



## SUMMARY

NEWSLETTER OF THE SANTA CLARA VALLEY  
CHAPTER OF THE CONSTRUCTION  
SPECIFICATIONS INSTITUTE

SERVING THE VALLEY OF SANTA CLARA SINCE 1960

[www.csiscv.org](http://www.csiscv.org)

# December 2002 Newsletter

## DECEMBER PROGRAM IS A MAGICAL HOLIDAY EVENT

This holiday season will get started with a CSI holiday dinner. The Toys for Tots barrel will be at this meeting with one of the United States Marine Corps finest. Please bring an unwrapped Toy for the Toys for Tots Barrel. The toys must be in the original package. Bring your significant other to this special holiday event. The holiday season has a wonderful, magical, feeling and this night is sure to be just as magical as the season.

When:	THURSDAY, DECEMBER 5, 2002		
Location:	Ramada Inn Silicon Valley, 1217 Wildwood Avenue, Sunnyvale (Lawrence Expressway and 101)		
Meal:	Spinach salad, prime rib, holiday yule log dessert, coffee. (Vegetarian meal available upon request when you RSVP.)		
Times:	Social hour:	6:30PM	
	Dinner:	7:00PM	Dinner Cost: \$20 per person
	Program:	8:00PM	

RSVP: Please call Harry Hedges (408) 378-2762 and leave a message or email [hharki@aol.com](mailto:hharki@aol.com)  
RESERVATIONS ARE REQUIRED \*\*\*\*\* Call prior to Noon on Tuesday, December 3, 2002 \*\*\*\*\*  
You will be billed, if you do not attend after making reservations.

# President's Message

I look forward to seeing you all at our Gala Holiday Party, Thursday, December 5th at the Ramada in Sunnyvale. Please join us for a wonderful evening of camaraderie, and great food!

To all of the Santa Clara Valley CSI members and family, a joyous Holiday 2002.

Best Regards,

**Jim Balboni**, President

This Holiday Season the Santa Clara Valley chapters of AIA and Construction Specification Institute (CSI) are joining forces again with TOYS FOR TOTS to help the less fortunate of our community.

The United States Marine Corps (USMC) of San Jose requests toys that be new and in their original packages for this TOYS FOR TOTS campaign. Please do not wrap packages.

See below for a drop-off barrel in your area. These barrels will be moving from place to place around the Bay Area, so it will be easy to find a container to place the new toys in. Last year we filled 34 barrels -- let's improve that number this year.

Drop-off barrels will be at the following locations:

PLEASE BE GENEROUS

Call Mike O'Donnell with questions at (408) 988-4965

Date In	Date Out	Company	Street Address	City
12/2/02	12/6/02	CAS Architects	1023 Shoreline Bl.	Mtn. View
12/2/02	12/6/02	Devcon Construction	690 Gibraltar Drive	Milpitas
12/2/02	12/6/02	DES Architects-Engineers	399 Bradford St.	Redwood City
12/2/02	12/6/02	Hoover Associates	1900 Embarcadero	Palo Alto
12/2/02	12/6/02	South Bay Construction	511 Division Street	Cambell
12/2/02	12/6/02	Sugimura & Associates	2155 S. Bascom Ave.	Campbell
12/2/02	12/6/02	Santa Clara Builders Exchange	400 Reed St.	Santa Clara
12/9/02	12/13/02	Anderson Brute' Architects	325 S. First St.	San Jose
12/9/02	12/13/02	Rudolph and Sletten	989 Hillsdale Bl #100	Foster City
12/9/02	12/13/02	VITAE / TSH architects	393 Vintage Park	Foster City
12/9/02	12/13/02	ER=HDR Architects	650 Castro St.	Mtn. View
12/9/01	12/13/02	O'Donnell Plastering	2318 Lafayette St.	Santa Clara
12/9/02	12/13/02	Dowler-Gruman Architects	550 Ella St.	Mtn. View

Have a Happy and Safe Holiday Season



# Board Minutes

## Minutes of the Board Meeting

Santa Clara Valley Chapter CSI

(Draft — Board Approval Pending)

Place: Ramada Inn, Sunnyvale

Date: November 7, 2002

Time: 5:00 p.m.

