various sessions and what will be discussed.
 - Bulletin #6 – Talk about the conference site and its environment and its attributes for a great "break from the routine. SELL THE SIZZLE!"
- B. Notes on Conference Planning:
1. A conference logo is important. With a logo the identity of conference material, mailings, notices, etc., can be readily seen. As our conferences are getting larger, this is especially important.
 2. Watch closely lead times on printing schedules! If you are not careful, printers can ruin your mailing schedule. Have plenty of "float" time in the deadlines you give them!

3. Promotion of the conference through the Chapters is vital! Hence, the emphasis on monthly Bulletins to the Chapters. The source of attendance is the membership, so spend of your energy in this direction. Newspaper publicity is fine (if you can get it) but it is just good P.R. and rarely influences the paying attendance!
4. Check the budget figures constantly! Early estimates by subcommittees are seldom accurate. Pin the site management down on costs, i.e., are there any “room charges”.....will food costs be raised before the conference date..... get the cost breaks you can get for quantity and a “captive consumer”.
5. If you assign conveners or moderators or masters-of-ceremonies to meetings, luncheons, dinners, or banquets, make certain that they will be provided with of the material they will need for their assigned meeting....including an Agenda and correct names of participants. To put these people at their ease assure them before hand that you will do this!
6. Above all, enjoy your work..... Have fun!
7. Reduce fees for early registration. This helps plan the number of people coming.
8. Send Chapter Presidents list of who is going so Presidents can “jack up” members not signed up. Do this after each mailing.
9. Designate a photographer!

D. Ad Hoc Committees

1. General - The President and Board can from time to time establish Ad Hoc Committees to study and report on special matters.
2. Ad Hoc Committees should be disbanded when work is completed. If future committee work is required the activity should be assigned to an existing standing committee or a new committee established.

Chapter Office

A. Office

1. The Puget Sound Chapter has retained an outside firm to act as its contracted office. The firm is ERGA, Inc., located at 603 Stewart Street, Suite 610, Seattle, WA 98101-1275. The Chapter phone (206) 383-3393; Fax (206) 626-0392. Email office@pscsci.org.

B. Purpose

1. The general purpose of the Chapter office is to provide services to the Chapter membership with a direct link to the public.

C. Chapter Office Duties

1. Business Calls: The office will receive and respond to phone inquires and voice messages on behalf of the Chapter during normal business hours. When appropriate, callers will be directed to appropriate Board members or Committee Chairs at their place of business. Call will also be received for making reservations to the monthly Chapter meetings.
2. Mail: Official correspondence involving the Chapter will be received at the address noted above. As necessary, office staff will forward checks, invoices, and other correspondence to appropriate Board member or Committee Chair.

D. Other Services

1. Clerical Services: When necessary, Board, Committee Chairs, and other Chapter members may request the office to perform clerical duties above and beyond those detailed above. When time or expense exceeds that covered by fees paid for general services, additional services will be billed at the current hourly rates of the contracted firm.
2. Chapter Library: The office maintains and keeps current a limited library of CSI publications and associated materials. When required, office staff may arrange for special order of specific publications on behalf of members or the general public.
3. Chapter Archives: By a separate agreement, the Chapter office also houses the Chapter archives as maintained by the Historian Committee.
4. During the term of this Agreement, ERGA will furnish association management services and consultation as specifically requested by the PSC CSI Board of Directors and its Committees. The services and consultation will relate to work being done or planned by PSC CSI as an association, will be within the area of ERGA's expertise, and will specifically include the following:
 - a. Office staffing including telephone, email, mail, and fax support; maintain membership list; and Board of Director's support.
 - b. Publishing monthly Spectrum newsletter.
 - c. Publishing annual Membership Roster.
 - d. Staff the annual Chapter tradeshow, ProSpec.
 - e. Bookkeeping including accounts payable and receivable, making deposits, account reconciliation, check preparation, and reporting.

- f. Use of the ERGA fax number 206-626-0392 as PSC CSI's fax number.
- g. Use of the ERGA office address, 603 Stewart Street Suite 610, Seattle, WA 98101, as PSC CSI's office address.
- h. Use of the ERGA conference room.
- i. Association management consultation.
- j. Other services agreed upon by both parties.

In the normal course of business the ERGA office will be open and in service to PSC CSI and its members 9:00 am to 5:00 pm Monday through Friday. The office will be closed for all federal holidays, Good Friday, the day after Thanksgiving, Christmas Eve, and one day in September for the ERGA corporate annual meeting.

XI Indemnification of Directors and Officers

Section 1. Any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding (including appeals), whether civil, criminal, administrative, or investigating and whether brought by or in the jurisdiction of the Chapter or otherwise, by reason of the fact he is or was a Director or officer of the Chapter may be indemnified by the Chapter in accordance with the provisions of this Section, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit, or proceeding; except that, with respect to any threatened, pending, or completed action, suit, or proceeding (including appeals) by or in the right of the Chapter, there shall be no indemnity for judgments, fines, or amounts paid in settlement of such action, suit, or proceeding.

Section 2. A person claiming indemnification under this Article Section 1 who has been successful on the merits or otherwise in defending any action, suit, or proceeding or in defense of any claim, issue, or matter therein, shall be entitled to be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him in connection therewith. Any other person claiming indemnification under this Articles Section 1 shall be entitled to be indemnified by the Chapter only upon a determination that such person acted in good faith and in a manner he reasonably believed to be in or; with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful or in the event such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the Chapter only unless and to the extent that the court in which such action or suit was brought shall determine upon application, that, despite the adjudication of liability but in view of circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper. Such determination shall be made either:

- (a) By the Board of Directors, by a majority vote of a quorum consisting of Directors who were not parties to such action, suit, or proceeding;
- (b) If such a quorum is not obtainable or, even if obtainable, a quorum of disinterested Directors so directs, by independent legal counsel chosen by the Board of Directors (who may be the regular counsel of the Chapter), in a written opinion; or

- (c) By the Professional and Industry Members, The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or plea, or nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which is reasonably believed to be in or not opposed to the best interests of the Chapter and, with respect to any criminal action or proceeding, had reasonable cause to believe his conduct was lawful.

Section 3. Expenses incurred in defending any action, suit, or proceeding may be paid by the Chapter in advance of the final disposition of such action, suit, or proceeding as authorized by a majority vote of the Board (which need not consist of a disinterested quorum) upon receipt of an undertaking by or on behalf of the Director or officer to repay such amount, unless it shall ultimately be determined that he is entitled to be indemnified by the Chapter as authorized in this Article Section 1.

Section 4. The indemnification provided by this Article Section 1 shall not be deemed exclusive of any other rights to which persons may be entitled under any law, agreement, vote, or shareholders, disinterested Directors, or otherwise.

* *Nolo Contendere*: Latin for “no contest.” In a criminal proceeding, a defendant may enter a plea of nolo contendere, in which he does not accept or deny responsibility for the charges but agrees to accept punishment. The plea differs from a guilty plea because it cannot be used against the defendant in another cause of action.

