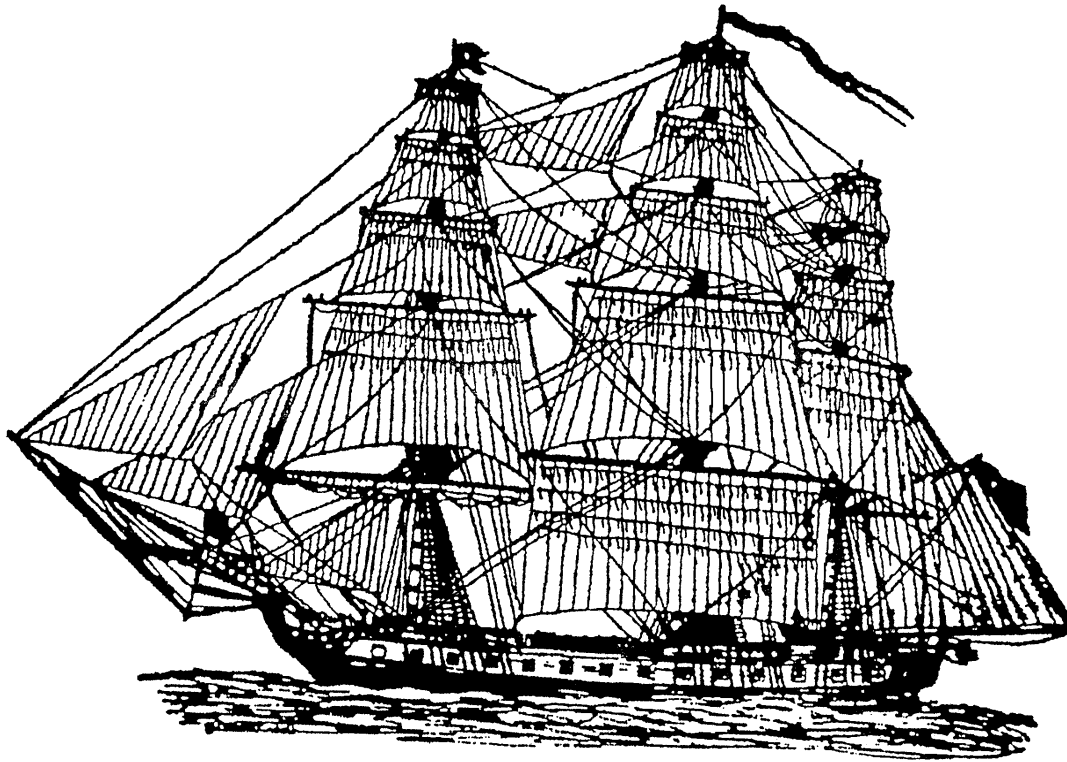




***The Baltimore Chapter***  
*of*  
***The Construction Specifications Institute***  
  
*Middle Atlantic Region*



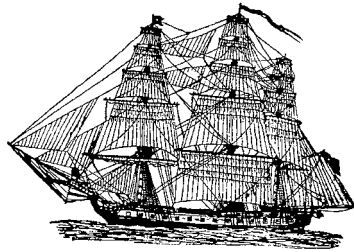
***2020 CHAPTER HANDBOOK***



***The Baltimore Chapter***  
*of*  
***The Construction Specifications Institute***  
  
*Middle Atlantic Region*

***2020 CHAPTER HANDBOOK***

***Mailing Address***  
*Baltimore Chapter CSI*  
*Handbook Committee*  
*c/o Scott Sider, CSI, CDT, CCS, CCCA*  
*397 Phirme Road*  
*Glen Burnie, MD 21061-4637*



*Handbook Committee  
Baltimore Chapter  
Construction Specifications Institute  
c/o 397 Phirne Road  
Glen Burnie, MD 21061-4637*



*Building Knowledge  
Improving Project Delivery*

**BOOK RATE MAIL**

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## **PREFACE**

The Baltimore Chapter CSI Handbook Committee has prepared the 2020 Baltimore Chapter Handbook. The Handbook's goal is to provide the Chapter members with a complete and accessible reference guide for their use with the construction industry. For our members' convenience, the Handbook is divided into six sections containing information from the Institute, Region, and the Baltimore Chapter.

The Handbook is solely for the use of the Baltimore Chapter members, and should not be misused. Consider the rights and privacy of Chapter members and use the Handbook with appropriate discretion. We have striven to provide updated and accurate information in this Handbook. We are not liable for errors or omissions which may appear herein. Institute information is based upon data published on CSI's Internet web site, as of February 9, 2020. The Region information is from the Middle-Atlantic Region's Internet web site, as of early February, 2020. The Chapter's Membership Roster information is based upon the Institute roster, and is updated monthly.

The member rosters posted on the Chapter's Internet web site, do not contain member phone numbers and addresses for privacy purposes.

Scott Sider, CSI, CCS, CCCA, Committee Chair

## **CODE OF ETHICS**

### **THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

Believing that honesty and integrity, high ideals and concern 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:

1. Establish and maintain high standards of professional conduct.
2. Freely interchange information and experience with members of the construction community.
3. Maintain confidentiality of privileged information.
4. Avoid conflicts of interest.
5. Avoid misrepresentation of products and services.
6. Promote improvement of construction communications, techniques, and procedures.

# Contents

- 1 Institute Information
- 2 Region Information
- 3 Chapter Information
- 4 Chapter Membership Roster
- 5 Member Roster by Company

# Institute Information

## CSI - A HISTORY OF PROGRESS

During the post-World War 2 years, the government initiated a vast building program. Specifications, the basic language of construction, were not based on one language but many. Each agency and architect/engineer/contractor (A/E/C) had their own formats.

In early 1947, a select group of government architectural specification chiefs began to meet informally to discuss the need for uniform specifications. They put in motion a plan for an organization where specifiers and others in the construction industry could unite to develop a common method of communication.

On March 8, 1948, James L. Watson, Henry C. Shelley, and J. Martin McDonough signed the certificate for incorporation naming this organization The Construction Specifications Institute . James B. Moore and Carl J. Ebert were elected president and vice-president respectively, at the first official meeting on April 15, 1948. At this time, the Institute had two membership classifications- active and associate- and 45 active members. It established objectives, adopted the first bylaws, and realigned the membership classifications to reflect five categories: active, associate, junior, student, and honorary.

The Institute pursued five priority goals: improve specifications writing, simplify specifications, standardize building codes, standardize specifications for government work at all levels, and study new materials and processes to substitute for those made more costly or scarce by the war.

Throughout its history, CSI has encouraged member participation in technical document preparation. The Institute's Technical Document Program was officially launched in 1961 with the publication of Specification Series Documents (SSD). Written by individual members, these documents were reviewed and critiqued by CSI members and industry experts before incorporation into the series, the predecessor of today's master guide specifications system, SPECTEXT®.

However, phasing out the SSD program effectively eliminated the need for input from individual members—CSI's most valuable resource for continuing the advancement of construction technology. Consequently, the former Technical Documents Committee revitalized old programs and created new ones to carry on the tradition of member participation. Possibly the two most important programs in fostering construction uniformity, the *Manual of Practice* and *MasterFormat*™, are also examples of member involvement and dedication to CSI's goals.

Starting with the *Baltimore Format* and other member-proposed specification organization guides in 1962, CSI issued a seminal 16 Division Specification organization tool in 1963. Subsequent revisions were co-developed with Construction Specifications Canada and issued in 1966, 1973, 1978, 1983, 1988, and 1995. In 2004, CSI and CSC continued these activities, with the publishing a significantly revised edition of *MasterFormat*™ by changing from its historical 16 Division and five digit numbering organization to a 50 Division and six digit numbering organization. In 2008, *MasterFormat*™ moved into a mode of continual updating, which is available at the website [www.masterformat.com](http://www.masterformat.com).

In 1967, the Construction Sciences Research Foundation (CSRF) was established by CSI "to conduct much-needed research in automation that affects specifications practices and techniques." SPECTEXT<sup>®</sup>, a master specifications system, was one product resulting from this research. CSRF continues to create other programs that use the power of computers and their software to benefit all members of the A/E/C industry. In 1996, CSI and CSRF ended their relationship to co-produce SPECTEXT<sup>®</sup>. In 2011, SPECTEXT<sup>®</sup> was sold to ARCOM, the publisher of MasterSpec<sup>®</sup>. In 2017, ARCOM acquired InterSpec (publisher of E-specs) and changed its name to Avitru. Avitru was acquired by Deltek in 2019.

While the other documents address the "hows" of specifying, the SPEC-DATA<sup>®</sup> Program was initiated in 1966 to deal with the "whats" of construction specifications. It utilizes technical product information direct from the manufacturers organized in a uniform sequence and layout. Today, more than 300 manufacturers participate in this program. Starting in 1997, Reed Construction Data began publishing SPEC-DATA<sup>®</sup> and its specification counterpart MANU-SPEC<sup>®</sup>. Currently, they are part of the [Smart Building Index](#).

