



Summary

Woodwork Institute's Manual of Millwork

The Santa Clara Valley Chapter of The Construction Specifications Institute (CSI) would like to extend an invitation to you to join them on Thursday, November 6, 2003 for dinner and to find out more about the Woodwork Institute's Manual of Millwork.

Please join David Thomas for an informative one hour program on the use of the Woodwork Institute's Manual of Millwork and its standards. Mr. Thomas has spent 32 years in the millwork industry, the past 6 years employed by the Woodwork Institute. The goal of the program is to provide an understanding of the Manual of Millwork and the ease of its use as related to specification writing while promoting fair bidding and quality assurance as described within. Mr. Thomas will also elaborate on how to specify Certified Compliance verses the new Monitor Compliance Program as described in the Manual of Millwork.

AIA credits will be offered to AIA members attending, persons in the design community will receive a free copy of the Woodwork Institute's new 2003 Manual of Millwork.

David S. Thomas joined the Woodwork Institute in 1998 and serves as Director of Architectural Services for the Northwest California field office. He is charged with inspecting millwork products for Woodwork Institute standards and certification, and informing the architectural design community about the advantages of using Institute standards and certification in their specifications. Thomas brings nearly 30 years experience in the architectural millwork industry to the Institute.

AIA/CES Learning Units: This program meets AIA/CES criteria. Participants will receive 1 hour of LUS (learning units) which also applies to 1 HSW (Health, Safety Welfare) hour.

When: **THURSDAY, November 6, 2003**
Location: Ramada Inn Silicon Valley, 1217 Wildwood Avenue, Sunnyvale
(Lawrence Expressway and 101)
Times: Social hour: 6:30 PM
Dinner: 7:00 PM Dinner Cost: \$25 per person
Program: 8:00 PM

RSVP: Please call Harry Hedges (408) 378-2762 and leave a message or email hharki@aol.com
RESERVATIONS ARE REQUIRED ***** Call prior to Noon on Tuesday, November 4, 2003 *****

Benefits of Membership in CSI

- CEU's (LU's) earned by attending the monthly meetings and seminars
- Low cost insurance
- *Construction Specifier* magazine
- Knowledge and learning
- Networking with some of the most successful professionals in the industry

Minutes of the Board Meeting

2003-2004 Board of Directors

Officers

PRESIDENT

Jim Balboni
408-328-4211
jimbalboni@msn.com

PRESIDENT-ELECT

Fritz Swenson
408-578-5298
swenson@starband.net

VICE PRESIDENT

Dave Ingram
415-310-5896
dingram@frazee.com

TREASURER

Marvin Bamburg
408-297-0288
marvin@mba-architects.net

SECRETARY

Gustav Sharvey
408-629-4088
egron@sbcglobal.net

IMMEDIATE PAST-PRESIDENT

Mike O'Donnell
408-988-4965
Bossbid@aol.com

INDUSTRY DIRECTOR

Joe Parsons
650-856-8899
joe@opiinc.com
Carl Bredl
415-601-8728
floornet@prodigy.net

PROFESSIONAL DIRECTORS

Krista Nelson
408-298-1885
krista@aba-arch.com
Hannah Moyer
650-298-8150
hmoyer@watrydesign.com

REGION DIRECTOR

Gilbert Johnston
925-449-1908
gnpagil@comcast.net

CSI, Santa Clara Valley Chapter

PLACE: Ramada Inn,
Sunnyvale

DATE: Oct. 02, 2003

TIME: 5:00 PM

PRESENT: Julie Brown,
Marvin Bamburg,
Hannah Moyer,
Krista Nelson,
Gilbert Johnston,
Gus Sharvey.

1. Meeting was called to order at 5:00 PM by Julie Brown, acting for Jim Balboni, who was unable to attend.

2. Minutes from last meeting were accepted by motion by Marvin, with the following clarification by Julie: Statement in Treasurer's Report: "Website is a specification source" should read: "SpecSource is a web site".

3. Treasurer's Report: Marvin moved to place \$12,000 in a money market account, and renew the existing CD. Marvin will research the best money market location. Krista seconded, and Marvin was authorized to proceed as proposed. Previous FY bank account data were inaccurate, old statements must be obtained to reconcile the the account. In the future, financial statements will be printed with the budget.