XII History

A. History of the Puget Sound Chapter CSI

1. First Meeting: The first preliminary organization meeting of the Puget Sound Chapter CSI was held October 10, 1957, at the Maison Blanc Café in Seattle. At that meeting temporary officers were elected and the name ‘Puget Sound Chapter’ was selected, as it clearly defined the Chapter’s territory, which incorporates all of Western Washington around the Puget Sound.
2. Wallace MacDonald and Donald Paine, who later became the new Chapter’s President and Vice President, respectively, were critical to the chapter’s formation. Both had been CSI members-at-large for many years. In addition, Jack R. Lewis and Albert E. Barnes of the San Diego chapter were instrumental during the chapter formation process, even attending an early CSI meeting in Seattle at their own expense. Jack later became Institute President and was responsible for significant growth of CSI in California.
3. The first Charter meeting was held February 15, 1958, with 34 Active (now called “Professional”) members and 32 Associates (now called “Industry”) members listed on the charter as follows.
4. The Original Founding members were:

ACTIVE MEMBERS

| | | |
|-----------------------|-----------------------|--------------------|
| Herman Adalist | Arthur R. Knudsen | Vernon Selde |
| Walter Bishop | Lowell E. Leiby | Gary Shavey* |
| Lawrence D. Byington* | Harold K. Lockwood | Frank Stanton* |
| Ezra A. Campbell | William E. McGregor | Clarence B. Taylor |
| Waldo B. Christenson* | Wallace W. MacDonald* | Cormac Charles |
| Charles W. Davis | John W. Maloney* | Thompson |
| Robert W. Dennis | Leo R. Martin | Florian C. Toepel |
| Edwin Derrick | Emory G. Morgan | Charles A. Truitt |
| John D. Finnegan* | James W. Mosman | |
| Emerald E. Good | Nyal E. Nelson | * deceased |
| Kenneth C. Helms* | Donald E. Paine* | |
| Clarence H. Irwin* | Arthur Rieh | |
| Robert Killian | Charles V. Rueger | |

ASSOCIATE MEMBERS

| | | |
|------------------------|----------------------|----------------------|
| Sidney W. (Bill) Baker | James J. Kelly | Buckie A. Taft * |
| John E. Bray | James K. Kendall | Theodore W. Teufel |
| James Cawdrey * | Stanley G. Kirkland | James D. Tuttle * |
| William V. Culver | Donald E. Lapham | John E. White |
| James A. Departee | Walter McAnich * | Andrew P. Wick |
| Donald R. Edwards | Leonard L. Mannon | Donald E. Williams |
| Hal Fogman | Austin A. Massart * | Arthur H. Wolden |
| Thomas G. Giles | Cedric R. Merrifield | Ralph E. Yoder |
| Stephen D. Gornick | Stuart L. Owen | Robert L. Zesbaugh * |
| George S. Griffith | George H. Rhyndance | |
| A. Dallas Hagan * | John H. Sellen * | * deceased |
| L. Blaine Highfield | Guy V. Sweet, Jr. | |

B. Founding Officers And Directors

1. The Original Founding Officers and Directors were:
 - a. President: Wallace W. MacDonald, Member of the architectural firm of John W. Maloney, Seattle
 - b. Vice President: Donald E. Paine, Member of Wohleb & Wohleb & Associates, Olympia
 - c. Director (for two years): A. Dallas Hagan, U.S. Gypsum Company, Seattle
 - d. Director (for one year): Kenneth C. Helms, Member of Jones, Lovegren, Helms & Jones, Seattle
 - e. Secretary-Treasurer: Ralph E. Yoder, Regional Director of SCPI Pacific Northwest Brick & Tile Association
 - f. Director (for three years): Clarence H. Irwin, Member of architectural firm of John W. Maloney, Seattle
 - g. Director (for one year): James W. Mosman, Architect/Engineer with 13th Naval District, Public Works Design Division, Seattle
2. The firm support of several major architectural firms, contractors and manufacturing firms assisted markedly in early development of the chapter. The chapter grew rapidly in early years and had membership of 120 by its fifth anniversary. By that time the members had produced a Standard Specification Index and distributed it statewide. With this index our members pushed hard for a national index which was the forerunner of the current MasterFormat.
3. There were lot of things to do in those early years of the Puget Sound Chapter and chapter members immediately picked up on the national movement of CSI. The Puget Sound Chapter spread the gospel and assisted in formation of chapters in Portland, Eugene, Spokane, Yakima, and eventually, by 1971, in Anchorage.
4. These were the beginning years of the Puget Sound Chapter CSI.

C. Past Presidents

| | | | | | |
|----|---------|--------------------------------------|----|---------|----------------------------|
| 1 | 1958-59 | Wallace W. MacDonald FCSI * | 27 | 1984-85 | John J. Pruss |
| 2 | 1959-60 | Donald E. Paine, FCSI | 28 | 1985-86 | Joel D. Wessenberg |
| 3 | 1960-61 | Kenneth C. Helms | 29 | 1986-87 | Robert C. Drury |
| 4 | 1961-62 | Walter F. Bishop, FCSI | 30 | 1987-88 | James B. Davis |
| 5 | 1962-63 | Clarence Irwin* | 31 | 1988-89 | Anne F. Whitacre, CCS |
| 6 | 1963-64 | Harold Kenney, Jr. * | 32 | 1989-90 | Louis J. Novak |
| 7 | 1964-65 | Harlow C. May* | 33 | 1990-91 | David D. Huffman, CDT |
| 8 | 1965-66 | Hugh S. Hallett * | 34 | 1991-92 | Matthew J. Gregory, CCS |
| 9 | 1966-67 | Edward K. Mahlum | 35 | 1992-93 | Bradley S. Williamson, CCS |
| 10 | 1967-68 | Norman G. Aehle | 36 | 1993-94 | Robert C. Stickney, CCS |
| 11 | 1968-69 | Seth Jackson, FCSI | 37 | 1994-95 | James W. Palmer, CDT |
| 12 | 1969-70 | Robert S. Hooper | 38 | 1995-96 | Ralph Robinson * |
| 13 | 1970-71 | Irving J. Flotree, CSI Emeritus, CDT | 39 | 1996-97 | Edward D. Storer, CCS |
| 14 | 1971-72 | Jesse T. Wilkins, Jr., FCSI | 40 | 1997-98 | Ronald A. Niemi, CCS |
| 15 | 1972-73 | Robert S. Burns * | 41 | 1998-99 | Eric A. Peterson |
| 16 | 1973-74 | Ross W. Copeland | 42 | 1999-00 | Hugh Kuyper, CCCA |
| 17 | 1974-75 | James E. Adkins, Jr., CCS | 43 | 2000-01 | Bill Coady, CCPR |
| 18 | 1975-76 | Robert H. Ross, CSI Emeritus, CCS | 44 | 2001-02 | Tim C. Hamilton |
| 19 | 1976-77 | Harry Cummings, Jr. | 45 | 2002-03 | Marc C. Chavez, CCS |
| 20 | 1977-78 | Allen D. Thurman | 46 | 2003-04 | Nora Vivarelli |
| 21 | 1978-79 | David E. Thomas, FCSI * | 47 | 2004-05 | Robert W. Simmons CDT |
| 22 | 1979-80 | George Bolotin * | 48 | 2005-06 | David Axt CCS |
| 23 | 1980-81 | Richard W. Owen | 49 | 2006-07 | David Walter |
| 24 | 1981-82 | John H. Greiner, CCCA | 50 | 2007-08 | Brian D Keil |
| 25 | 1982-83 | Kenneth D. Long | | | |
| 26 | 1983-84 | Ernest A. Moore, Jr. | | | *deceased |

