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CSI CHOICE

CENTRAL PENNSYLVANIA CHAPTER

CONSTRUCTION SPECIFICATIONS INSTITUTE

Volume 43, No. 4

December 2006

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HOLIDAY SPECIAL EVENT

“BUSINESS DINING ETIQUETTE”

Lynne Breil

The Professional Edge, Inc., York, PA

Tuesday December 12, 2006

We are fortunate to have with us this month someone who has gained national recognition in the field of image, etiquette, and communications in the business world. Lynne Breil is a speaker, trainer and consultant, an expert in every sense of the word in a field that all of us wish we knew more about. Well, here is your chance. And while you're at it, bring your spouse, significant other, or good friends as we celebrate the holiday season "CSI style". A special menu will set the tone for Lynne's enlightening program

Some of the topics covered in this presentation will be:

- Knowing the difference between business and social dining
- Knowing when to start talking business at a business lunch
- Preparing and planning for the business meal
- Talking "business" during a business meal
- Handling difficult-to-eat foods
- Knowing the difference between "American" and "European" dining styles
- Communicating with servers
- Handling the check and gratuity with ease
- Knowing what to do if service or food is inferior

Please join us for this informative program as we all learn together how to put your "best fork forward." Reminder – BRING A GUEST!

RADISSON HOTEL

Camp Hill, PA

Attitude Adjustment – 6:00 p.m. Dinner & Program – 6:30 p.m. Cost – \$25 per person

Reservations must be made to Maria Weber at (717) 651-2890 or by e-mail at maria_weber@mcgraw-hill.com. Guests are welcome. **YOU MUST CALL IN RESERVATIONS OR CANCEL STANDING RESERVATIONS by FRIDAY, NOON, December 8, 2006. ALL NO-SHOWS WILL BE BILLED.**

**All members are welcome to attend the Board Meeting – 5:00 p.m.
At the RADISSON HOTEL ON December 12, 2006**

All material MUST be in editor's hands no later than December 18, 2006 for publication in the January 2007 issue of Choice. Send to: Jeffery Lynch, 1475 Clover Road, Camp Hill, PA 17011, e-mail address: jl@murrayassoc.com.

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

Anyone who is concerned with construction specifications in any manner is invited to apply for membership. Contact Jake Burkholder, Ph: 717-564-6860.

The Central Pennsylvania Chapter Meets the Second Tuesday, Monthly except NO Meetings are held in July or August.

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President's Message



The Christmas Season is upon us! As I write this, I am remembering the quality program given to us by John Kennedy of Penn Dot, and all of the road projects that will

be happening in District 8 (South Central PA) in the next 3 years. I viewed this program information as gold. This program told me where possible business and construction opportunities will occur around all of the road construction. Thanks Bill, for a fine program topic. Our December meeting will be on an important "self Improvement topic" for all of our members, Business Dining Etiquette. The program, by Lynn Briel, of "The Professional Edge", promises to take our members through the "how and when" of business dining, actually using our dinner as the program subject! Lynne will coach us through how to handle difficult foods, the check, and when to talk business during the meal. This is going to be good!

We will be having a "Masonry Institute" program in January and a LEED program in February, followed up by our Product Show on March 21st, 2007, yes, that's 2007. Finally, I would like to welcome Brad Mullins as Publicity Chairman for our chapter.

I would like to take this opportunity to wish all of our members, and their families a Merry Christmas, and Happy New Year.

Jeff Turicik
President

SPEAKERS' BIO

LYNNE BREIL – Since she started her company in 1995, Lynne Breil has been on a 10-year quest to find out what bothers people the most about manners (*or lack of*) in business. During that time, she has presented over 2,500 programs across the United States to corporations, associations, and universities as a keynote speaker, trainer, and consultant on the topics of image, etiquette, and communications in business.

Lynne is an adjunct Professor of **both** Communications and Business Administration at York College, is a professional member of the National Speakers Association, and recently became a member of an elite group of individuals...**triahletes!**

As one of the first 4 persons in the country to receive a certification in Business Etiquette training, Lynne's presentations have been featured in *The Philadelphia Inquirer* and *The Chicago Tribune*.

Here to help you put your best fork forward is Lynne Breil.

LAST PRINTED ISSUE OF CHOICE

This is the last printed copy of *CHOICE*. Beginning in January, the newsletter will be published only on the chapter website. The new format will contain the same information you have come to rely upon via the printed newsletter.