In 1951, the first local chapter was formed in New York City. By the first annual convention in 1957, CSI had 12 Chapters, composing nearly 1,500 members. In 1961 membership had risen to 5,001; in 1981 the membership total was 15,114. Today, with more than 8000 members and more than 100 local chapters nationwide and in Ciudad Juarez, Mexico, and Puerto Rico. CSI continues to grow and progress—still pursuing the five goals, and expanding on them without hesitation to make construction the most organized and universally understood industry in the world.

In 1978, CSI introduced the Certified Construction Specifier for individuals who have demonstrated through written examination, the required experience, knowledge, and ability for preparing written construction documents as prescribed by The Construction Specifications Institute.

In 1986, CSI introduced the Construction Document Technologist for individuals who have demonstrated through written examination, their knowledge of CSI-recommended practices used in organizing and preparing the project manual. In 2019, the Construction Document Technologist certificate became a certification.

In 1989, CSI introduced the Certified Construction Product Representative for individuals who have demonstrated through written examination, the required experience, knowledge, and ability in using written construction documents and advising design professionals in preparing project specifications as prescribed by The Construction Specifications Institute.

In 1991, CSI introduced the Certified Construction Contract Administrator for individuals who have demonstrated through written examination, the required experience, knowledge, and ability for administering construction documents as prescribed by The Construction Specifications Institute.



In 1997, CSI joined with the National Institute of Building Sciences, the American Institute of Architects, the General Services Administration, the Sheet Metal and Air Conditioning Contractors Association, the Tri-Service CADD/GIS Technology Center, and the U.S. Coast Guard to develop and issue the National CAD Standard, which is currently in its fifth edition. In 1997, CSI joined with the Design-Building Institute to develop and issue *Perspective*, which is a database of performance criteria, which was issued in Summer 1999. *Perspective* is no longer available.

Since 2001, CSI has led efforts to produce the OmniClass™ Construction Classification System, which is a classification system for the construction industry. OmniClass™ is becoming the basis for organizing information for Building Information Modeling. Additional information can be found at <http://csiresources.org/standards/omniclass>.

In 2005, CSI expanded the *Manual of Practice* into the *Project Resource Manual* to reflect the life-cycle of facilities; updates in MasterFormat, SectionFormat, UniFormat, and OmniClass; inclusion of facility management activities and newer versions of the AIA General Conditions of the Contract (initially 1997 with later editions of 2007 and 2017).

In 2009, Introduced GreenFormat™, which is a standardized format for organizing sustainability information for building products. More information is available at [www.greenformat.com](http://www.greenformat.com).

In 2010, CSI started a rewrite of the *Project Resource Manual* into *Practice Guides* targeted for project delivery, specification preparation, construction contract administration, product representation, sustainable design and construction, and facility management. The project delivery, specification preparation, and construction contract administration guides were issued in Summer 2011. The product representation guide was issued in Spring 2013. The sustainability practice guide was issued in 2014. The updates represent guidelines and practice reflecting changes in the industry since 2004. Another intention is for the practice guides to provide targeted assistance to candidates taking CSI's certificate and certification exams.

In 2011, CSI adopted a redefinition of its membership classifications to Professional, Emerging Professional, and Student from previous classifications of Professional, Industry, Associate, Intermediate, and Student.

In 2016, CSI adopted a change in its governance rules.

Sources: The Construction Specifier, March 1988; CSI Services and Publications Catalog July 1995-June 1996, July 1996-June 1997, July 1997-June 1998, July 1998-June 1999, and 1999 CSI Member Services Directory. Annually updated subsequent to 1999 with current events.

SPECTEXT® is a registered trademark of the Deltek.

# Certificate of Incorporation

## The Construction Specifications Institute, Incorporated, As Amended

### THIS IS TO CERTIFY:

FIRST: That we the subscribers, JAMES L. WATSON, whose post office address is No. 10 Light Street, Baltimore, Maryland, HENRY C. SHELLEY, whose post office address is No. 10 Light Street, Baltimore, Maryland, and J. MARTIN McDONOUGH, whose post office address is No. 10 Light Street, Baltimore, Maryland, all being of full age, do, under and by virtue of the General Laws of the State of Maryland, authorizing the formation of corporations, associate ourselves with the intent of forming a corporation.

SECOND: The name of the corporation is:

THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED,

THIRD: The purpose for which the corporation is formed and the business and objects to be carried on and promoted by it are as follows:

To foster and promote the interests of persons, firms, groups, associations, corporations and others engaged in any phase of the business of writing, preparing, compiling, or in any way utilizing specifications in the construction and allied industries; to promote improved specification practices in the construction and allied industries; to gather, compile and analyze statistics and information relating to or useful in the conduct of such activities; to engage in research and study of any and all problems and aspects of specification writing; to establish and maintain the Institute as a clearing-house of unbiased technical information on specifications for the fabrication and installation of construction materials and equipment; to promote closer relations and cooperation among its members; to further the common interests and opportunities of its members in any and every lawful manner and to do anything necessary and proper for the accomplishment of the objects and purposes herein set forth or which shall be recognized as proper and lawful objectives and purposes of a business league.

No part of the fund or funds or the income or principal thereof shall be used to carry on propaganda or otherwise to influence legislation.

In furtherance and not in limitation of the general powers conferred by the Laws of the State of Maryland and of the objects herein set forth, it is expressly provided that this corporation shall have also, as far as are lawful, the following powers, viz:

To collect and disseminate statistics and other information of interest to members.

To conduct studies and technical research work, including the testing of supplies, materials and products made or used or capable of being made or used in the construction and allied industries.

To make awards and grants, and to create endowments, for the purpose of promoting and carrying on any of the objects and purposes of the corporation.

To conduct business promotion activities by means of educational projects, advertising campaigns, publicity or other lawful means.

To engage in such activities, including the publication of books and magazines, which may contain such pertinent advertising as may be deemed expedient for the purpose of being self-supporting and accomplish its purposes, the gains or profits derived therefrom to be used, however, only in such manner as shall be most conducive to the proper carrying out of the purposes herein stated.

To disseminate information of a general technical, economic, educational, and governmental character, to analyze subjects relating thereto, and to secure and present the views of the members to other organizations, governmental agencies, and the public.

To purchase, lease, hold, sell, mortgage, or otherwise acquire or dispose of real or personal property necessary for the activities of the association; to enter into, make, perform, or carry out contracts of every kind with any firm, person, corporation or association necessary for the accomplishment of the objects and purposes herein set forth; to do any acts necessary or expedient for carrying on any or all of the objects and purposes of this corporation not forbidden by law, or by this Certificate of Incorporation, or by its Bylaws, or by the Laws of the State of Maryland.

To have offices and authorized agents and promote and carry on its objectives and purposes within or without the state of Maryland, in other states, the District of Columbia, the territories or colonies or possessions of the United States of America or in any other location of the world in accordance with applicable law.

In general, to have all powers conferred upon a non-stock, non-profit corporation by the Laws of the State of Maryland, except as herein prohibited or forbidden by the Bylaws of this corporation.

FOURTH: The post office address of the place at which the principal office of the corporation will be located is c/o The Corporation Trust Co., Inc., First National Bank Building, Light and Redwood Streets, Baltimore 2, Md. The resident agent of the corporation is The Corporation Trust Co., Inc., the post office address of which is First National Bank Building, Light and Redwood Streets, Baltimore 2, Md.

FIFTH: The corporation shall have a Board of Directors. The number of directors which shall constitute the whole Board shall be such as from time to time shall be fixed by, or in the manner provided by the Bylaws, but in no case shall be the number be less than the minimum number provided by statute.

SIXTH: The corporation shall not have any capital stock and no part of the net income of the corporation shall inure to the private profit of any individual, except in payment for authorized services for the administration and conduct of its affairs.

SEVENTH: The conditions, methods of admission, qualifications, and classifications of membership, the limitation, rights, powers and duties of members, the dues, assessments and contributions of members, the method of expulsion from and termination of membership, limitation upon qualifications of voting power, and all other matters pertaining to the membership and the conducts, management and control of the business, property and affairs of the corporation shall be as provided from time to time in the Bylaws of the corporation.

EIGHTH: In the event of dissolution of the corporation, after the payment of all the debts of the corporation, the remaining property and assets shall be conveyed or transferred for such purposes as the professional members of the corporation in their absolute discretion may determine, but no funds or property shall revert to or be distributed among the members of the corporation.

NINTH: Meetings of members and directors may be either held within or without the State of Maryland.

TENTH: The duration of the corporation shall be perpetual.

ELEVENTH: The private property of the members and directors of the corporation shall not be subject to the payment of corporate debts to any extent whatsoever.

IN WITNESS WHEREOF, we have hereunto set our hands this 8th day of March, 1948.

s/ JAMES L. WATSON

s/HENRY C. SHELLEY

s/J. MARTIN McDONOUGH



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## MEMBERSHIP POLICIES, DUES, AND CLASSIFICATIONS

### MEMBERSHIP POLICIES

- ▶ Membership is usually on an individual basis.
- ▶ Membership cannot be transferred to another person.
- ▶ Membership in the Institute is a prerequisite to membership in a CSI chapter.
- ▶ Membership in multiple chapters is allowed.
- ▶ Corporate Partnerships are available. Each partnership is customized to your strategic business goals and objectives. Partner organizations enjoy value pricing on bundled packages and increased visibility through CSI's network.