D. Past Board of Directors

1958-1959

| | |
|-----------------|-------------------|
| Past President | James W. Mosman |
| President | Wallace MacDonald |
| President Elect | Donald E. Paine |
| Secretary | Ralph E. Yoder |
| Treasurer | Ralph E. Yoder |
| Director 1A | Clarence H. Irwin |
| Director 1B | A. Dallas Hagan |
| Director 2A | Kenneth C. Helms |

1959-1960

| | |
|-----------------|-------------------|
| Past President | Wallace MacDonald |
| President | Donald E. Paine |
| President Elect | Kenneth C. Helms |
| Secretary | Walter F. Bishop |
| Treasurer | Walter F. Bishop |
| Director 1A | Clarence H. Irwin |
| Director 1B | A. Dallas Hagan |

D. Past Board of Directors *(continued)*

1960-1961

| | |
|-----------------|-------------------|
| Past President | Donald E. Paine |
| President | Kenneth C. Helms |
| President Elect | Walter F. Bishop |
| Secretary | S.W. (Bill) Baker |
| Treasurer | S.W. (Bill) Baker |
| Director 1A | Clarence H. Irwin |
| Director 1B | Bruce Hopkins |

1961-1962

| | |
|-----------------|-------------------|
| Past President | Kenneth C. Helms |
| President | Walter F. Bishop |
| President Elect | Clarence H. Irwin |
| Secretary | Harold Keeney Jr. |
| Treasurer | Harold Keeney Jr. |
| Director 1A | Glen E. Meredith |
| Director 1B | Bruce Hopkins |

1962-1963

| | |
|-----------------|-------------------|
| Past President | Walter F. Bishop |
| President | Clarence H. Irwin |
| President Elect | Harold Keeney Jr. |
| Vice President | Robert W. Dennis |
| Secretary | Harlan B. Dean |
| Treasurer | Robert S. Laney |
| Director 1A | Glen E. Meredith |
| Director 1B | Bruce Hopkins |
| Director 2A | Fred E. Lehn |

1963-1964

| | |
|-----------------|-------------------|
| Past President | Clarence H. Irwin |
| President | Harold Keeney Jr. |
| President Elect | Robert Laney |
| Vice President | Harlow C. May |
| Secretary | Harlan B. Dean |
| Treasurer | Robert H. Ross |
| Director 1A | Glen E. Meridith |
| Director 1B | S. Maynard Sundt |
| Director 2A | Fred E. Lehn |

1964-1965

| | |
|-----------------|-------------------|
| Past President | Harold Keeney Jr. |
| President | Harlow C. May |
| President Elect | Hugh S. Hallett |
| Vice President | Edward Mahlum |
| Secretary | Richard Bleil |
| Treasurer | Robert H. Ross |
| Director 1A | Lawrence Byington |
| Director 1B | S. Maynard Sundt |
| Director 2A | Bruce Hopkins |

1965-1966

| | |
|-----------------|-------------------|
| Past President | Harlow C. May |
| President | Hugh S. Hallett |
| President Elect | Edward Mahlum |
| Vice President | Norman G. Aehle |
| Secretary | Richard Bleil |
| Treasurer | Fredrick C. Yeo |
| Director 1A | Lawrence Byington |
| Director 1B | S. Maynard Sundt |
| Director 2A | Harlan B. Dean |

1966-1967

| | |
|-----------------|-------------------|
| Past President | Hugh S. Hallett |
| President | Edward Mahlum |
| President Elect | Norman G. Aehle |
| Vice President | Seth Jackson |
| Secretary | James D. Tuttle |
| Treasurer | Fredrick C. Yeo |
| Director 1A | Lawrence Byington |
| Director 1B | Rick Hedeem |
| Director 2A | Harlan B. Dean |

1967-1968

| | |
|-----------------|-----------------|
| Past President | Edward Mahlum |
| President | Norman G. Aehle |
| President Elect | Seth Jackson |
| Vice President | Bob Hooper |
| Secretary | James D. Tuttle |
| Treasurer | Gordon Cook |
| Director 1A | Harlow May |
| Director 1B | Rick Hedeem |
| Director 2A | Harlan B. Dean |

D. Past Board of Directors *(continued)*

1968-1969

| | |
|-----------------|-------------------|
| Past President | Norman Aehle |
| President | Seth Jackson |
| President Elect | Robert S. Hooper |
| Vice President | Irving J. Flotree |
| Secretary | Eldon L. Bryant |
| Treasurer | Gordon Cook |
| Director 1A | Harlow May |
| Director 1B | Rick Hedeem |
| Director 2A | Fredrick C. Yeo |

1969-1970

| | |
|-----------------|----------------------|
| Past President | Seth Jackson |
| President | Robert S. Hooper |
| President Elect | Irving J. Flotree |
| Vice President | Jesse T. Wilkins Jr. |
| Secretary | Eldon T. Bryant |
| Treasurer | Ralph C. Robinson |
| Director 1A | Harlow May |
| Director 1B | Pete M. Pirotte |
| Director 2A | Fredrick C. Yeo |

1970-1971

| | |
|-----------------|----------------------|
| Past President | Robert S. Hooper |
| President | Irving J. Flotree |
| President Elect | Jesse T. Wilkins Jr. |
| Vice President | Robert S. Burns |
| Secretary | William C. Culver |
| Treasurer | Ralph C. Robinson |
| Director 1A | Gene Edstam |
| Director 1B | Duane F. Hall |
| Director 2A | Fredrick C. Yeo |

1971-1972

| | |
|-----------------|----------------------|
| Past President | Irving J. Flotree |
| President | Jesse T. Wilkins Jr. |
| President Elect | Robert S. Burns |
| Vice President | Ross W. Copeland |
| Secretary | George E. Bryant |
| Treasurer | David E. Thomas |
| Director 1A | Gene Edstam |
| Director 1B | Duane F. Hall |
| Director 2A | Gordon T. Cook |

1972-1973

| | |
|-----------------|----------------------|
| Past President | Jesse T. Wilkins Jr. |
| President | Robert S. Burns |
| President Elect | Ross W. Copeland |
| Vice President | James E. Adkins |
| Secretary | Shirley S. Henry |
| Treasurer | David E. Thomas |
| Director 1A | Richard V. Peterson |
| Director 1B | Duane F. Hall |
| Director 2A | Gordon T. Cook |

1973-1974

| | |
|-----------------|---------------------|
| Past President | Robert S. Burns |
| President | Ross W. Copeland |
| President Elect | James E. Adkins |
| Vice President | Robert H. Ross |
| Secretary | Shirley S. Henry |
| Treasurer | James A. Walsh |
| Director 1A | Richard V. Peterson |
| Director 1B | David E. Thomas |
| Director 2A | Gordon T. Cook |

1974-1975

| | |
|-----------------|---------------------|
| Past President | Ross W. Copeland |
| President | James E. Adkins |
| President Elect | Robert H. Ross |
| Vice President | Harry Cummings Jr. |
| Secretary | George E. Bryant |
| Treasurer | Joseph T. Simmons |
| Director 1A | Richard V. Peterson |
| Director 1B | David E. Thomas |
| Director 2A | Robert S. Burns |
| Director 2B | Lawrence Johnson |