Thanks to **Triangle Press** for many years of quality, reliable printing. Please remember them as printing needs arise in your firm or for your organizations.

A special thanks to **Jamie DePalma** of Triangle Press. For years, Jamie has been much more than a service provider. Her prompt and proactive collaboration has resulted in a number of awards for this publication, and she has gone "above and beyond" on many occasions to help us produce a quality product. Thanks, Jamie!

Jeffery Lynch
Editor

NOVEMBER 2006 BOARD MEETING MINUTES

The Board of Directors of the Central Pennsylvania Chapter of the Construction Specifications Institute met in the Sheraton Hotel in Camp Hill, PA on November 14, 2006. President Turicik called the meeting to order at 5:15 p.m. Board members and committee chairs present were: Turicik, Groff, Atwood, S. Myers, J. Myers, Kingsboro, Lynch, Burkholder, Saylor, and Herre.

Opening Comments: President Turicik noted that National Conference will be in from of the local Chapter attending because of its close proximity to this area.

President Turicik noted that we may expect an increase in membership when the next roster is available.

President Turicik announced that Richard Prescare would be a guest at the evening's program.

Approval of Minutes: The October minutes were approved as moved and seconded by Herre and S. Myers respectively.

BOARD MEMBERS' REPORTS

President-Elect, Vice President, Corresponding Secretary and Past President/Advisor: No reports.

Treasurer: The Treasurer's Report was not presented at the meeting because the treasurer was not in attendance at the meeting. A minor correction to the previous report was noted.

Directors: No reports.

Editor: The December 2006 edition of *Choice* will be the last print edition mailed to all members. Only members not having access to the web version

will continue receiving print versions. The December 2006 edition of *Choice* will also be posted on the new web site at www.cpc-csi.org.

COMMITTEE REPORTS

Academic Affairs and **Archives:** No reports.

Advertising: All outstanding advertising accounts receivable have been paid.

Awards: The deadline for nominations for the CSI Outstanding Chapter Award is December 12, 2006. Institute Awards are due to be awarded January 15, 2007, honorable mention awards are due January 2, 2007.

Budget/Finance and **Bylaws:** No reports.'

Certification: The Construction Documents for Technicians course staffed by the Chapter will begin January 10, 2007 at Harrisburg Area Community College. Staff assignments are being finalized. Suggestions to advertise this course in *The Patriot* and with the Associated Building Contractors organization were made.

Education: No report.

Electronics: All Board Members and committee chairs were requested to submit short biographies to be posted in on the website and in *Choice*. The new web site at www.cpc-csi.org is functioning and awaits our content.

Exhibit Show: Invitations to exhibitors were sent out.

Hospitality: No report.

Membership: Updating and producing a membership benefits brochure was discussed. It was reported that the Chapter membership has increased by 1 or 2 members.

Planning, Program and **Publicity:** No reports.

Roster: An electronic file and hard copy of last

year's draft roster has been received from Institute, and the chairman of this committee has finished 2/3 of his work toward making it usable.

Technical: No report.

OLD BUSINESS

None.

NEW BUSINESS

Education CEUs: The Central Pennsylvania Chapter of CSI has not registered our Chapter programs to make them eligible to grant CEUs to the attendees. An effort to register many of our programs was discussed. Reports describing each program must be submitted before the program is presented if it is to be approved (reports to AIA must be submitted a couple of weeks prior to the presentation).

Respectfully submitted,
John H. Groff, PE, CSI, CCS
Recording Secretary



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TRENWYTH

Honors and Awards Program

The Institute Honors & Awards Program has a long-standing tradition of recognizing talent, achievements, and notable contributions to the construction industry that support the mission of CSI. We are proud to recognize those who have supported the Institute's mission and goals by furthering the advancement of the process of creating and sustaining the built environment for the benefit of the construction community!

Nominations for 2007 CSI Awards are due:

Honorary Membership - **January 2**

Fellowship - **January 15 ***

Institute Awards - **January 15 ***

Dale C. Moll Student Activity Fund - **January 15 ***

The Michelangelo Award - **January 15 ***

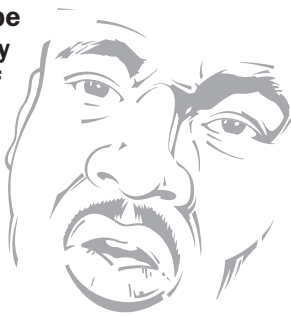
2008 Michelangelo Award Panel of Judges - **January 15 ***

For more information on CSI's Honors and Awards visit the web at

www.csinet.org/honorsandawards

or contact CSI's Awards & Exhibits coordinator, Josh Spiler, at jspiler@csinet.org or 800-689-2900 ext. 4771.