### MEMBERSHIP CLASSIFICATION DESCRIPTIONS

#### PROFESSIONAL:

- ▶ You author, manage, or communicate building information; to create, interpret, or use construction documents; or to educate, support, or assist the construction industry.
- ▶ Applicants for professional membership shall have had not less than two years of experience in such work at the time of their application.

#### EMERGING PROFESSIONAL

- ▶ You have less than three years experience.

#### STUDENT:

- ▶ You are a full-time student in a construction-related curriculum.

### ANNUAL DUES SCHEDULE

▶ PROFESSIONAL .....	\$275.00
▶ EMERGING PROFESSIONAL .....	\$150.00
▶ STUDENT .....	\$50.00

- ▶ Annual dues provide 12 full months of membership. The month in which you join becomes your anniversary date for renewal.
- ▶ Baltimore Chapter dues are \$50. Other Chapter dues vary. Please contact your nearest CSI Chapter or the Institute office 800-689-2900 for chapter dues amount.
- ▶ A membership certificate is available for \$15.00.
- ▶ Dues are subject to change—membership dues are not refundable.
- ▶ FULL PAYMENT MUST BE RECEIVED WITH THE APPLICATION.

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**The Construction Specifications Institute  
Fiscal Year 2020  
Institute Officers Roster**

**Board  
Of The  
Construction Specifications Institute  
July 1, 2019 Through June 30, 2020**

## Officers

### Board Chair

Ellen Kay Crews, FCSI, CCS,  
CCCA, CDT, SFP, FMP  
Arlington, TX  
[ellen.crews@woolpert.com](mailto:ellen.crews@woolpert.com)

### Chair-Elect

Marvin Kemp, FCSI, CDT  
Baltimore, MD  
[mkemp@designcollective.com](mailto:m Kemp@designcollective.com)

### Secretary

Jori Smith, CSI, CDT  
Albuquerque, NM  
[jori.b.l.smith@gmail.com](mailto:jori.b.l.smith@gmail.com)

### Treasurer

William Hayward, CSI, CCCA  
Tampa, FL  
[chayward@mbakerintl.com](mailto:chayward@mbakerintl.com)

### CEO

Mark Dorsey, FASAE, CAE  
Alexandria, VA  
[CEO@csinet.org](mailto:CEO@csinet.org)

## Directors

### Director-at-Large

Jonnie Cox, FCSI  
Chattanooga, TN  
[jamclung@epbfi.com](mailto:jamclung@epbfi.com)

### Director from South Central Region

Kirby Davis, CSI, CDT  
Frisco, TX  
[KirbyCSI@gmail.com](mailto:KirbyCSI@gmail.com)

### Director from Northeast Region

Arthur Featherstonhaugh IV, CSI,  
CDT  
Burlington, VT  
[arthurcambronne@gmail.com](mailto:arthurcambronne@gmail.com)

### Director from Northwest Region

Gene Fosheim, FCSI  
Everett, WA  
[gene\\_fosheim@hotmail.com](mailto:gene_fosheim@hotmail.com)

### Director from Southeast Region

T.J. Gottwalt, FCSI, CCPR  
Trinity, NC  
[timothy.gottwalt@allegion.com](mailto:timothy.gottwalt@allegion.com)

### Director from North Central Region

Andrea Zawodny, CSI, CCS, CDT  
Kansas City, MO  
[andrea.zawodny@hok.com](mailto:andrea.zawodny@hok.com)

### Director-at-Large

Cherise Lakeside, CSI, CDT  
Portland, OR  
[cheriselakeside@gmail.com](mailto:cheriselakeside@gmail.com)

### Director from West Region

Mitch Lawrence, CSI, CCS, CCCA  
Sherman Oaks, CA  
[mlla@earthlink.net](mailto:mlla@earthlink.net)

### Director from Great Lakes Region

Jack Morgan, FCSI, CCS, CCCA,  
FCSI  
Indianapolis, IN  
[morwalsopl1@gmail.com](mailto:morwalsopl1@gmail.com)

### Director from Middle Atlantic Region

Lee Ann Slattery, CSI, CDT, CCPR  
Allentown, PA  
[lslattery@atas.com](mailto:lslattery@atas.com)

### Director from Southwest Region

Michael Young, FCSI, CCCA, CDT  
Denver, CO  
[michael.young@denvergov.org](mailto:michael.young@denvergov.org)

### Director from Gulf States Region

William Sundquist, CSI  
Chattanooga, TN  
[wsundquist@wgpaver.com](mailto:wsundquist@wgpaver.com)

---

# INSTITUTE STAFF

(As of February 9, 2020)

123 North Pitt St, Ste 450,  
Alexandria, VA 22314  
800-689-2900 F 703-684-0465  
[csi@csinet.org](mailto:csi@csinet.org) [www.csiresources.org](http://www.csiresources.org)

## Executive Director

Mark Dorsey, CEO, FASAE  
[mdorsey@csiresources.org](mailto:mdorsey@csiresources.org)  
703-706-4760

## Executive

### Volunteer Relations and Office Administration Senior

**Chief Operating Officer**  
Velma Hart, FASAE, CAE  
703-706-4783  
[vhart@csinet.org](mailto:vhart@csinet.org)

### Human Resources Consultant

Susan H. Oswald  
703-706-4730  
[soswald@csinet.org](mailto:soswald@csinet.org)

### Director of Executive Services

Lisa Sidletsky, MA, CAE  
703-706-4735  
[lsidletsky@csinet.org](mailto:lsidletsky@csinet.org)

## Marketing

### Director, Marketing and Communications

Matthew S. Switzer  
703-706-4775  
[mswiper@csinet.org](mailto:mswiper@csinet.org)

### Marketing and Communications Coordinator

John A. Sturk  
[jsturk@csinet.org](mailto:jsturk@csinet.org)

Michael Battaglia  
[mbattaglia@csinet.org](mailto:mbattaglia@csinet.org)

## Sponsorship

### Business Development

Maureen Eyles  
703-706-4744  
[meyles@csinet.org](mailto:meyles@csinet.org)  
Matt Dirks  
[mdirks@csinet.org](mailto:mdirks@csinet.org)  
Katie Witters  
[kwitters@csinet.org](mailto:kwitters@csinet.org)

### Member and Customer Service

#### Director, Component Relations

Liz Icenogle  
[licenogle@csinet.org](mailto:licenogle@csinet.org)

#### Member Services Senior Representative

Themica McBee  
[tmcbbee@csinet.org](mailto:tmcbbee@csinet.org)  
703-706-4727

#### Chapter Relations

Cathy Stegmaier, CAE  
[cstegmaier@csinet.org](mailto:cstegmaier@csinet.org)  
703-706-4737

## Learning and Certification

### Chief Learning Officer

Tracy Petrillo, EdD, CAE  
[tpetrillo@csinet.org](mailto:tpetrillo@csinet.org)  
703-706-4741

### Manager, Learning Communities and Resources

Matt Fochs  
[mfochs@csinet.org](mailto:mfochs@csinet.org)  
703-706-4733

### Manager, Meetings and Continuing Education

Gina Sutherland, CMP  
703-706-4746  
[gsutherland@csinet.org](mailto:gsutherland@csinet.org)

### Learning and Certification Coordinator

Monica Occhetti  
703-706-4749  
[mocchetti@csinet.org](mailto:mocchetti@csinet.org)

### Strategic Initiatives and Special Projects

Greg Ceton, CSI, CDT  
[gceton@csinet.org](mailto:gceton@csinet.org)  
703-706-4723