D. Past Board of Directors *(continued)*

1975-1976

| | |
|-----------------|--------------------|
| Past President | James E. Adkins |
| President | Robert H. Ross |
| President Elect | Harry Cummings Jr. |
| Vice President | Allen D. Thurman |
| Secretary | Richard T. Betz |
| Treasurer | Roger E. Marquardt |
| Director 1A | Maurice E. Hagen |
| Director 1B | David E. Thomas |
| Director 2A | Stephen A. Clark |
| Director 2B | Lawrence Johnson |

1976-1977

| | |
|-----------------|--------------------|
| Past President | Robert H. Ross |
| President | Harry Cummings Jr. |
| President Elect | Allen D. Thurman |
| Vice President | David E. Thomas |
| Secretary | Jeffrey Bertow |
| Treasurer | Jan Freeburg |
| Director 1A | Maurice E. Hagen |
| Director 1B | Dick Owen |
| Director 2A | Stephen A. Clark |
| Director 2B | James Tuttle |

1977-1978

| | |
|-----------------|----------------------|
| Past President | Harry Cummings Jr. |
| President | Allen D. Thurman |
| President Elect | David E. Thomas |
| Vice President | George Bolotin |
| Secretary | Carol DeWilliam |
| Treasurer | Jan Freeburg |
| Director 1A | John Greiner |
| Director 1B | Dick Owen |
| Director 2A | L.E. (Gene) Salveson |
| Director 2B | James Tuttle |

1978-1979

| | |
|-----------------|----------------------|
| Past President | Allen D. Thurman |
| President | David E. Thomas |
| President Elect | George Bolotin |
| Vice President | Dick Owen |
| Secretary | Norman Rosenzweig |
| Treasurer | John M. Hansen |
| Director 1A | John Greiner |
| Director 1B | James Davis |
| Director 2A | L.E. (Gene) Salveson |
| Director 2B | Robert C. Drury |

1979-1980

| | |
|-----------------|--------------------|
| Past President | David E. Thomas |
| President | George Bolotin |
| President Elect | Dick Owen |
| Vice President | John Greiner |
| Secretary | Joel D. Wessenberg |
| Treasurer | John M. Hansen |
| Director 1A | Kenneth D. Long |
| Director 1B | James Davis |
| Director 2A | Jan Freeburg |
| Director 2B | Robert C. Drury |

1980-1981

| | |
|-----------------|------------------|
| Past President | George Bolotin |
| President | Dick Owen |
| President Elect | John Greiner |
| Vice President | Stephen A. Clark |
| Secretary | Roger Marquardt |
| Treasurer | Wayne D. Fisher |
| Director 1A | Kenneth D. Long |
| Director 1B | Douglas Anderson |
| Director 2A | Jan Freeburg |
| Director 2B | Dick Betz |

D. Past Board of Directors *(continued)*

1981-1982

| | |
|-----------------|---------------------|
| Past President | Dick Owen |
| President | John Greiner |
| President Elect | Kenneth D. Long |
| Vice President | Douglas J. Anderson |
| Secretary | Jeff Lair |
| Treasurer | Wendy Ryan |
| Director 1A | Jack Pruss |
| Director 1B | Ross G. Sonneborn |
| Director 2A | Roger Marquardt |
| Director 2B | Dick Betz |

1982-1983

| | |
|-----------------|---------------------|
| Past President | John Greiner |
| President | Kenneth D. Long |
| President Elect | Ross G. Sonneborn |
| Vice President | Ernest A. Moore Jr. |
| Secretary | Anne Frank Whitacre |
| Treasurer | Norm Rosenzweig |
| Director 1A | Jack Pruss |
| Director 1B | Joel Wessenberg |
| Director 2A | Roger Marquardt |
| Director 2B | Jeff Lair |

1983-1984

| | |
|-----------------|---------------------|
| Past President | Kenneth D. Long |
| President | Ernest A. Moore Jr. |
| President Elect | John Pruss |
| Vice President | Roger Marquardt |
| Secretary | Meg Jacobsen |
| Treasurer | David Huffman |
| Director 1A | Jan Owens |
| Director 1B | Joel Wessenberg |
| Director 2A | Ron Cook |
| Director 2B | Jeff Lair |

1984-1985

| | |
|-----------------|---------------------|
| Past President | Ernest A. Moore Jr. |
| President | John Pruss |
| President Elect | Joel Wessenberg |
| Vice President | Robert Drury |
| Secretary | Robert McDonald |
| Treasurer | Louis J. Novak |
| Director 1A | Jan Owens |
| Director 1B | Glen Hunt |
| Director 2A | Ron Cook |
| Director 2B | Norm Ronsenzweig |

1985-1986

| | |
|-----------------|-------------------|
| Past President | Jack Pruss |
| President | Joel Wessenberg |
| President Elect | Robert Drury |
| Vice President | James Davis |
| Secretary | Brad Williamson |
| Treasurer | Robert Sharer |
| Director 1A | Anne Whitacre |
| Director 1B | Glen Hunt |
| Director 2A | Louis Novak |
| Director 2B | Norman Rosenzweig |

1986-1987

| | |
|-----------------|-------------------|
| Past President | Joel Wessenberg |
| President | Bob Drury |
| President Elect | James B. Davis |
| Vice President | Norm Rosenzweig |
| Secretary | Louis Novak |
| Treasurer | Jan Owen |
| Director 1A | Anne Whitacre |
| Director 1B | Dave Huffman |
| Director 2A | Lou Novak |
| Director 2B | Mary Kay Peterson |

D. Past Board of Directors *(continued)*

1987-1988

| | |
|-----------------|---------------------|
| Past President | Bob Drury |
| President | James B. Davis |
| President Elect | Anne Whitacre |
| Vice President | Brad Williamson |
| Secretary | Lou Novak |
| Treasurer | David Jack |
| Director 1A | Jim Hurd |
| Director 1B | Dave Huffman |
| Director 2A | Jim Palmer |
| Director 2B | Mary McKay Peterson |

1988-1989

| | |
|-----------------|---------------------|
| Past President | Jim Davis |
| President | Anne Whitacre |
| President Elect | Lou Novak |
| Vice President | Mary McKay Peterson |
| Secretary | Tim Spencer |
| Treasurer | Jim Hester |
| Director 1A | Bob Stickney |
| Director 1B | Dave Huffman |
| Director 2A | Jim Palmer |
| Director 2B | Teresa Swick |

1989-1990

| | |
|-----------------|------------------|
| Past President | Anne Whitacre |
| President | Lou Novak |
| President Elect | David Huffman |
| Vice President | Matthew Gregory |
| Secretary | Jeffrey Jeffers |
| Treasurer | Chris Rogstad |
| Director 1A | Bob Stickney |
| Director 1B | Bette J. Lovgren |
| Director 2A | Tim Stover |
| Director 2B | Teresa Swick |