4. Region Director's Report: Gil presented report from the Annual Board Meeting on September 25, 2003 in Waikoloa,

Hawaii. Print-out is on file with the Secretary.

5. President's Report: Not present to give report.

6. Unfinished Business:

- a) **Marvin will add line item** in budget for golf tournament.
- b) **A balanced budget was approved** at Board meeting in Sept.
- c) **Scheduling of the Strategic Focus Session** was deferred to next month's Board meeting.

7. New Business:

a) **Jim Balboni had asked Dave Ingram to fill the Chapter's Vice-President void.** Dave had accepted. A request had been made for the Board to approve this by a vote in accordance with the bylaws. Krista now moved to approve Dave Ingram for President, which was seconded and accepted.

b) **2004 meeting dates to be on next month's agenda.**

8. Committee Reports:

a) **Education/Income Stream Task Team:** Preparation for educational seminars proceeding on track and scheduled for 01/24/04. Golf tournament scheduled for 01/23/04 at Cinnabar Golf Course.

b) **Programs:** Scheduled thru 2003.

c) **AIA Liaison:** No report.

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d) Membership: Two new members signed up this month. Total Chapter membership now stands at 102.

e) Editor: Newsletter went out on time.

f) Webmaster: Not present.

g) Awards/Historian: No report.

h) Operating/House: No report.

i) Raffle wine provided by Hills Brother's Chemicals (Ron Adams).

9. Announcements: Note new E-Mail address for Gilbert Johnston: gnpagil@comcast.net

10. Meeting adjourned 5:51 PM.

DuPont Textiles & Interiors Changes Name to INVISTA

DuPont Textiles & Interiors announced it is changing its name to INVISTA, effective immediately. Steve McCracken, president of DTI, now INVISTA, said, "We are stepping forward into our future - with more than 70 years of DuPont innovation and market strength behind us - creating a vital new company and identity that is up to the challenge of serving our global customers with renewed determination and clarity." For more information about INVISTA, please visit the micro-Web site, <http://www.invista.com>.

TimberGrass LLC Changes Name

TimberGrass LLC, the nation's leading manufacturer of TimberGrass bamboo hardwood flooring, changed its name this week to Teragren LLC, a move that addresses the company's plans to expand its product offerings over the next several years, while maintaining the TimberGrass brand. Teragren presently services flooring customers through established floor covering distributors and dealers nationwide. Visit <http://www.teragren.com>.

Advanced Specifications Program

January 24, 2004
9:30 AM to 4:30 PM.

This course will include methods of specifying, sentence structure and writing techniques from the ground up. Discuss Master Guide specs and the editing of Master Guide sections. An ideal course for those who wish to understand more than the basics of specification writing. To find out more and to register - please view and print the flyer available at www.csiscv.org and www.csisf.org

Instructor: John A. Raeber, FAIA, FCSI, CCS. Location: Ramada Inn Silicon Valley in Sunnyvale.

CSI members cost \$100.00 prior to December 19, 2003; \$120.00 at the door. Non-member cost \$125.00 prior to December 19, 2003; \$145.00 at the door.

2003-2004 Committee Chairs

EDUCATION/INCOME STREAM TASK TEAM

Joe Parsons
650-856-8899

joe@opiinc.com

Rick Aquino
408-730-9500

raquino@earthlink.net

PROGRAMS

Krista Nelson
408-298-1885

krista@aba-arch.com

Hannah Moyer
650-298-8150

hmoyer@watrydesign.com

AIA LIAISON

Krista Nelson
408-298-1885

krista@aba-arch.com

MEMBERSHIP

Carl Bredl
415-601-8728

floornet@prodigy.net

Ron Adams
408-435-1313

ronadams@hillbrothers.com

EDITOR

AWARDS/HISTORIAN

Julie Brown
408-778-0633

julie@jkbspecs.com

WEB MASTER

Robert Anderson
808-823-9353

RBAAnderson@att.net

OPERATING/HOUSE

Harry Hedges
408-378-2762

nharki@aol.com

Mike O'Donnell
408-988-4965

bossbid@aol.com

RAFFLE/FUND RAISING

Ron Adams
408-435-1313

ronadams@hillbrothers.com

TechNotes

What's a Committee To Do?