## Information Technology

### vCIO (Virtual CIO)

Rick Bawcum  
[rbawcum@csinet.org](mailto:rbawcum@csinet.org)  
703-706-4742

### IT and CRM (Database) Support

Keith Knebel  
[kknebel@csinet.org](mailto:kknebel@csinet.org)  
703-706-4787

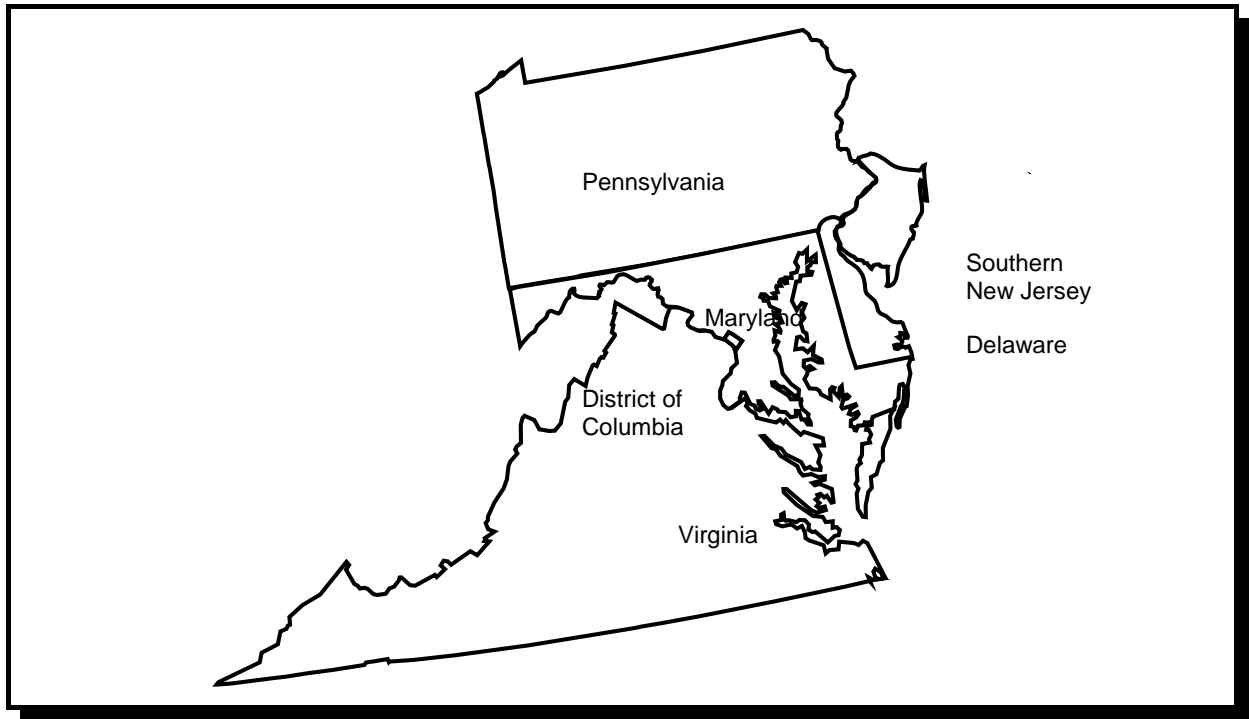
### Application Developer

Jonathon Gordon  
[jgordon@csinet.org](mailto:jgordon@csinet.org)  
703-706-4748

# Region Information

# CONSTRUCTION SPECIFICATIONS INSTITUTE MIDDLE ATLANTIC REGION

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



## OFFICERS

Director	LeeAnn Slattery ATAS International Allentown, PA 18106 <a href="mailto:lslattery@atas.com">lslattery@atas.com</a>	Second Vice- President	Robert Vaughn Shade & Wise <a href="mailto:rvaughn@shadeandwise.com">rvaughn@shadeandwise.com</a> 804-357-2051
President	Thomas P Feulner, CSI, CCS, CCCA <a href="mailto:tfeulnerjr@verizon.net">tfeulnerjr@verizon.net</a>	Secretary	Stephen Weisensale, CSI, CDT, AIA Commonwealth Architects <a href="mailto:sweisensale@comarchs.com">sweisensale@comarchs.com</a>
First Vice-President	Steven Lawrey, CSI, CCS, CCPR, CCCA Pecora Corporation <a href="mailto:Lawreys@pecora.com">Lawreys@pecora.com</a>	Treasurer	Nealon (Dan) Cudney, Jr., CSI GET SOLUTIONS, Inc. <a href="mailto:guitartoucan@yahoo.com">guitartoucan@yahoo.com</a>



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## REGION DIRECTORS / CHAPTER PRESIDENTS

Baltimore	Marty Jakovics, CSI, CDT <a href="mailto:mjakovics@tremcoinc.com">mjakovics@tremcoinc.com</a>	North Central Pennsylvania	Patricia Russell, CSI, CDT <a href="mailto:prussell@ahvarchitects.com">prussell@ahvarchitects.com</a>
Blue Ridge	Trey Rowe, CSI <a href="mailto:trowe@mii.com">trowe@mii.com</a>	Northern Virginia	Cynthia Heimann, CSI, CCCA <a href="mailto:cynthia.heimann@som.com">cynthia.heimann@som.com</a>
Central Pennsylvania	Kathryn Sterner, CSI <a href="mailto:jksterner@embarqmail.com">jksterner@embarqmail.com</a>	Philadelphia	Cory Robbins, BA, CSI-EP <a href="mailto:crobbs@edacontractors.com">crobbs@edacontractors.com</a>
Central Virginia	Raymond Gaines, FCSI, CCS, CDT <a href="mailto:rgtect@thegainesgroup.com">rgtect@thegainesgroup.com</a>	Pittsburgh	Martin Thornton II, CSI, CCS <a href="mailto:mthornton@wtwarch.com">mthornton@wtwarch.com</a>
DC Metropolitan	Jill Amacker, CSI, CDT <a href="mailto:jillamacker@gmail.com">jillamacker@gmail.com</a>	Richmond	Jon Richard Anderson II <a href="mailto:president@csirichmond.org">president@csirichmond.org</a>
Erie- Northwest Pennsylvania	Information Not Available	Tidewater	Richard Corner, CSI <a href="mailto:rcorner@hudsonarch.com">rcorner@hudsonarch.com</a>
Greater Lehigh Valley	Jon Lattin, CSI, CCPR <a href="mailto:cnewton@barryisett.com">cnewton@barryisett.com</a>		





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## REGION COMMITTEE CHAIRS

### **Academic Liaison**

Kevin Grega, CSI, CCPR, CDT  
[kevin@ctslv.com](mailto:kevin@ctslv.com)

### **Awards**

Lauren Anderson, CSI, CDT  
[landerson@rbapc.com](mailto:landerson@rbapc.com)

### **Certification**

Mary-Ellen Pfister, CSI, CCCA, CDT  
[mep.arch@yahoo.com](mailto:mep.arch@yahoo.com)

### **Education**

Mitch Miller, FCSI, CCS, CDT  
[M2Architek@hotmail.com](mailto:M2Architek@hotmail.com)

### **Electronic Communications**

Katherine Good, CSI  
[kgood@waldonstudio.com](mailto:kgood@waldonstudio.com)

### **Nominating**

Gail Lynn Nagie, CSI, Member Emeritus, CDT  
[twogreenfg@yahoo.com](mailto:twogreenfg@yahoo.com)

### **Planning**

Barbara Shaffer, CSI, CDT  
[barbe.shaffer@masonandhanger.com](mailto:barbe.shaffer@masonandhanger.com)

# Chapter Information



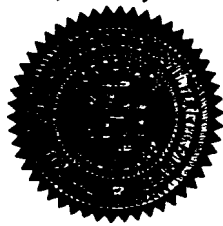
Chapter Charter  
**Baltimore Chapter**  
of  
**The Construction Specifications Institute**  
Baltimore, Maryland  
Granted September, 1959

The members of The Construction Specifications Institute named below, having complied with the by-laws governing the establishment of a Chapter, the Board of Directors of the Institute hereby constitutes and officially designates

**Baltimore Chapter**  
as an Affiliated Chapter of  
**The Construction Specifications Institute**

This Chapter shall exercise all of the privileges granted to a Chapter under the by-laws of the Institute.

By action of the Board of Directors of  
The Construction Specifications Institute  
September, 1959



*J. Stewart Stern*  
President  
*Harry C. Plummer*  
Secretary-Treasurer

**Charter Members of the Baltimore Chapter**

*Active Members*

<i>Benjamin E. Beavin</i>	<i>James R. Edmunds, III</i>	<i>Charles R. Hellmann</i>	<i>H. R. Rizner</i>
<i>George E. Blatchley, Jr.</i>	<i>Frederic A. Fletcher, Jr.</i>	<i>Andrew B. Koppleman</i>	<i>Kelsey Y. Saint</i>
<i>Robert H. Bonn</i>	<i>Alan M. Gershon</i>	<i>Jerome Lamprecht</i>	<i>Murray G. Waters</i>
<i>James I. Campbell</i>	<i>Paul T. Heineman</i>	<i>Leonhardt Friedrich Maier</i>	<i>Benn A. Wiggins</i>

*Associate Members*

<i>Harley D. Brazeal</i>	<i>Harry Feinberg</i>	<i>John M. Harp</i>	<i>Charles L. Lea</i>
<i>Charles Carroll, Jr.</i>	<i>Leslie E. Gilliss</i>	<i>Wayne C. Hart</i>	<i>Raymond E. White</i>
<i>Roland L. Cavalier</i>	<i>Richard T. Gumpert</i>	<i>Charles G. Kalil</i>	<i>R. Keith Winters</i>
<i>Richard Dunlop</i>	<i>J. Mark Hall</i>	<i>Samuel Katz</i>	

## OFFICERS

President

**Marty Jakovics, CSI, CDT**  
Tremco Roofing and Maintenance  
35 Cedar Chip Court  
Baltimore, MD 21234  
443-928-9173  
[mjakovics@tremcoinc.com](mailto:mjakovics@tremcoinc.com)

First Vice President

**Katherine Good, CSI**  
Waldon Studio Architects  
31 Light Street #500  
Baltimore, MD 21202  
410-290-5680  
[kgood@waldonstudio.com](mailto:kgood@waldonstudio.com)

Second Vice President

**Jim Clancy, CSI**  
Architectural Resources  
7835 Belle Point Dr  
Greenbelt, MD 20770  
301-982-6464  
[jim@archres-inc.com](mailto:jim@archres-inc.com)

Treasurer

**Steven C. Evans, CSI**  
Axalta  
9772 Red Clover Court  
Baltimore, MD 21234  
443-442-7699  
[steven.evans@axalta.com](mailto:steven.evans@axalta.com)