Present: Ron Adams, Rick Aquino,  
Julie Brown, Harry Hedges,  
Dede Impink, Gil Johnston,  
Mike O Donnell, Fritz Swenson

### 1. Chapter Vice President Fritz Swenson called the meeting to order.

2. **The minutes of the September meeting that could not be accepted at the October meeting due to the lack of a quorum were reviewed by those present.** Mike O Donnell moved that the minutes be accepted as written; the motion was seconded and carried. The minutes of the October meeting were reviewed by those present. Mike O Donnell moved that the minutes be accepted as written; the motion was seconded and carried.

3. **Treasurer s Report:** Chapter Treasurer Ron Adams redistributed copies of the financial report for the period ending September 30, 2002 that could not be accepted at the October meeting due to the lack of a quorum. Cash flow for the period was negative but the Chapter remained solvent. Mike O Donnell moved that the report be accepted as presented; the motion was seconded and carried. Ron also distributed copies of the financial report for the period ending October 31, 2002. Cash flow for the period was positive and the Chapter remained solvent. Rick Aquino moved the report be accepted as presented; the motion was seconded and carried. In response to questions from the Board, Ron advised that the bank statements had been reconciled up to October, the credit card situation remained unchanged and the funds designated to be moved from the checking account had not been moved pending

a meeting with the bank.

4. **Unfinished Business: Member Name Tags and Badge Boxes:** Fritz Swenson advised the Board that he would call members on roster provided by Ron Adams determine how members would like their names printed on their name tags. Fritz will also order the badge boxes.

**Newsletter Cost Reduction:** Julie Brown presented a report listing four proposals for alternative methods for publishing the newsletter with the aim of reducing costs. Fritz Swenson polled the Board regarding preferred option; the Board opted to maintain the current monthly production schedule. Julie clarified that Newsletter Editor Matt Sparkman was amenable to the monthly production schedule. Julie also advised that she had been contacting members without effective e-mail addresses and determined that 3 members required hard copies of the newsletter. Julie Brown will contact Bob Anderson about printing out and posting copies to those members; if Bob cannot print and post, Fritz Swenson will see that copies are made and posted.

**Newsletter Ad Billing:** Fritz Swenson verified that current newsletter ads were not being invoiced. Julie Brown advised that some ads were published free to compensate for services rendered or other advertising billed but not provided. Gil Johnston noted that an advertising professional at the West Region Conference indicated that website advertising was not effective. Further discussion of the subject | was tabled.

**Website Roster:** Julie Brown and Ron Adams advised the Board that they were experiencing discrepancies in printouts of the roster from the Institute. Fritz Swenson will contact Carl Bredl regarding the Institute roster update; Ron Adams will request an updated ASCII file from the Institute each month. Julie indicated that Bob Anderson could post the roster on the website but that several Board members had raised concerns about member privacy. Ron Adams

*See Board Minutes...continued on page 4*

**Board Minutes...continued from page 3**

distributed copies of several versions of a printed roster he compiled from the Institute member list. Ron estimated that the cost of producing the roster in the version preferred by the Board would be under the budgeted amount; the Board directed Ron to proceed with printing the roster.

**5. Committee Reports: Task Team — Income Stream:** Fritz Swenson reported that Task Team Chair Joe Parsons was in process of becoming a member of the Santa Clara Valley Chapter; Joe had been a member in long standing of the Monterey Chapter. Fritz informed the Board that Joe had also agreed to fill the open Industry Director seat. Fritz advised the Board that the committee needed to recruit an Architect to provide insight in making the seminars attractive to Architects. The first seminar was tentatively scheduled for March or April.

**Programs:** Mike O Donnell reported that programs were scheduled for upcoming months. Mike noted that the Copper Development Association tentatively scheduled for March may have to be rescheduled due to the joint meeting with AIA currently being developed for March.

**Operating/House:** Harry Hedges advised that he had received about four returns on e-mailed messages. Julie Brown noted that members with returned e-mail had been contacted and e-mail addresses should be current; delivery problems may be with service provider.