1990-1991

| | |
|-----------------|-----------------|
| Past President | Lou Novak |
| President | David Huffman |
| President Elect | Matthew Gregory |
| Vice President | Bob Stickney |
| Secretary | Richard Hein |
| Treasurer | Torin Mowbray |
| Director 1A | Paul Wu |
| Director 1B | Bette Lovgren |
| Director 2A | Tim Stover |
| Director 2B | Lee Snyder |

1991-1992

| | |
|-----------------|-----------------|
| Past President | David Huffman |
| President | Matthew Gregory |
| President Elect | Brad Williamson |
| Vice President | Jim Palmer |
| Secretary | Tony Zurca |
| Treasurer | Ron Cook |
| Director 1A | Paul Wu |
| Director 1B | Richard Hein |
| Director 2A | Mary Peterson |
| Director 2B | Lee Snyder |

1992-1993

| | |
|-----------------|-----------------|
| Past President | Matthew Gregory |
| President | Brad Williamson |
| President Elect | Bob Stickney |
| Vice President | Kathryn Atcher |
| Secretary | Tony Zurca |
| | Chris Rogstad |
| Treasurer | Ron Cook |
| Director 1A | Colin Jones |
| Director 1B | Richard Hein |
| Director 2A | Mary Peterson |
| Director 2B | Bob Evans |

D. Past Board of Directors *(continued)*

1993-1994

| | |
|-----------------|-----------------|
| Past President | Brad Williamson |
| President | Bob Stickney |
| President Elect | Jim Palmer |
| Vice President | Don Newman |
| Secretary | Ralph Maier |
| Treasurer | Ron Ogden |
| Director 1A | Colin Jones |
| Director 1B | Ed Storer |
| Director 2A | Mary Peterson |
| Director 2B | Ralph Robinson |

1994-1995

| | |
|-----------------|----------------|
| Past President | Bob Stickney |
| President | Jim Palmer |
| President Elect | Ralph Robinson |
| Vice President | Colin Jones |
| Secretary | Janet Marx |
| Treasurer | Ron Ogden |
| Director 1A | Ron Niemi |
| Director 1B | Ed Storer |
| Director 2A | Torin Mowbray |
| Director 2B | Eric Peterson |

1995-1996

| | |
|-----------------|------------------|
| Past President | Jim Palmer |
| President | Ralph Robinson |
| President Elect | Edward D. Storer |
| Vice President | David Jackson |
| Secretary | Janet Marx |
| Treasurer | Charles Lander |
| Director 1A | Ronald A. Niemi |
| Director 1B | John Jeffcott |
| Director 2A | Ron Ogden |
| Director 2B | Eric A. Peterson |

1996-1997

| | |
|-----------------|------------------|
| Past President | Jim Palmer |
| President | Edward D. Storer |
| President Elect | Ronald A. Niemi |
| Vice President | John Corbett |
| Secretary | Torin Mowbray |
| Treasurer | Terry Wildeboer |
| Director 1A | Dick Hein |
| Director 1B | John Jeffcott |
| Director 2A | Ron Ogden |
| Director 2B | Richard Floyd |

1997-1998

| | |
|-----------------|------------------|
| Past President | Edward D. Storer |
| President | Ronald A. Niemi |
| President Elect | John C. Corbett |
| Vice President | Eric A. Peterson |
| Secretary | Torin Mowbray |
| Treasurer | Terry Wildeboer |
| Director 1A | Richard C. Hein |
| Director 1B | Donald Schuman |
| Director 2A | Richard Floyd |
| Director 2B | Bill Coady |

1998-1999

| | |
|-----------------|------------------|
| Past President | Ronald A. Niemi |
| President | Eric A. Peterson |
| President Elect | Hugh Kuyper |
| Vice President | David Axt |
| Secretary | Bill Pavitt |
| Treasurer | Marc Chavez |
| Director 1A | Paul Wu |
| Director 1B | Donald Schuman |
| Director 2A | Jeremy Wilson |
| Director 2B | Bill Coady |

D. Past Board of Directors *(continued)*

1999-2000

| | |
|-----------------|------------------|
| Past President | Eric A. Peterson |
| President | Hugh Kuyper |
| President Elect | Bill Coady |
| Vice President | Donald Schuman |
| Secretary | Richard Hill |
| Treasurer | Marc Chavez |
| Director 1A | Paul Wu |
| Director 1B | John Jeffcott |
| Director 2A | Joan Schaefer |
| Director 2B | Eric Peterson |

2000-2001

| | |
|-----------------|----------------|
| Past President | Hugh Kuyper |
| President | Bill Coady |
| President Elect | Tim Hamilton |
| Vice President | Nora Vivarelli |
| Secretary | Eric Peterson |
| Treasurer | Marc Chavez |
| Director 1A | Chris Dixon |
| Director 1B | John Jeffcott |
| Director 2A | Joan Schaefer |
| Director 2B | David Walter |

2001-2002

| | |
|-----------------|----------------|
| Past President | Bill Coady |
| President | Tim Hamilton |
| President Elect | Marc Chavez |
| Vice President | Nora Vivarelli |
| Secretary | Eric Peterson |
| Treasurer | Bob Simmons |
| Director P-1 | Anne Whitacre |
| Director P-2 | Chris Dixon |
| Director I-1 | Garth Tait |
| Director I-2 | David Walter |

2002-2003

| | |
|-----------------|----------------|
| Past President | Tim Hamilton |
| President | Marc Chavez |
| President Elect | Nora Vivarelli |
| Vice President | David Walter |
| Secretary | Teresa Swick |
| Treasurer | Bob Simmons |
| Director P-1 | Anne Whitacre |
| Director P-2 | Sam Morris |
| Director I-1 | Garth Tait |
| Director I-2 | Terry Decker |

2003-2004

| | |
|-----------------|----------------|
| Past President | Marc Chavez |
| President | Nora Vivarelli |
| President Elect | Bob Simmons |
| Vice President | Anne Whitacre |
| Secretary | Eric Peterson |
| Treasurer | Garth Tait |
| Director P-1 | David Axt |
| Director P-2 | Sam Morris |
| Director I-1 | David Walter |
| Director I-2 | Terry Decker |

2004-2005

| | |
|-----------------|----------------|
| Past President | Nora Vivarelli |
| President | Bob Simmons |
| President Elect | David Axt |
| Vice President | Sam Morris |
| Secretary | Eric Peterson |
| Treasurer | Garth Tait |
| Director P-1 | Hugh Kuyper |
| Director P-2 | Don Schuman |
| Director I-1 | David Walter |
| Director I-2 | Teresa Swick |

D. Past Board of Directors *(continued)*

2005-2006

| | |
|-----------------|----------------|
| Past President | Bob Simmons |
| President | David Axt |
| President Elect | David Walter |
| Vice President | Eric Peterson |
| Secretary | Brian Keil |
| Treasurer | Garth Tait |
| Director P-1 | Gene Fosheim |
| Director P-2 | Don Schuman |
| Director I-1 | Shannon Linker |
| Director I-2 | Teresa Swick |

2006-2007

| | |
|-----------------|-----------------|
| Past President | David Axt |
| President | David Walter |
| President Elect | Brian Keil |
| Vice President | Ed Storer |
| Secretary | Susan O’Connell |
| Treasurer | Konrad Hee |
| Director P-1 | Gene Fosheim |
| Director P-2 | Don Schuman |
| Director I-1 | Shannon Linker |
| Director I-2 | Teresa Swick |