Secretary

**Samuel Grant, CSI**  
6948C Clearwind Court  
Baltimore, MD 21209  
443-604-2034  
[smgrantdpw@yahoo.com](mailto:smgrantdpw@yahoo.com)

Past President

**Liz Stone, CSI, CDT**  
McCormick Paints  
2355 Lewis Ave  
Rockville, MD 20851  
443-866-6690  
[lstone@mccormickpaints.com](mailto:lstone@mccormickpaints.com)

## DIRECTORS

Fiscal Years 2019 and 2020

**Meagan Elfert, CSI, CDT**  
York Manufacturing  
652 Blandwood Road  
Frederick, MD 21701  
410-790-8161  
[melfert@yorkmfg.com](mailto:melfert@yorkmfg.com)

Fiscal Years 2019 and 2020

**Brian Lockwood, CSI**  
Graham Windows  
1551 Mount Rose Avenue  
York, PA 17403  
717-817-1713  
[blockwood@grahamwindows.com](mailto:blockwood@grahamwindows.com)

Fiscal Years 2019 and 2020

**Scott Warren Sider, CSI, CDT, CCS, CCCA**  
Waldon Studio Architects  
397 Phirne Road  
Glen Burnie, MD 21061-4637  
410-290-5680  
[swsider@waldonstudio.com](mailto:swsider@waldonstudio.com)

Fiscal Years 2020 and 2021

**Michael Gilbert, CSI**  
Hord Coplan Macht  
7541 Baltimore Annapolis Boulevard  
Glen Burnie, MD 21060  
443-451-2489  
[mgilbert@HCM2.com](mailto:mgilbert@HCM2.com)

Fiscal Years 2020 and 2021

**Todd Guntner, CSI**  
Tnemec  
2 Bedwell Court  
Timonium, MD 21093  
410-234-3600  
[todd.guntner@yasnyinc.com](mailto:todd.guntner@yasnyinc.com)

Fiscal Years 2020 and 2021

**Henrique Kempenich, CSI**  
7832 Mystic View Court  
Rockville, MD 20855  
[hkempenich@yahoo.com](mailto:hkempenich@yahoo.com)

Fiscal Years 2020 and 2021

**Brian Porter Jr., CSI**  
Tremco Commercial Sealants & Waterproofing  
1807 Bordeaux Court  
Fallston, MD 21047  
443-629-3607  
[bporter@tremcoinc.com](mailto:bporter@tremcoinc.com)

## COMMITTEE CHAIRS

Academic Affairs  
[Vacant]

Awards  
**Jim Clancy, CSI**  
Architectural Resources  
7835 Belle Point Dr  
Greenbelt, MD 20770  
301-982-6464  
[jim@archres-inc.com](mailto:jim@archres-inc.com)

Certification  
[vacant]

Electronic Communications  
**Meagan Elfert, CSI, CDT**  
York Manufacturing  
652 Blandwood Road  
Frederick, MD 21701  
410-790-8161  
[melfert@yorkmfg.com](mailto:melfert@yorkmfg.com)

Executive  
**Marty Jakovics, CSI, CDT**  
Tremco Roofing and Maintenance  
35 Cedar Chip Court  
Baltimore, MD 21234  
443-928-9173  
[mjakovics@tremcoinc.com](mailto:mjakovics@tremcoinc.com)

Finance  
**Steven C. Evans, CSI**  
Axalta  
9772 Red Clover Court  
Baltimore, MD 21234  
443-442-7699  
[steven.evans@axalta.com](mailto:steven.evans@axalta.com)

Handbook  
**Scott Warren Sider, CSI, CDT, CCS, CCCA**  
Waldon Studio Architects  
397 Phirne Road  
Glen Burnie, MD 21061-4637  
410-290-5680  
[swsider@waldonstudio.com](mailto:swsider@waldonstudio.com)

House  
**Katherine Good, CSI**  
Waldon Studio Architects  
31 Light Street #500  
Baltimore, MD 21202  
410-290-5680  
[kgood@waldonstudio.com](mailto:kgood@waldonstudio.com)

Membership  
**Brian Lockwood, CSI**  
Graham Windows  
1551 Mount Rose Avenue  
York, PA 17403  
717-817-1713  
[blockwood@grahamwindows.com](mailto:blockwood@grahamwindows.com)

Meeting Exhibits  
**Todd Guntner, CSI**  
Tnemec  
2 Bedwell Court  
Timonium, MD 21093  
410-234-3600  
[todd.guntner@yasnyinc.com](mailto:todd.guntner@yasnyinc.com)

Newsletter  
**Scott Warren Sider, CSI, CDT, CCS, CCCA**  
Waldon Studio Architects  
397 Phirne Road  
Glen Burnie, MD 21061-4637  
410-290-5680  
[swsider@waldonstudio.com](mailto:swsider@waldonstudio.com)

Nominations  
[vacant]

Planning  
**Cindy Adkins, CSI, CDT**  
Stonhard  
6922 Gunder Avenue  
Middle River, MD 21220-1074  
410-937-6764  
[cadkins@stonhard.com](mailto:cadkins@stonhard.com)

Professional Development  
**Scott Warren Sider, CSI, CDT, CCS, CCCA**  
Waldon Studio Architects  
397 Phirne Road  
Glen Burnie, MD 21061-4637  
410-290-5680  
[swsider@waldonstudio.com](mailto:swsider@waldonstudio.com)

Programs  
**Elizabeth Stone, CSI, CDT**  
McCormick Paint Company  
2355 Lewis Avenue  
Rockville, MD 20851  
443-866-6690  
[lstone@mccormickpaints.com](mailto:lstone@mccormickpaints.com)

Technical  
[Vacant]

Tellers  
**Scott Warren Sider, CSI, CDT, CCS, CCCA**  
Waldon Studio Architects  
397 Phirne Road  
Glen Burnie, MD 21061-4637  
410-290-5680  
[swsider@waldonstudio.com](mailto:swsider@waldonstudio.com)

William J. Grabowski Scholarship Fund  
**Elizabeth Stone, CSI, CDT**  
McCormick Paint Company  
2355 Lewis Avenue  
Rockville, MD 20851  
443-866-6690  
[lstone@mccormickpaints.com](mailto:lstone@mccormickpaints.com)

# **BYLAWS**

## **THE BALTIMORE CHAPTER, INC.**

### **THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

#### ARTICLE I - NAME

Section 1. The name of this organization is the Baltimore Chapter, Inc., of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter:" said Chapter being an affiliate Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Institute".

Section 2. The Chapter shall be affiliated with the Middle Atlantic Region of the Institute in accordance with the Institute bylaws, hereinafter referred to as the "Region."

#### ARTICLE II - GOVERNING AUTHORITY

The Chapter, consisting of the membership as defined in Article VII in these Bylaws, is governed and operated in accordance with the laws of the State of Maryland, the Articles of the Incorporation, provisions of the Institute Bylaws, these bylaws, the regulations and requirements for the conduct of the Chapters of the Institute as adopted from time to time by the Institute Board, and the rules and instructions of the Chapter's Board issued through its Officers.

#### ARTICLE III - PURPOSE AND POLICY

Section 1. The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2. The name, funds or influence of the Chapter may be used only in support of this purpose and in accordance with Article II of these bylaws.

Section 3. The Chapter endorses a nondiscriminatory policy as to membership and does not restrict membership based on a classification ratio or any other practice.

#### ARTICLE IV - BOARD

Section 1. The management and direction of the Chapter shall be delegated exclusively to its Board.

Section 2. The Board shall consist of thirteen members: President, two Vice Presidents, Secretary, Treasurer, Immediate Past President (advisory member), and seven Directors. Emerging Professional members may serve in any of the elected positions.

Section 3. All members of the Board are eligible to vote on Chapter business.

Section 4. The Board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.

Section 5. The Board shall select all standing and special committees, designate duties and may authorize compensation for justifiable expenses. All committee chairsshall be members of the Chapter.

Section 6. The Board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the President or a majority of the Board upon seven days notice.

Section 7. A majority of the Board shall constitute a quorum.

Section 8. Should a vacancy occur in any office of the Chapter, the Board shall fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9. By a majority vote, the Board may request resignation from office of any member of the Board who fails to perform the responsibilities of their elected or appointed office; continued failure to attend Board meetings shall be cause therefore but not limited thereof.

Section 10. The Board shall keep a current Chapter calendar establishing dates and assigning responsibility for Chapter events and for general business of the Chapter.

#### ARTICLE V - OFFICERS

Section 1. The president shall serve as chair of the Board, shall preside at all Chapter meetings; shall select the committee chairs; shall be an ex-officio member of all committees and shall sign all agreements and formal instruments.

Section 2. The vice presidents shall serve as chair of the meetings, in order, upon the absence of the president, and shall perform other duties as assigned by the President or the Board.

Section 3. The Secretary shall see that notices are sent at least seven days in advance of all meetings of the Board and of the Chapter and shall keep accurate minutes thereof. The Secretary shall maintain a file of Chapter correspondence; shall keep a roster of members and committees; shall co-sign all agreements and formal instruments, except those pertaining to the office of Treasurer and shall submit a report of the Secretary's office at the annual meeting. The Secretary shall perform other duties as assigned by the Board.