When I first served on an Institute committee, it was as a member of the specifications subcommittee. At that time, the Technical Committee (TechCom) comprised the chairs of its subcommittees. The specifications subcommittee met four times each year to work on SpecGUIDEs and SpecText, and chapter technical committees wrote the SpecGUIDEs that we reviewed. A short time later, CSI's involvement in both SpecGUIDEs and SpecText was terminated. Obviously, this had a significant impact on technical committees at all levels.

TechCom was reorganized, divested of its subcommittees, and given revised charges. No longer in the business of producing documents, the committee's focus shifted to monitoring the industry and task teams, developing a schedule for regular review of CSI documents, and advising the Executive Committee of recommended activities.

After years of contribution to SpecGUIDEs - a major technical activity for many chapters - the termination of those documents left a lot of technical chairs wondering what to do next. The older editions of Administrative References didn't offer much help, as most of the suggested activities were already done by other committees. Many

chapters have standing education, certification, and programs committees, all of them quite capable of ensuring the presence of content that is "technical" in the CSI sense. About all that remained was the writing of technical articles for newsletters. Oddly enough, newsletter editors will tell you that no one seems interested in writing much of anything.

**I suspect there are,
in each chapter,
people who have
found better ways
to do the things
they do every day.**

As TechCom began its review of existing documents, participation by chapter technical committees became more difficult. The intensity of work at Institute committee meetings is amazing, and impossible to replicate in daily life, when jobs, families, and other commitments take priority. Even so, TechCom has sought volunteers for its "corresponding member" list, people who are called on to review and comment on various documents and ideas when immediate input is not critical.

In the past year, TechCom has once again tried to find a way to revitalize chapter technical committees. In my opinion,

expressed in previous columns, chapters have only to look close to home to find something to do; they do not need to wait for someone else to tell them what to do.

Most of CSI's main documents began as individual attempts to solve a problem or improve communication. The Institute Board of Directors did not say, "We need a way to organize a section, a way to organize words on a page, and a book of rules on how to write specifications!" Instead, local solutions were developed, passed around, and eventually blessed and published as CSI documents.

Unless we have solved all of the problems of communication and coordination of construction documents, there is still work to be done, and much of it is already being done by our own members. I suspect there are, in each chapter, people who have found better ways to do the things they do every day. And I believe that many of these solutions would be quickly put to use by others in our industry.

TechCom, in an effort to rekindle the spirit that drove the growth of our organization, has assembled a list of ideas and challenges for technical committees at the chapter and region levels. This list has been sent to all region technical chairs and to all Institute Directors; their comments will be reviewed by TechCom as they are received.

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TechNotes *continued from Page 5*

Next month we will take a look at some of the ideas, but for now I will leave you with these thoughts:

- Most of CSI's documents deal with organizing information for printed material, a response to the needs that existed when those documents were created.
- Today, or in the very near future, the challenge will be to organize and use electronic databases of information about entire facilities.

Will we meet today's needs as well as our founders met those of thirty or more years ago? Or are we going to let someone else take over as the leader in construction document coordination?

Views expressed in this column are the author's.

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FCSI, CCS, CCCA on the web
at www.CSI-MSP.org

MENTORING, EDUCATION & VOLUNTEERING

In today's hectic business world, many companies lament the lack of qualified, well-rounded employees and candidates for employment. In the construction arena and its related supporting fields, this issue remains the foremost challenge. With limited resources available in view of the ever-expanding workload, a three-part solution exists. Have you or your company established a mentoring program, explored inexpensive educational opportunities or encouraged an employee to give time to an organization?

Mentoring consists of spending time with enthusiastic, yet lesser experienced members of your company. In the right situation, a senior, more proven and knowledgeable person imparts understanding, perspective and sagacity to junior firm members. This "sharing" can be accomplished through various methods. By consistently working with some-

Mentoring *continued on Page 7*

Planning Calendar 2003-2004

November - New Name and Manual for an Association We Used to Call WIC

December - Holiday Party

January meeting date tentatively to be January 8, 2004. Stay tuned.