**9. The meeting was adjourned by Chapter Vice President Fritz Swenson.**

## WEST REGION NEWS

*By Valarie Harris CSI, CCPR, West Region Director; Industry and John Patrick McCaffrey CSI, CCS, AIA, SCIP, West Region Director, Professional*

### Region News

#### We re Growing!

Congratulations West Region members! West Region is the second largest in the Institute, with 2200 members in our 12 chapters. Only North Central Region with almost 2700 members in 22 chapters has more members. We are also leading the Institute in the number of new members with 105 so far this year. I started wondering, just why are we growing? Is it the result of our healthy vibrant chapters that bring people together with interesting programs, informative newsletters and educational opportunities? Is it the opportunities to develop as leaders in the chapter and take those skills to work with us? Or the many opportunities to network with people in the local construction marketplace? Is it the educational and professional development opportunities? Why did you join? I often think fondly of Tim Kirby, the person who introduced me to CSI. I'll bet you remember the person who let you in on the secret. Who do you know that would appreciate being introduced to CSI?

#### West Region Midyear Meeting

The midyear West Region Board Meeting is scheduled for Saturday, February 1, 2003 at the Courtyard Hotel at the Oakland Airport. The West Region Board of Directors meets twice per year, at the Conference and at a midyear meeting. The midyear meeting is longer and a major order of business is the passage of a budget, for the Fiscal Year beginning July 2003. All members are welcome to attend. Mike Caldwell, thank you for making arrangements for us again this year.

### Institute News

#### October Board Meeting

The Institute Board met in Portland, Oregon at the end of October. The board had several opportunities to mingle with the Portland Chapter

*See West...continued on page 5*

**West...continued from page 4**

members and see a tiny bit of their lovely city. The board considered several recommendations, reviewed reports and discussed numerous issues during the two-day meeting.

The new CSI Foundation was approved. The Foundation will allow CSI to seek funding from corporate foundations and government grants to support educational programs and initiatives that benefit the construction industry. Current programs of this type are OCCS, MasterFormat revision and Manual of Practice review. Grants and funding are applied for and may come with restrictions on how the funds can be used set by the entity providing the funds.

**Administrative items included:**

- ✦ Ratification of teleconference decision to appoint Tony Keane CPA, CSI as Interim Executive Director,
- ✦ Approved some meetings that were put on hold at the June meeting including the February Institute Board Meeting.
- ✦ Accepted the FY2002 Audit.
- ✦ Administrative changes to the Institute s Investment Policy, selection of an external auditor and Nominating Committee appointment processes.

The strategic plan is being reviewed on a five-year schedule. Your input and opinions are needed. Please participate [http://www.csinet.org/csire-source/strategic/strategy\\_survey.htm](http://www.csinet.org/csire-source/strategic/strategy_survey.htm).

**CSI Certified — From a Product Reps Perspective**

Sharpen your business knowledge with CSI Certification. Taking the CDT: Construction Documents Technologist exam was the single best thing I did to make it easier to make effective sales calls on design professionals. Often while studying for the exam, I had Ah-ha moments! Suddenly, it became clear why the specifier I was talking to was unresponsive. It was simply the wrong phase of the project or the responsibility for that decision rested with the owner or the contractor. Learning about your customer s

concerns and processes makes your job easier because you can tailor your presentation to fit the situation.

One step more is the CCPR: Certified Construction Product Representative exam. It is your opportunity to separate yourself from the pack with an in-depth understanding of the overall construction process and ability to speak the language. Learn how to present information, design literature and websites to be helpful to the design professional. The easier you make it to specify your product the more likely it will be specified.

Early Bird registration for all certification exams is through December 2, 2002 and final registration deadline is January 31, 2003. This nationwide exam will be given on April 5, 2003. The exam will also be offered at The CSI Show, April 8th, CSI University, June 26th and at the West Region Conference next fall.

Several chapters are offering study courses to help you prepare for the April exam. If your chapter does not then one of the neighboring chapters is probably offering a study course. Give them a call for the details.