Section 4.

A. The Treasurer shall collect and receipt for monies and securities; deposit funds and disburse them subject to the direction of the Board; shall keep accurate books of account; shall submit a report of the Treasurer office at the annual meeting, and at monthly meetings of the Board. The President or First Vice President shall perform the functions of the Treasurer in the absence or incapacity of the Treasurer. All checks shall be signed by one of the above named officers.

B. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, and shall cause same to be filed with, and shall pay any taxes due, to the Internal Revenue Service and other authorities within the prescribed time limits.

#### ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1. Officers and Directors shall be elected to those offices established by Article IV by the members of the Chapter.

Section 2. Each elected Officer shall take office on July 1 and shall serve for a term of one year.

Section 3. The President or Vice Presidents shall not hold the same office for more than two consecutive terms.

Section 4. Each elected Director shall take office on July 1 and shall serve for a term of two years. Terms for three Directors are to start in odd numbered Fiscal years, and terms for four Directors are to start in even numbered fiscal years.

Section 5.

- A. A nominating committee shall be appointed by the Board not later than February 20.
- B. The nominating committee shall endeavor to select candidates so the composition of the Board reflects the diversity of chapter membership.
- C. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the Board due to become vacant, and shall present the list to the Board not later than the Board meeting in March. Election shall be written by ballot. The nominating committee shall prepare the ballot, which shall include provisions for write-on candidates. Nominees for office shall have agreed to serve if elected. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count.
- D. For the purposes of Chapter elections, voting members shall include Professional members and Emerging Professional members.

Section 6. The ballots shall be counted and certified by the end of April, by tellers appointed by the President, and the results shall be reported to the members.

Section 7. No later than April 30, the Chapter Secretary shall notify Region Secretary and the Institute office of the results of the election, and shall submit to them a complete listing of the Chapter officers for the coming year, with their addresses and phone numbers.

ARTICLE VII - MEMBERSHIP

Section 1. The qualifications for membership shall conform to the requirements of the Institute Bylaws.

Section 2. Membership in the Institute is a prerequisite to membership in the Chapter.

Section 3. A Chapter member may be classified as an Honorary Member, Distinguished Member, or a Lifetime Member only by action of the Institute.

Section 4. The provisions of the Institute Bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern.

ARTICLE VIII - MEETING OF MEMBERS

Section 1. The annual meeting of the Chapter shall be held before the end of the fiscal year, at which time committee reports shall be submitted, the Secretary shall submit a report on the activities of the Chapter during the past term of office, and the Treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Region Secretary.

Section 2. Not less than ten regular monthly meetings shall be held in the fiscal year except when otherwise decreed by the Board.



Section 3. Special meetings may be called whenever the majority of the Board deems it necessary, or upon written request by not less than one-tenth of the Chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4. Copies of the minutes of regular and special meetings shall be distributed to the Chapter membership and the Region Secretary.

Section 5. These Bylaws, together with the applicable provisions of the Institute Bylaws and Robert's Rules of Order Newly Revised, shall govern the conduct of business of the Chapter.

#### ARTICLE IX - FISCAL ADMINISTRATION

Section 1 The fiscal year shall be from July 1 to June 30.

Section 2. The annual Chapter dues shall be set by the Board. Any change in the dues structure shall be approved by a two-thirds majority of those Board members present at a regularly scheduled meeting. Members Emeritus, Distinguished Members, Honorary Members, and Lifetime Members shall not be subject to dues.

Section 3. Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

#### ARTICLE X - AUDIT

Section 1. The Board may appoint a committee to audit the books and transactions of the Treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the Chapter after reviewed by the Board.

#### ARTICLE XI - AMENDMENTS

Section 1. Proposed amendments to these Chapter Bylaws after being approved by the Chapter Board shall first be submitted to the Institute Secretary for approval, in the manner and form prescribed by the Institute. After Institute approval, they shall then be distributed to the Chapter membership prior to a regular meeting or at least two weeks prior to a special meeting.

Section 2. These Bylaws may then be amended by a two-thirds affirmative vote of the voting members present at the regular meeting or a special meeting.

The attached copy of the "Bylaws" of Baltimore Chapter, Incorporated, The Construction Specifications Institute, Incorporated, are complete and correct copies of the organizational documents which embody all the powers, principles, purposes, functions, and other provisions by which the organization currently governs itself.

Sincerely,

/s

Alexander M. Howe, CSI, CCPR  
President  
March 3, 2012

# HISTORICAL LIST OF OFFICERS OF THE BALTIMORE CHAPTER CSI

1959-1960

**Pres. GERSHON, Alan M.**  
V.P. EDMONDS, James R. III  
Secr. CARROLL, Charles R., Jr., FCSI  
Treas. KOPPLEMAN, Andrew B.

1960-1961

**Pres. SAINT, Kelsey, Y. FCSI**  
V.P. BONN, Robert H.  
Secr. CARROLL, Charles R., Jr., FCSI  
Treas. KOPPLEMAN, Andrew B.

1961-1962

**Pres. SAINT, Kelsey, Y. FCSI**  
V.P. BONN, Robert H.  
Secr. FLETCHER, Frederic A., Jr.  
Treas. KOPPLEMAN, Andrew B.

1962-1963

**Pres. BONN, Robert H.**  
V.P. FLETCHER, Frederic A., Jr.  
Secr.  
Treas. SIMPSON, Robert E.

1963-1964

**Pres. BONN, Robert H.**  
V.P. LAMPRECHT, Jerome  
Secr. WIGGINS, Benn A.  
Treas. SIMPSON, Robert E.

1964-1965

**Pres. LAMPRECHT, Jerome**  
V.P. NILES, E. Hamilton, Jr.  
Secr. WIGGINS, Benn A.  
Treas. SIMPSON, Robert E.

1965-1966

**Pres. NILES, E. Hamilton, Jr.**  
V.P. JANKA, Martin J., FCSI, CCS  
Secr. THOMAS, Joe E.  
Treas. TEUSCHER, William E.

1966-1967

**Pres. JANKA, Martin J., FCSI, CCS**  
V.P. THOMAS, Joe E.  
Secr. SEMARAD, Jeremiah G.  
Treas. TEUSCHER, William E.

1967-1968

**Pres. THOMAS, Joe E.**  
V.P. CARROLL, Richard J.  
Secr. MILLER, Karl E.  
Treas. TEUSCHER, William E.

1968-1969

**Pres. CARROLL, Richard J.**  
V.P. STILL, Dennis H.  
Secr. MESSLER, P. D.  
Treas. BOSTWICK, John

1969-1970

**Pres. STILL, Dennis H.**  
V.P. DIXON, William J.  
Secr. MESSLER, P. D.  
Treas. BOSTWICK, John

1970-1971

**Pres. FLACK, William B.**  
V.P. DIXON, William J.  
Secr. GAHAN, Edward W.  
Treas. REDMER, Hugo N.

1971-1972

**Pres. DIXON, William J.**  
V.P. HEINEMAN, Paul T., FCSI, CCS  
Secr. BECHTEL, Rodney H.  
Treas. REDMER, Hugo N.

1972-1973

**Pres. HEINEMAN, Paul T., FCSI, CCS**  
V.P. GANT, Frank N.  
Secr. BECHTEL, Rodney H.  
Treas. REDMER, Hugo N.

1973-1974

**Pres. GANT, Frank N.**  
V.P. MOORER, Vernon D., Jr.  
Secr. WHITE, Thomas H.  
Treas. REDMER, Hugo N.

1974-1975

**Pres. MOORER, Vernon D., Jr.**  
V.P. BROSSEAU, Robert P., FCSI  
Secr. WHITE, Thomas H.  
Treas. REDMER, Hugo N.

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**1975-1976**


---

**Pres. BROSSEAU, Robert P., FCSI**

1 V.P. STEVENS, Benjamin  
 2 V.P. REDMER, Hugo N.  
 Sec. SPEACE, Daniel  
 Treas. GOLDSTEIN, Albert E., Jr.

---

**1976-1977**


---

**Pres. JOHNSON, Jere L.**

1 V.P. REDMER, Hugo N.  
 2 V.P.  
 Sec. BROTMAN, David J.  
 Treas. GOLDSTEIN, Albert J., Jr.

---

**1977-1978**


---

**Pres. JOHNSON, Jere L.**

1 V.P. REDMER, Hugo N.  
 2 V.P. BROTMAN, David J.  
 Sec. ELWORTHY, Richard M.  
 Treas. REIGEL, Robert N.

---

**1978-1979**


---

**Pres. BROTMAN, David J.**

1 V.P. LOPEZ, Donald A.  
 2 V.P. LEATHERBURY, J. Paul, Jr.  
 Sec. ELWORTHY, Richard M.  
 Treas. REIGEL, Robert N.

---

**1979-1980**


---

**Pres. LOPEZ, Donald A.**

1 V.P. WEATHERBY, Richard T., FCSI, CCS  
 2 V.P. ELWORTHY, Richard M.  
 Sec. HILL, Nicholas B.  
 Treas. REIGEL, Robert N.