***CSI's offices will be closed on Monday, January 15, 2007 in observance of the Martin Luther King holiday. Submissions will therefore be accepted until 5:00pm EST on Tuesday, January 16, 2007. No exceptions will be granted after this time/date.**



AIA / ASA CENTRAL PA CALENDAR

December

2 Board Meeting
25-26 Office Closed - Christmas Holidays

For additional information, contact Amy Greene at (717) 948-5224, or agreene@buyphillips.com

ASA OF CENTRAL PA CALENDAR

December

14 Holiday Social

January

9 Time Management for Construction

For additional information about these programs, contact the ASACP Chapter Office at 717-541-8614 or visit www.asacentralpa.com.

GREEN BUILDINGS AND THE BOTTOM LINE

The 'New Reality' of Green Building From Environmental Cause to Financial Opportunity

CSI has co-sponsored a new white paper (PDF, downloadable, free) from Building Design and Construction magazine: "Green building has, however, changed dramatically in recent years. What started out as a charismatic environmental crusade has matured into an established sector of the US construction industry. Green building's early adherents have proven that they can build high-quality, high-performance structures in a professional, businesslike way. Their passion has not diminished, but it has become more firmly grounded in the realities of the marketplace. *** We conclude with 10 constructive recommendations—an "Action Plan"—for consideration by stakeholders in the green building movement."

Obtain your copy from the Building Design and Construction website at :

<http://www.bdcnetwork.com/>



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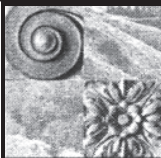
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CHAPTER CERTIFICATION STUDY COURSE



Two deadlines are fast approaching. January begins the Chapter Certification Study Course at HACC. Follow the instructions below to get enrolled in that program. It is highly recommended for anyone taking the exam. January 31 is the deadline to register for the exam, so don't delay.

This year's certification exams are scheduled for March 31, 2007. Harrisburg will be one of the national exam sites. You can register on-line at www.csinet.org or contact me for an application.

Study Course:

Dates: January 11 thru March 22, 2007
(Wednesday evenings for 10 weeks).

Time: 5:30 to 8:30 P.M.
Location: HACC Campus, Harrisburg, PA
Cost: \$87.50 (subject to change)
Registration: Refer to www.hacc.edu for registration requirements.
Textbook: CSI Project Resource Manual

The study course is designed to assist candidates preparing for the examination(s) by offering a complete overview of CSI's Manual of Practice and the General Conditions publications by AIA (A201 or EJCDC 1910-8). The course will be offered as both a 1-credit course in HACC's Building Construction Technology curriculum and a non-credit course in HACC's continuing education program. Registration is available now, and the cost is \$87.50 (exception - \$150 for credit course in non-sponsoring school district). To register:

Non-credit course enrollment: Call 717-780-2679, and ask for course no. CRN 71752 "Review - Construction Documents Technician".

Credit course enrollment: Call Kazim Dharsi (Instructor) at HACC 717-780-2546, and he will walk you through the process.

If you need continuing education credits, the Certification Study Class offers CEUs, ECHs or LU credits. It's also a great way to brush up on your skills regarding contract document relationships, change orders procedures and formats, or the elusive contents of the AIA A201.

If you have any questions about the class or the certification program feel free to contact me at 717-263-8464 or pbrunski@noelkerhull.com. Invest in yourself! Get certified!

Paul Brunski CCS, CSI
Chapter Certification Chairman

ECONOMIC OUTLOOK PROGRAM

The Society for Marketing Professional Services, SMPS, will be hosting Dr. Ken Slaysman, Associate Professor of Business and Executive Director of the Institute for Regional Affairs at York College of Pennsylvania. Dr. Slaysman will be discussing the state of the economy in central-PA and its effects on the built environment. The breakfast meeting will be at the Harrisburg Hilton on Tuesday, January 16, 2007. Registration and buffet breakfast will be from 8:00 - 8:30 a.m., with the program from 8:30 to 10:00 a.m.

For more information, check out the SMPS Central PA website at <http://www.smpscentralpa.org>





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