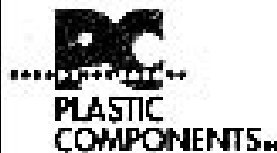
January 23, 2004 - SCV's Golf Tournament at Cinnibar

January 24, 2004 - Advanced Specification Writing Seminar

Visit our website at
www.csiscv.org or

The West Region's website
at www.westregioncsi.org

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in the
Santa Clara Valley CSI
Summary**



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Register for Certification Exams Before January 31, 2004

Registration for the March 27, 2004 CSI Certification Program exams opened September 1. Exams for CSI's three certification programs - Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA) and Certified Construction Product Representative (CCPR) - will be offered in more than 80 cities across the country. So will the exam for the Construction Documents Technologist certificate (CDT).

The registration deadline is January 31, 2004. Members who register before December 1, 2003 will receive an Early Bird discount in addition to the normal member discount. Visit www.csinet.org for a list of locations and prices, or contact Member Services at (800) 689-2900 or csi@csinet.org.

Habitat for Humanity Reveals High-Performance Homes

A ribbon-cutting ceremony attended by more than 100 residents, clergy, and politicians was held on Saturday, August 9th, to celebrate the completion of 8 of the 20 Habitat for Humanity homes located in the heart of the Bedford Stuyvesant

neighborhood in Brooklyn, New York. A second ribbon-cutting took place on September 6th - the last 12 homes were dedicated.

These high-performance homes have been made available for low-income first-time homebuyers through Habitat for Humanity NYC and a partnership between Steven Winter Associates (SWA), the U.S. Department of Housing and Urban Development's Partnership for Advancing Technology in Housing (PATH) program, and the New York State Energy Research and Development Authority (NYSERDA).

Based on recommendations made by SWA, these attached single-family homes feature a plethora of PATH technologies...

Based on recommendations made by SWA, these attached single-family homes feature a plethora of PATH technologies, including: ENERGY STAR lighting and appliances; low-e windows; low- or no-VOC paints; programmable thermostats, allowing residents to set temperatures according to house occupancy; tightly sealed walls and insulation; and sealed combustion boilers with insulated storage tanks for heating and hot water. With more efficient insu-

lation and windows and a tighter building envelope, it was possible to reduce the size of the boiler to approximately half its original capacity, thus saving energy and home heating costs. Information on this and related projects is available on the SWA Web site at <http://www.swinter.com>.

<http://www.energydesignresources.com>

Energy Design Resources

"Energy Design Resources offers a valuable palette of energy design tools and resources that help make it easier to design and build energy-efficient commercial and industrial buildings in California. The goal of this effort is to educate architects, engineers, lighting designers, and developers about techniques and technologies that contribute to energy efficient nonresidential new construction." The site contains design briefs, case studies, energy analysis tools, commissioning guidelines and more that may be applicable to a variety of situations and projects. Visit <http://www.energydesignresources.com> for more information.

"If we do not change, we do not grow. If we do not grow, we are not really living"

— Gail Sheehy

Mentoring *continued from Page 5*

one, a mentor directs and guides an individual through opportunities to excel and grow. Over time and done constructively, a company will develop more effective, well-rounded employees. The best part of mentoring is that there is little or no cost other than an interest to help an individual grow and mature into a stronger team member.

Education still remains the best avenue to develop, expand and improve an employee's knowledge and skill. Educational opportunities abound with various costs associated with them. One must carefully weigh the cost and time commitment of these sessions versus the current workload. Yet, the problem of inexperienced employee's will continue if education is deferred because "there just is not enough time." By overlooking education, a company will limit its ability to expand and meet tomorrow's challenges.

Encouraging employees to volunteer in an organization in which they have interest provides a unique situation for them to develop added talents. One of the best abilities that can be refined is effective time management. In addition to specific work related skills, effective time management remains one of today's greatest business hurdles. An additional benefit of encouraging volunteerism is that your employees will develop a sense of satisfaction gained from their contributions to an organization.

At both the Institute and Chapter levels, CSI strives to offer several avenues for your employees to expand their skills. Volunteering with the Denver Chapter in various positions at either the committee or board level abound. Mentoring is achieved through senior board members encouraging and counseling committee chairpersons. Educational opportunities are offered by the educational and technical committees along with the certification testing for Construction Document Technologist, Certified Construction Specifier, Certified Construction Product Representative and Certified Construction Contracts Administrator.