---

**1980-1981**


---

**PRES. LOPEZ, Donald A.**

1 V.P. WEATHERBY, Richard T., FCSI, CCS  
 2 V.P. ELWORTHY, Richard M.  
 Sec. HILL, Nicholas B.  
 Treas. REIGEL, Robert N.

---

**1981-1982**


---

**Pres. WEATHERBY, Richard T., FCSI, CCS**

1 V.P. ELWORTHY, Richard M.  
 2 V.P. HILL, Nicholas B.  
 Sec. SWEENEY, Paul R., CCS  
 Treas. GEISEKING, William A., FCSI, CCS

---

**1982-1983**


---

**Pres. HILL, Nicholas B.**

1 V.P. SWEENEY, Paul R., CCS  
 2 V.P. HENSLEY, Bill  
 Sec. WILLARD, Henry R.  
 Treas. GEISEKING, William A., FCSI, CCS

---

**1983-1984**


---

**Pres. GIESEKING, William A., FCSI, CCS**

1 V.P. GREEN, James M., CDT  
 2 V.P. O'HATNICK, Robert D.  
 Sec. RUSSELL, Theron I., CDT  
 Treas. BERGER, Robert K.

---

**1984-1985**


---

**Pres. GIESEKING, William A., FCSI, CCS**

1 V.P. GREEN, James M., CDT  
 2 V.P. SWEENEY, Paul R., CCS  
 Sec. RUSSELL, Theron I., CDT  
 Treas. BERGER, Robert K.

---

**1985-1986**


---

**Pres. GREEN, James M., CDT**

1 V.P. PATALICS, Tibor I. (Appt.)  
 2 V.P. RUSSELL, Theron I., CDT  
 Sec. JONES, Harry F.  
 Treas. BERGER, Robert K.

---

**1986-1987**


---

**Pres. RUSSELL, Theron I., CDT**

1 V.P. PATALICS, Tibor I.  
 2 V.P. BORING, John M.  
 Sec. JACKSON, Ronald T.  
 Treas. BERGER, Robert K.

---

**1987-1988**


---

**Pres. PATALICS, Tibor I.**

1 V.P. BERGER, Robert K.  
 2 V.P. BORING, John M.  
 Sec. JACKSON, Ronald T.  
 Treas. MINETREE, E. Warner

---

**1988-1989**


---

**Pres. BERGER, Robert K.**

1 V.P. BORING, John M.  
 2 V.P. SWEENEY, Paul R., CCS  
 Sec. BORRELLI, William R.  
 Treas. HARVEY, Barbara J.

---

**1989-1990**


---

**Pres. BORING, John M.**  
 1 V.P. ELLIOTT, Robert G., CCS  
 2 V.P. PATALICS, Tibor I.  
 Sec. KINNE, David  
 Treas. HARVEY, Barbara J.

**1990-1991**


---

**Pres. ELLIOTT, Robert G., CCS**  
 1 V.P. HARBISON, Paul W., CCS  
 2 V.P. CARTER, Kathleen  
 Sec. WEBB, John A., Jr.  
 Treas. HARVEY, Barbara J.

**1991-1992**


---

**Pres. HARBISON, Paul W., CCS**  
 1 V.P. GOYAL, Raj  
 2 V.P. WEBB, John A., Jr.  
 Sec. HEATHERINGTON, Edna, CCS  
 Treas. HARVEY, Barbara J.

**1992-1993**


---

**Pres. MCLELLAND, Sandy G., CCS**  
 1 V.P. GENTNER, Paul L., CCS  
 2 V.P. HARVEY, Barbara J.  
 Sec. HEATHERINGTON, Edna, CCS  
 Treas. BERGER, Robert K.

**1993-1994**


---

**Pres. MCLELLAND, Sandy G., CCS**  
 1 V.P. GENTNER, Paul L., CCS  
 2 V.P. HARVEY, Barbara J.  
 Sec. HEATHERINGTON, Edna, CCS  
 Treas. BERGER, Robert K.

**1994-1995**


---

**Pres. GENTNER, Paul L., CCS**  
 1 V.P. HEATHERINGTON, Edna, CCS  
 2 V.P. KESSI, Alfred  
 Sec. HENNESSEY, Larry, CCS  
 Treas. HARBISON, Paul W., CCS

**1995-1996**


---

**Pres. HEATHERINGTON, Edna E., CCS**  
 1 V.P. RYAN, Michael D., CCS  
 2 V.P. WISE, Charles  
 Sec. HENNESSEY, Larry, CCS  
 Treas. HARBISON, Paul W., CCS

**1996-1997**


---

**Pres. HEATHERINGTON, Edna E., CCS**  
 1 V.P. GUNTNER, Todd  
 2 V.P. NUNN-SCOTCH, Cynthia  
 Sec. GREEN, James M. CDT  
 Treas. HARBISON, Paul W., CCS

**1997-1998**


---

**Pres. GUNTNER, Todd**  
 1 V.P. NUNN-SCOTCH, Cynthia  
 2 V.P. BRUBAKER, Philip  
 Sec. JEFFERY, Helen, CDT  
 Treas. HARBISON, Paul W., CCS

**1998-1999**


---

**Pres. NUNN-SCOTCH, Cynthia**  
 1 V.P. BRUBAKER, Philip  
 2 V.P. JEFFERY, Helen, CDT  
 Sec. HEATHERINGTON, Edna E., CCS  
 Treas. HARBISON, Paul W., CCS

**1999-2000**


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**Pres. BRUBAKER, Philip**  
 1 V.P. LOCKWOOD, Brian  
 2 V.P. MAYNE, Art  
 Sec. HEATHERINGTON, Edna E., CCS  
 Treas. NUNN-SCOTCH, Cynthia

**2000-2001**


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**Pres. LOCKWOOD, Brian**  
 1 V.P. GRABOWSKI, William, CCS  
 2 V.P. MAYNE, Art  
 Sec. HEATHERINGTON, Edna E., CCS  
 Treas. NUNN-SCOTCH, Cynthia

**2001-2002**


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**Pres. LOCKWOOD, Brian**  
 1 V.P. GRABOWSKI, William, CCS  
 2 V.P. MAYNE, Art  
 Sec. HEATHERINGTON, Edna E., CCS  
 Treas. WILCOX, Gerald

**2002-2003**


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**Pres. GRABOWSKI, William, CCS**  
 1 V.P. STONE, Elizabeth  
 2 V.P. HERCENBRG, Ken, CCS, CCCA  
 Sec. HEATHERINGTON, Edna E., CCS  
 Treas. WILCOX, Gerald

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**2003-2004**


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**Pres. STONE, Elizabeth**  
 1 V.P. HERCENBERG, Ken, CCS, CCCA  
 2 V.P. MCSHANE, Eric  
 Secr. HEATHERINGTON, Edna E., CCS  
 Treas. WILCOX, Gerald

**2004-2005**


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**Pres. HERCENBERG, Ken, CCS, CCCA**  
 1 V.P. MCSHANE, Eric  
 2 V.P. [vacant]  
 Secr. HEATHERINGTON, Edna E., CCS  
 Treas. VOGTMAN, Jason

**2005-2006**


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**Pres. ANDERSON, Rodney, CCS**  
 1 V.P. CALDWELL, Sarah  
 2 V.P. KEMP, Marvin, CDT  
 Secr. HEATHERINGTON, Edna E., CCS  
 Treas. VOGTMAN, Jason

**2006-2007**


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**Pres. KEMP, Marvin, CDT**  
 1 V.P. CALDWELL, Sarah  
 2 V.P. GLASS, Jerry L., CCS  
 Secr. HEATHERINGTON, Edna E., CCS  
 Treas. EVANS, Steven

**2007-2008**


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**Pres. KEMP, Marvin, CDT**  
 1 V.P. CALDWELL, Sarah  
 2 V.P. FRITZSCHE, Robert Karl, CCS  
 Secr. HEATHERINGTON, Edna E., CCS  
 Treas. EVANS, Steven

**2008-2009**


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**Pres. CALDWELL, Sarah**  
 1 V.P. FRITZSCHE, Robert Karl, CCS  
 2 V.P. BARBINI, Greg  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2009-2010**


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**Pres. FRITZSCHE, Robert Karl, CCS**  
 1 V.P. BARBINI, Greg  
 2 V.P. GREENLAND, Charles, CCS, CCCA  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2010-2011**


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**Pres. BARBINI, Gregory**  
 1 V.P. HOWE, Alexander, CCPR  
 2 V.P. ANDERSON, Shenia, CCCA  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2011-2012**


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**Pres. HOWE, Alexander, CCPR**  
 1 V.P. ANDERSON, Shenia, CCCA  
 2 V.P. HELD, Marc, CDT  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2012-2013**


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**Pres. HOWE, Alexander, CCPR**  
 1 V.P. ANDERSON, Shenia, CCCA  
 2 V.P. HELD, Marc, CDT  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2013-2014**


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**Pres. HELD, Marc, CDT**  
 1 V.P. LEWIS, Jim, CCS  
 2 V.P. WOOD, Bob  
 Secr. KEMP, Marvin, CDT  
 Treas. EVANS, Steven