2007-2008

| | |
|-----------------|----------------|
| Past President | David Walter |
| President | Brian D Keil |
| President Elect | Gene Fosheim |
| Vice President | Ed Storer |
| Secretary | Jeff McIntyre |
| Treasurer | Konrad Hee |
| Director P-1 | Doug Brinley |
| Director P-2 | David Maughan |
| Director I-1 | Richard Moreno |
| Director I-2 | Lars Sandgren |

2007-2008

| | |
|-----------------|----------------|
| President | Brian Keil |
| President Elect | Gene Fosheim |
| Vice President | Ed Storer |
| Secretary | Jeff McIntyre |
| Treasurer | Konrad Hee |
| Director P-1 | Doug Brinley |
| Director P-2 | Dave Maughan |
| Director I-1 | Lars Sandgren |
| Director I-2 | Richard Moreno |
| Past President | David Walter |

2008-2009

| | |
|-----------------|-----------------|
| President | Gene Fosheim |
| President Elect | Doug Brinley |
| Vice President | Richard Moreno |
| Secretary | Jeff McIntyre |
| Treasurer | Konrad Hee |
| Director P-1 | Ed Storer |
| Director P-2 | Charles Calvano |
| Director I-1 | Lars Sandgren |
| Director I-2 | Don Richards |
| Past President | Brian Keil |

2009-2010

| | |
|-----------------|------------------|
| President | Doug Brinley |
| President Elect | Scott Finlinson |
| Vice President | Cynthia Black |
| Secretary | Georgeanne Smith |
| Treasurer | Eli Lemanski |
| Director P-1 | Forrest Jones |
| Director P-2 | Charles Calvano |
| Director I-1 | Brian Keil |
| Director I-2 | Don Richards |
| Past President | Gene Fosheim |

D. Past Board of Directors *(continued)*

2010-2011

| | |
|-----------------|-----------------|
| President | Scott Finlinson |
| President Elect | Jim Fair |
| Vice President | Cynthia Black |
| Secretary | Frank Calabrese |
| Treasurer | Eli Lemanski |
| Director P-1 | Forrest Jones |
| Director P-2 | Brian Ritchhart |
| Director I-1 | Brian Keil |
| Director I-2 | Garth Tait |
| Past President | Doug Brinley |

E. Past Award Recipients

| YEAR | PRESIDENT | HUGH HALLET AWARD | ALBERT BARNES AWARD | JOHN D. FINNEGAN AWARD |
|------|-----------------------|----------------------|--|---------------------------|
| 1968 | Norman G. Aehle | Don E. Paine | Dallas Hagan | Irving J. Flotree |
| 1969 | Seth Jackson | Clarence Irvin | Frederick Yeo | Robert E. Sears, Jr. |
| 1970 | Robert S. Hooper | Walter F. Bishop | Richard Bliel | Edward K. Mahlum |
| 1971 | Irving J. Flotree | Edward K. Mahlum | Duane Hall | Walter F. Bishop & |
| 1972 | Jesse T. Wilkins, Jr. | Larry D. Byington | David E. Thomas | Robert H. Ross |
| 1973 | Robert S. Burns | Wallace T. McDonald | James Walsh | Allen Thurman |
| 1974 | Ross W. Copeland | Jesse T. Wilkins | J.K. Myhre | Allen Thurman |
| 1975 | James E. Adkins, Jr. | Rossin Copeland Jr. | James Tuttle | Robert H. Ross |
| 1976 | Robert H. Ross | Richard T. Betz | Gordon Cook | Allen Thurman |
| 1977 | Harry Cummings, Jr. | James E. Adkins, Jr. | Boyd Swanson | Aehle & Thurman firm |
| 1978 | Allen D. Thurman | Duane Hall | Janice Freeburg | Robert H. Ross |
| 1979 | David E. Thomas | Allen Thurman | Jim Palmer | Robert H. Ross |
| 1980 | George Bolotin | Irving J. Flotree | Shirley Henry | Robert H. Ross |
| 1981 | Richard Owen | David E. Thomas | Victoria Trimble-Betz | (None) |
| 1982 | John H. Griener | Dick Owen | Robert Drury | Jesse T. Wilkins |
| 1983 | Kenneth D. Long | Ernst Moore | Roger Marquardt | (None) |
| 1984 | Ernst A. Moore, Jr. | John Griener | Jeff Lair | (None) |
| 1985 | John J. Pruss | Norman Rosenzweig | Meg Jacobson | (None) |
| 1986 | Joel D. Wessenberg | Relta Gray | Jim Hester | (None) |
| 1987 | Bob Drury | Rob Macdonald | Jeff Lair | Irv Flotree |
| 1988 | Jim Davis | John Greiner | Lou Novak | (None) |
| 1989 | Anne Whitacre | David Huffman | Teresa Swick | (None) |
| 1990 | Lou Novak | Lou Novak | Chris Rogstad | Brad Williamson |
| 1991 | David Huffman | Matt Gregory | Jim Palmer | (None) |
| 1992 | Matt Gregory | Leland Snyder | Torin Mowbray | Bob Stickney |
| 1993 | Brad Williamson | Kathryn Atcher | Shannon Linker | (None) |
| 1994 | Bob Stickney | Seth Jackson | Bob Isles | (None) |
| 1995 | Jim Palmer | Pat Jackson | Ron Ogden | Ed Storer |
| 1996 | Ralph Robinson | Don Schuman | Eric Peterson | (None) |
| 1997 | Ed Storer | Richard Floyd | David Walter | John Jeffcott |
| 1998 | Ron Niemi | Hugh Kuyper | Terry Wildeboer | (None) |
| 1999 | Eric Peterson | Ralph Robinson | Ed Storer | John Jeffcott |
| 2000 | Hugh Kuyper | Marc Chavez | David Axt | (None) |
| 2001 | Bill Coady | Robert Isles | Robert Simmons | (None) |
| 2002 | Tim Hamilton | David Walter | Brian Keil | (None) |
| 2003 | Marc Chavez | Robert Simmons | Nora Vivarelli and David E. Thomas FCSI | (None) |
| 2004 | Nora Vivarelli | David Huffman | Garth Tait | (None) |
| 2005 | Robert W. Simmons | Anne Whitacre | Konrad Hee | March Chavez |

F. Personal Profiles Of Persons For Whom The Awards Are Dedicated

1. Hugh S. Hallett Award

- a. “History of the Chapter’s Highest Award”
- b. The Hugh S. Hallett award, the Chapter’s Certificate of Appreciation Award, the highest Chapter award given to either a Professional or Industry designated member in recognition of outstanding service to the chapter, was named after the eighth Chapter President of the Puget Sound Chapter from 1965 to 1966.
- c. Hugh was the Institute Region Director-elect in 1966. Hugh fell ill and passed on before he could fill that CSI office. Hugh was a Professional member of our chapter from the start and was the chief of construction for the Seattle School District #1.
- d. The first Hugh S. Hallett award was given to Donald E. Paine, FCSI Puget Sound Chapter second President and first Fellow, at the 1968 Puget Sound Chapter awards banquet.