**Construct America - The CSI Show**

The CSI Convention will be in Chicago, April 9—11, 2003. This year s Convention brings changes but you will recognize it as your CSI Convention! For more information about Construct America“, please visit [www.constructamerica.org](http://www.constructamerica.org).

**CSI University**

Are you interested in increasing your leadership skills? Not only in CSI but in your career as well? CSI University is the place, June 26-28, 2003. More information available at <http://www.csinet.org/csiuniversity/index.htm> .

Questions, comments, discussion? We would love to hear from you.

Valarie Harris, CSI, CCPR  
714/993-2532  
[valarieh@pacbell.net](mailto:valarieh@pacbell.net)

John P. McCaffrey, CSI, CCS, AIA  
415/695-9280  
[jpmccaffrey1@attbi.com](mailto:jpmccaffrey1@attbi.com)

## 2002-2003 BOARD OF DIRECTORS

President, Jim Balboni	408-654-2206	jimbalboni@msn.com
President-Elect, Fritz Swenson	408-434-1686	swenco@pacbell.net
Treasurer, Ron Adams (1 year to go)	408-435-1313	ronadams@hillbrothers.com
Secretary, Dede Impink (1 year to go)	408-817-3214	dimpink@tsgarch.com

### DIRECTORS

#### Industry:

Matt Sparkman (1 year to go)	831-633-2647	msparkman@laticrete.com
------------------------------	--------------	-------------------------

#### Professional:

Rick Aquino (1 year to go)	408-730-9500	raquino@earthlink.net
Marvin Bamburg (2 year term)	408-297-0288	mba_architects@pgbgroup.com

### REGION DIRECTOR

Gilbert Johnson (2 years to go)	925-449-1908	gnpagil@attbi.com
---------------------------------	--------------	-------------------

### TASK TEAM CHAIRS

#### Income Stream Task Team:

Joe Parsons

#### Leadership/Training Task Team:

### COMMITTEE CHAIRS

AIA Liaison, Krista Nelson	408-298-1885	krista@aba-arch.com
Programs, Mike O Donnell	408-988-4965	Bossbid@aol.com
Membership, Carl Bredl	415-601-8728	floornet@prodigy.net
Editor, Matt Sparkman	831-633-2647	msparkman@laticrete.com
Web Master, Robert Anderson	808-823-9353	RBAnderson@att.net
Historian, Julie Brown	408-778-0633	julie@jkbpecs.com
Education, Certification		

### INSTITUTE DIRECTORS


Valarie Harris, CSI, CCPR	714-993-2532
John McCaffrey, CSI	415-695-9280



*The Finest in  
Paints and Wallcoverings  
Since 1925*

GILBERT SOLARES, C.S.I.  
ARCHITECTURAL / ENGINEERING SERVICES

DUNN-EDWARDS CORPORATION  
2201 JUNIPERO SERRA BLVD. - DALY CITY, CA 94015  
PAGER: 408/697-0430 FAX: 650/994-4208  
800/537-4098 VOICE MAIL 7567  
www.dunnedwards.com



STU PENDLETON  
650/324-2067  
FAX 650/324-2068

9051 NW 97TH TERRACE  
MIAMI, FLORIDA 33178  
305/885-0561 • 800/327-7077  
FAX 305/887-2452  
www.plasticcomponents.com

THE ORIGINATORS OF PVC LATH AND DRYWALL ACCESSORIES



Myles C. Cowherd  
Vice-President

835 West Julian Street  
San Jose, CA 95126  
Phone 408.295.5770  
Facsimile 408.971.3299  
mccowherd@sjblues.com  
http://www.sjblues.com

YOUR RESOURCE FOR  
PRINT SOLUTIONS

## PLANNING CALENDAR 2002-2003

- December – A Magical Holiday Event
- January – Insulated Concrete Forms
- February – New VOC Regulations and How Do They Affect Your Specifications
- March – Copper Association, Steve Solitsky from Southern California

Visit our website at [www.csiscv.org](http://www.csiscv.org) or

The West Region's website at [www.westregioncsi.org](http://www.westregioncsi.org)