All of the ideas presented above offer companies multiple avenues to expand the abilities of its workforce. Retaining an existing employee base continues to be another formidable task. By offering more than just monetary compensation and benefits, firms can foster employee satisfaction at the place where they spend a majority of their waking hours.

Developing a better workforce should be a staple in a company's strategic planning. By ignoring various methods of additional training, the lack of qualified employees will not decrease without proactive measures.

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"You are the architect of your personal experience"
— Shirley MacLaine

2003 Fall Architecture Lecture Series

Monday, November 3 at 7:00 PM
with internationally renowned architect Peter Eisenman.

A true pioneer in the field, Peter Eisenman is both a tremendous talent and a highly regarded educator. The recipient of numerous awards, including a Guggenheim Fellowship and a NEA grant, Eisenman's many works range from urban design projects to installation pieces.

Eisenman is also the founder of the Institute of Architecture and Urban Studies (IAUS), an international think tank for architecture.

Eisenman's firm has received critical acclaim for a number of projects, including the firm's social housing at Checkpoint Charlie in Berlin and the Wexner Center for the Visual Arts and Fine Arts Library at The Ohio State University.

Eisenman is currently the Louis Kahn Professor of Architecture at Yale University.

Tickets for the session can be purchased through the Yerba Buena Center of the Arts Box Office, (415) 978-2787 or visit www.YerbaBuenaArts.org. Tickets run \$20/lecture for AIA SF and SFMOMA member; \$25/lecture non-members and \$20/lecture for students /seniors for general admission.

GUIBytes

Twenty Years Ago, Part 5 - I/O

A smart computer isn't much good if you can't talk to it or figure out what it tells you. Early models had a series of dials or switches that had to be set in a certain way, or someone had to punch holes in cards and feed them to the machine so it would understand what it was supposed to do. Then, after performing the calculations, the answer would be displayed as a series of lights or meter readings. Even if answers were printed, they weren't something you would read if you didn't have to.

One of the keys to the success of the personal computer was the development of input and output methods, eventually leading to the use of the PC by people with no knowledge whatsoever of what computers are or how they work. The common typewriter keyboard was an obvious improvement, as was the use of a monitor to display what was being entered.

Another important part of the input/output (I/O) process is the computer program. Early programming was done in machine language, consisting of a series of zeros and ones (binary math). Programming quickly evolved to resemble normal English, with words that had obvious meanings being interpreted by the computer as binary code.

The most common use of today's

computer - word processing - would not exist without software that lets users type, format fonts, display pages as they will print, and send documents to a printer without knowing much at all about the computer. Other application programs allow us to create spreadsheets and databases, browse the Internet and use e-mail, and play games without a thought about what makes it all happen.

Another boost to the computer's popularity was the ability to display graphic images. Early PCs were text-only machines, which obviously limited their use to things that could be expressed in letters. Some adventurous souls realized that typing certain combinations of characters would look like a picture when held at arm's length, but this wasn't really using graphics. (See www.chris.com/ascii/index.html for examples of this arcane art form. If you have some time to kill, watch the original Star Wars in ASCIIimation at www.asciimation.co.nz/)

The mouse was one of the great inventions in the computer world, an essential element of the graphic user interface (GUI) most of us use today. The GUI allows users to perform operations simply by "clicking" on items in drop-down menus, or on icons (small images) that represent those items. This is not only faster than typing commands on the keyboard; it means that users do not have to remember all of the commands

that would otherwise have to be known to operate a program.

(See the winter 2002 issue of Invention and Technology magazine for an interesting article about the creation and development of the mouse. Read it online at www.inventionandtechnology.com/2002/03/mouse.shtml)

My QX-10 had an interesting keyboard, one that was an integral part of that computer's software. Its function keys were grouped according to function, and each was labeled with its function. The QX-10's mouse was optical, a technology that was ignored in favor of the mechanical mice that dominated the computer industry until recently. However, today's optical mice are clearly superior to the QX-10's, which required use of a special mouse pad. Today's mouse also has much higher resolution, but that was not really required back then, as it was not used for pointing or drawing; the graphic user interface was then still in its infancy.

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