2. Albert E. Barnes Award

- a. “The Industry Member of the Year, the Man and the Award”
- b. Honorary Institute Member”
- c. The Albert E. Barnes Award, the Chapter’s “Industry Member of the Year Award”, recognizes the industry member that distinguishes themselves in the service of the chapter’s goals and mission.
- d. A CSI Entrepreneur that built three western CSI Chapters, Southern California, San Francisco, and Puget Sound. When he started the building and development of the Chapters, there were only 15 CSI members recorded in the Western states. The “Industry Member of the Year Award” was given in his honor.
- e. Albert E. Barnes was a charter and chapter member in the early days of the Puget Sound Chapter. He also helped Charter the Southern California #4 Chapter in 1953 and was a Charter member of the San Francisco chapter in 1955. Albert Barnes worked for Gladding, McBean & Company based in California. He moved to the Seattle area in 1957 where he worked actively to Charter the Puget Sound Chapter #24, and he was a full time active member for four years. Albert E. Barnes was elected to the office of Secretary in 1962, but transferred out of the area before serving.
- f. Albert E. Barnes was given the Construction Specification Institute’s highest honor in June 24, 1965 at the San Diego CSI Convention; Honorary Member. Albert E. Barnes was only the ninth CSI member in the nation to receive this honor.
- g. The first “Albert E. Barnes award” was given to, Frederick C. Yeo at the 1969 Puget Sound Chapter awards banquet.

3. John D. Finnegan Award

- a. “Frank Stanton FCSI Associate”
- b. The John D. Finnegan Award, for Specification proficiency, is bestowed on a professional member attaining outstanding stature as a practicing specification writer.
- c. In 1959 Institute honored both John D. Finnegan and Frank Stanton for placing First in the nation’s specification competition. John D. Finnegan, a University of Washington graduate worked for Frank Stanton at Frank’s architectural firm in Seattle. As I have read and heard stories, John Finnegan, along with Frank Stanton, were long time associates and charter members of the Puget Sound Chapter.

- d. “A perfectionist, and his stubborn adherence, to this creed, working against the cruel deadlines inherent in this specification business.” John became a member and charter member of the Puget Sound Chapter in 1958.
 - e. Frank Stanton FCSI once said of John D. Finnegan CSI, “Never have I known anyone with more native ability; never has anyone carried that ability with less vanity”. Frank continues to say, “In a world where brashness so often masquerades as competence, modesty accompanied by talent is doubly refreshing.”
 - f. Today, the Frank Stanton Award is the highest award given to a Northwest Region recipient, and the John D. Finnegan Award is bestowed on a Chapter professional for outstanding specification practices.
4. **Wallace W. Macdonald CSI**
- a. “First Chapter President, First Region Director”
 - b. Wallace W. Macdonald CSI, a Charter member, was the first Puget Sound Chapter President in 1958 to 1959, Region Director for the next three years. Wallace was an Architect with the John W. Maloney firm in Seattle. Wallace pursued a mutual ground of communication from the specification writers, whether they are architects, engineers, contractors, building materials manufactures or students. Wallace’s main objective, as Chapter President, was to provide a forum for discussion and thoughts on ways and means of improving the form and content of specifications as applied to the construction and allied industries. Under Wallace’s administration as Chapter president, he set the frame work for our Chapters future successes. Wallace was also the recipient of the Hugh S. Hallet Award, the highest the Puget Sound Chapter gives to its membership.
5. **Frank Stanton FCSI**
- a. “John D. Finnegan’s mentor”
 - b. “Puget Sound Chapter’s first Fellow”
 - c. Frank Stanton FCSI was a charter member of the Puget Sound Chapter and a member of the Portland Chapter as well. Frank Stanton FCSI was elevated to the status of Fellow May 22, 1963. Frank was the Puget Sound Chapter’s first Fellow. Frank was an Architect who went into specification writing as a way to communicate his idea’s with clarity. Frank was recognized by Institute for his notable achievement in construction specification writing being awarded First Place in Division “A” in 1959, as author of “Guide Specification for General Building Construction” used extensively in the Pacific Northwest. Frank was a professional specification writer who during his career helped many young architects as they were coming up in a career in architecture. John D. Finnegan was just one of many he helped. He also published guide specification in hard copy, originally in AIA format and later in CSI format. Frank was an excellent story teller, and we today would like to have heard these stories. During his career Frank was employed by several prominent Seattle firms, prior to opening his own Specification consultants firm.
 - d. Frank Stanton’s name is memorialized on the Northwest Regions Highest award, “The Frank Stanton Memorial Award,” given out once each year to an individual that has rendered outstanding service to Region or contributed greatly to the Region or to CSI in general far above and beyond expectations.

6. **Donald E. Paine FCSI**

- a. “The go to guy that refined the Executive Committee and Institute.”
- b. “Puget Sound Chapter’s second Fellow”
- c. (“Chapter Certificate of Appreciation”)
- d. An organizer and charter member of the Puget Sound Chapter of CSI in 1958, Don was a professional member and principal of his specification consultant firm in Olympia, Washington. Don was one of the first full time specification writers in the northwest. Don E. Paine FCSI was the second President of the Puget Sound Chapter from 1959 to 1960. Don E. Paine FCSI also served for three years as the second Region Director. This led to his election to the office of Institute Vice-President. He was the first Institute Vice President from the Puget Sound Chapter. He was also the recipient of the first Hugh S. Hallet Award, the highest award given by the Chapter to its membership.
- e. Don was instrumental in getting the Institute out of a growth and management crisis. Membership and growth overwhelmed the Institute office, the Executive director quit, and the “Specifier” was missing its publication deadlines. Don was the Institute’s go to guy to get thing done and corrected so that the Executive Committee and Institute could perform it duties to the membership.
- f. Don received two honors, one was the Institute President’s award, and the second was his elevation to the status of Fellow nominated by five of his Executive Committee members. Don was elevated to the status of Fellow on May 29, 1968, the second member of the Puget Sound Chapter elected to this honor. (Frank Stanton was the first to be elevated to this honor of Fellow.)
- g. The Mt. Rainier Chapter has established the Donald E. Paine Specification Proficiency Award. The award is given for lifetime achievement and excellence in the development and preparation of specifications. The award was established and presented for the first time in 1991. Don was the first recipient. Don E. Paine FCSI was a Master Mason from the Olympia lodge No. 1 F&AM, and life time member.

G. CSI Honors and Fellows of the Puget Sound

1. As a chapter we have eight Fellows and one Institute Honorary Member: The dates beside the honored members names is the date the honor was given.
2. Honorary Member: Albert E. Barnes Institute Honorary Member 1965
3. Fellows:
 - a. Frank Stanton FCSI, 1963
 - b. Donald E. Paine FCSI, 1968
 - c. Seth Jackson FCSI, 1972
 - d. Walter F. Bishop FCSI, 1974
 - e. Jesse T. Wilkins, Jr. FCSI, 1983
 - f. David E. Thomas FCSI, 1988
 - g. Chris G. Bushnell FCSI, CCS 1999
 - h. Robert D. Kenworthy FCSI, CCS, CCCA, 2004
4. **Seth Jackson FCSI**
 - a. “Puget Sound Chapter’s third Fellow”
 - b. Seth Jackson FCSI, joined the CSI in 1962, and immediately became involved on committees including, Audit, Education, Technical, Program, and Publication. He served on the board of directors as a director, vice president, and was the eleventh Chapter President in 1968 to 1969. Clarence Irwin, our chapter’s fifth president and chairman of the newly established awards program, honored Seth for his chapter work. Clarence Irwin stated in the award presentation “There are awards of many sorts but the one that is the most meaningful is the token of appreciation bestowed upon a person by his fellow associates.” Seth was recognized for his work as chairman of the Education Committee which brought to fruition a long cherished idea of having a seminar on the preparation of better construction documents which has reached its midpoint at the University of Washington. To show the Chapter’s appreciation for his dedicated work, Clarence Irwin presented Seth with an all expensed paid trip to the CSI Convention held in Boston. This was done during the time that our chapter did not have awards as we do today. Seth has been the recipient of numerous awards, like the Hugh S. Hallett Award (the Chapter’s highest award), President’s Citation, and the Region Director’s citation award. Seth Jackson FCSI was elevated to the status of Fellow June 21, 1972 to be our Chapter’s third Fellow. I’m glad we have Seth active with our Chapter today, because he still gets involved with our chapter committees and programs. I couldn’t have completed this historical review, without his help and council.
5. **Walter F. Bishop FCSI**
 - a. “Puget Sound Chapter’s fourth Fellow”
 - b. Walter F. Bishop FCSI has a degree from the University of Texas in Architectural Engineering. Walter started his career after graduation with the Boeing Aircraft Company as a facilities and production engineer. In 1957 he started working for the GSA public building service as chief of the specifications group for the Northwest District of the General Services Administration, known as Region 10. Region 10 was the first GSA Region to use the CSI Format. He was also instrumental in assisting the GSA Central Office convert to the CSI Format. Walter is a charter member of the Puget Sound Chapter, established in 1958.

- c. Walter held several board offices: Secretary/ Treasurer and Vice President before he was elected as our fourth President of the Puget Sound Chapter in 1961 to 1962. He is the recipient of numerous awards, like the Hugh S. Hallet Award, the Albert E. Barnes Award (both are the highest awards given by the Chapter) and the John D. Finnegan Award. Walter was also elected Institute Region Director in 1971 for the Northwest. While at Institute, he also served as a member of the Long Range Planning Committee, as a convention speaker, and participated in the Chartering of the Cook Inlet Chapter.
 - d. Walter was elevated to the status of Fellow June 26, 1974, to be our fourth Chapter's Fellow.
6. **Jesse T. Wilkins Jr. FCSI**
- a. "Puget Sound Chapter's fifth Fellow"
 - b. Jesse T. Wilkins, Jr. FCSI has a degree from the University of Washington in Architecture. He was employed by various architectural firms in the Seattle area before establishing Wilkins Architects of Seattle. Jesse became a member of the Puget Sound Chapter in 1966.
 - c. Jesse served as chairman of the education committee, specification methods committee, long range planning committee, and program committee of the Puget Sound Chapter. Jesse also held the office of vice president, and was elected as the fourteenth president of the Puget Sound Chapter in 1971 to 1972. He is the recipient of numerous chapter awards, like the Hugh S. Hallet Award, (the Chapter's highest award) and the John D. Finnegan Award. Jesse was also elected to the Institute Region Director in 1976 for the Northwest. While at Institute he served as a member of the Education Committee, speaker at the 1972 Annual Convention, and member of the Ad Hoc Committee on Institute Nominating Procedures.
 - d. Jesse was elevated to the status of Fellow June 26, 1983, to become our fifth Chapter's Fellow.
7. **David E. Thomas FCSI**
- a. "The changing of the guard"
 - b. "Puget Sound chapter's sixth Fellow"
 - c. The Albert E. Barnes Award, the Industry Member of the Year, has been renamed in honor of David E. Thomas FCSI Award an Industry member, the twenty-first President of the 1978–1979 Puget Sound Chapter. Dave became a member of the Puget Sound Chapter in 1968. He is also the recipient of the Hugh S. Hallet and the Albert E. Barnes Award, the highest awards that the Puget Sound Chapter awards to its membership.
 - d. David held both the Institute Regional Director in 1983, and Institute Vice President title in 1986, while on the board at the Institute level he served on the Ad Hoc Committee on Membership Classification, Awards Committee, and the Convention Program Committee. While serving on the Institute board, David recommended a change to the Institute bylaws to permit Industry and Associate members to hold the office of Institute President. The CSI membership vote that took place to ratify the bylaws was approved by the largest ballot return in the history of CSI. David E. Thomas was elevated to the status of Fellow on June 20, 1988 to be the sixth Puget Sound Chapter's Fellow.

- e. David returned to the Puget Sound Chapter where he focused on committee work such as, programs, new membership orientation, and the Memorial Trust Fund, which is now the Puget Sound CSI Memorial Foundation, Inc. founded in 2004.
 - f. David's service to CSI in general and the guidance he gave to our chapter will be memorialized in the Chapter's highest award.
 - g. This first award was given to, Garth Tait, chapter treasurer, during the 2004 Puget Sound Chapter awards banquet.
8. **Chris G. Bushnell FCSI**
- a. "Mt. Rainier Chapter's first Fellow"
 - b. "Puget Sound Chapter's seventh Fellow"
 - c. Chris Bushnell FCSI, CCS, in 1990 as a member of the Puget Sound Chapter, led the effort to charter the Mt. Rainier Chapter of CSI in Tacoma. Chris was the first president of the Mt. Rainier chapter. Chris was elevated to the status of Fellow June 23, 1999 to be the first Fellow of the Mt. Rainier Chapter, and the Puget Sound Chapter's seventh Fellow.
9. **Robert D. Kenworthy FCSI**
- a. "Northwest Region's visible lightning rod"
 - b. "Puget Sound Chapter's eighth Fellow"
 - c. "Mt. Rainier Chapter's second Fellow"
 - d. Bob Kenworthy FCSI, CCS, CCCA, received, degrees from Washington State University in Architecture and Construction Management in 1980. Bob started his career with Rue and Butler Architects, where he was employed for fifteen years. He joined the Puget Sound Chapter of CSI in 1986.
 - e. Bob is a University Place Presbyterian Church leader, where he has served over the last nineteen years on the committee responsible for planning, designing, and implementing capital development at Camp Sound View.
 - f. Bob joined the Auburn School District's Capital Projects Department as a Project Coordinator in 1998.
 - g. In 1990, Bob helped Charter the Mt. Rainier Chapter of CSI and served in 1991 to 1992 as its second president and again in 1998 to 1999 as its seventh president. He is a strong proponent of the CSI certification programs, student participation in CSI, leadership training, and member participation and leadership at the Region and Institute levels. He was elected Institute Region Director in 2001, where he served on the Manual of Practice Editorial Advisory Board, while continuing active participation in both the Puget Sound and Mt. Rainier Chapters.
 - h. Bob has been presented with the Founders Award by the Mt. Rainier Chapter, The Frank Stanton Memorial Award and The Education Award by the Northwest Region, and a Special Award by the Construction Specification Institute.
 - i. Bob was elevated to the status of Fellow April 23, 2004 to be the second Fellow of the Mt. Rainier Chapter, and the Puget Sound Chapter's eighth Fellow.