**2014-2015**


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**Pres. HELD, Marc, CDT**  
 1 V.P. LEWIS, Jim, CCS  
 2 V.P. HAMILTON, David  
 Secr. HAMNER, Jennifer  
 Treas. EVANS, Steven

**2015-2016**


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**Pres. LEWIS, Jim, CCS**  
 1 V.P. ANDERSON, Shenia, CCCA  
 2 V.P. KARSEN, Erik, CCS  
 Secr. HAMNER, Jennifer  
 Treas. EVANS, Steven

**2016-2017**


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**Pres. LEWIS, Jim, CCS**  
 1 V.P. ANDERSON, Shenia, CCCA  
 2 V.P. JAKOVICS, Martin  
 Secr. GRANT, Sam  
 Treas. EVANS, Steven

2017-2018

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**Pres. STONE, Elizabeth, CDT**  
1 V.P. JAKOVICS, Martin, CDT  
2 V.P. GOOD, Katherine  
Secr. GRANT, Sam  
Treas. EVANS, Steven

2018-2019

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**Pres. STONE, Elizabeth, CDT**  
1 V.P. JAKOVICS, Martin, CDT  
2 V.P. GOOD, Katherine  
Secr. GRANT, Sam  
Treas. EVANS, Steven

2019-2020

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**Pres. JAKOVICS, Martin, CDT**  
1 V.P. GOOD, Katherine  
2 V.P. Clancy, Jim  
Secr. GRANT, Sam  
Treas. EVANS, Steven

## Awards and Recognitions

Each year the Baltimore Chapter CSI recognizes very notable contributions and outstanding achievements that are local in nature for services to the Chapter. The Chapter's Annual Awards Banquet is held during the Chapter's June Meeting. Various categories of awards have been established by the Chapter to recognize contributions or achievements of people, firms, or organizations. With each category listed below, are the recipient of awards presented at the Chapter's June 2019 Awards Banquet.

### LETTER OF APPRECIATION

Presented to an organization, a business, or a non-member individual for a special service rendered to the Chapter. One or more may be presented.

Bobrick  
JJ Haines  
Marvin Windows

McCormick Paints  
Sierra Pacific Windows  
Tnemec

Tremco Roofing  
Upstate Doors  
USG

Waldon Studio Architects  
York Flashings

### CERTIFICATE OF APPRECIATION

Presented to an individual member who has rendered distinguished service to the Chapter in advancing the objectives of the Institute or the Chapter. One or more may be presented.

Mike Clancy, CSI, CDT  
Megan Elfert, CSI, CDT  
Steven Evans, CSI  
Katherine Good, CSI-EP

Sam Grant, CSI  
Todd Guntner, CSI  
Marc Held, CSI

Marty Jakovics, CSI-EP, CDT  
Erik Larson, CSI, CDT  
Brian Lockwood, CSI  
Scott Sider, CSI, CDT, CCS, CCCA

### EDUCATION AWARD

Presented to an individual who has made a significant special contribution in the field of education in areas related to the purposes of the Institute and Chapter programs. One or more may be presented.

None were presented

### TECHNICAL AWARD

Presented to an individual who has made a significant special contribution in the field of technical programs for the Chapter. One or more may be presented.

None were presented

### PRESIDENT'S CERTIFICATE OF APPRECIATION

Presented to an individual, at the discretion of the President, for exceptional work performed in behalf of the Chapter (and which is not covered in items described above). Limited quantity may be presented.

None were presented

## **PRESIDENT'S SPECIAL AWARD**

Presented to an individual, at the discretion of the President, for very special individual guidance and support to the President during the year. A seldom used award because of its nature.

None were presented

## **OTHER SPECIAL AWARDS**

The President and the Board of the Chapter, at their discretion, may present any special awards as may promote the purposes of the Institute or the Chapter. Special Awards were presented to:

None were presented

## **OTHER CSI AWARDS RECEIVED BY CHAPTER MEMBERS**

### **Institute Certificate of Appreciation**

Liz Stone, CSI, CDT, Chapter President



## **KELSEY Y. SAINT AWARD**

### **History and its Format**

The KELSEY Y. SAINT Award is the highest honor award given by the Baltimore Chapter CSI to a Chapter member for outstanding distinguished service to the Chapter, and it is a seldom presented and cherished award.

Kelsey Y. Saint was a charter member of the Baltimore Chapter CSI, an early Fellow of the Institute, president of the Institute in 1968, and a recipient of the Institute's highest award, Life Member. He was the principal author of the "Baltimore Format", the forerunner of MasterFormat's original 16 division organization, presented and adopted with modification at the Institute Convention in Atlanta, GA in 1962. His outstanding service to the Institute and for so many years to this Chapter prompted the creation of The KELSEY Y. SAINT Award in 1980 to recognize other Chapter members for outstanding distinguished service over and above routine Chapter assignments and tasks.

Early tradition established that previous recipients of this award in good standing be known as the Kelsey Y. Saint Award Selection Committee for the consideration of potential future candidates, and a majority vote of approval by the Committee is required for the confirmation of a person to receive this honored award. The Committee serves as the sole judge for acceptance or rejection of a proposed candidate for the award. It takes years of active distinguished service to be considered for this award.

Because of the length of time required to prepare the special plaque, proposed nominees must be submitted to the Selection Committee three months prior to the Baltimore Chapter CSI Awards Banquet. Any member of the Chapter in good standing meeting the qualifications may be nominated by a Chapter member in good standing.

## **Kelsey Y. Saint Collegium**

Albert Goldstein, CSI, 1980 (deceased)  
Martin J. Janka, FCSI, AIA, CCS, 1981 (deceased)  
William A. Giesecking, FCSI, CCS, 1986 (deceased)  
Robert K. Berger, CSI Emeritus, 1990 (deceased)  
Theron I. Russell, CSI, CDT, 1993  
Donald A. Lopez, CSI, 1995 (deceased)  
Richard T. Weatherby, FCSI, AIA, CCS, CCCA, 1996  
James M. Green, CSI, CDT, 2000  
Edna E. Heatherington, CSI, CCS, 2001  
Scott Warren Sider, CSI, CCS, CCCA, 2007  
Elizabeth Stone, CSI, CDT, 2008  
G. Todd Guntner, CSI, 2008  
Rodney Anderson, CSI, CCS, 2009  
Robert Karl Fritzsche, CSI, CCS, CCCA, 2009 (deceased)  
Marvin Kemp, FCSI, CDT, 2011  
Steven Evans, CSI, 2017  
Mike Clancy, CSI, CDT, 2018

# Volunteer Sign Up Sheet

We need volunteers for committees. Please check off three committees with which you would like to participate. Rank your choices by numbering them 1, 2, and 3. We will try to place you on the committee of your first choice. If you want more information on these committees, please contact any Chapter officer.

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| <p><input type="checkbox"/> <b>ACADEMIC AFFAIRS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Act as liaison with area schools, colleges, and universities</li> </ul> <p><input type="checkbox"/> <b>AWARDS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Develop documentation required for awards at Chapter, Region, and Institute levels.</li> <li>▶ Develop documentation for Fellowship nominations.</li> </ul> <p><input type="checkbox"/> <b>FINANCE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Develop annual Chapter budget.</li> <li>▶ Review Chapter financial management techniques.</li> <li>▶ Review Chapter accounting techniques and annual financial report.</li> </ul> <p><input type="checkbox"/> <b>HANDBOOK COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Organize, revise, and publish annual Chapter handbook.</li> </ul> <p><input type="checkbox"/> <b>HOUSE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Take attendance at Chapter meetings.</li> <li>▶ Coordinate reservations for attendance.</li> <li>▶ Negotiate with meeting facility.</li> <li>▶ Verify meeting room requirements.</li> </ul> <p><input type="checkbox"/> <b>MEMBERSHIP COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Maintain membership roster and notify appropriate committees.</li> <li>▶ Contact non-renewed members.</li> <li>▶ Contact prospective members and send membership information.</li> <li>▶ Host guests and prospective members at meetings.</li> </ul> | <p><input type="checkbox"/> <b>MEETING PRODUCT EXHIBIT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Arrange table-top product exhibits for Chapter monthly meetings</li> </ul> <p><input type="checkbox"/> <b>NEWSLETTER COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Publish and mail monthly issues of the Chapter's newsletter <b>The Constellation</b>.</li> <li>▶ Arrange for newsletter articles and photographs.</li> </ul> <p><input type="checkbox"/> <b>PLANNING COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Produce Chapter's specials events including annual duckpin bowling night and Region Conference.</li> </ul> <p><input type="checkbox"/> <b>PROFESSIONAL DEVELOPMENT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Organize and produce seminars.</li> <li>▶ Participate in presentation of Certification/Professional Development seminars.</li> </ul> <p><input type="checkbox"/> <b>PROGRAMS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Organize and maintain monthly programs.</li> <li>▶ Organize and manage social events.</li> </ul> <p><input type="checkbox"/> <b>TECHNICAL COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Generate Felt-Tips supplements to Chapter newsletter.</li> <li>▶ Review Chapter publications.</li> <li>▶ Assist with seminars.</li> </ul> <p><input type="checkbox"/> <b>WILLIAM J. GRABOWSKI SCHOLARSHIP COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▶ Develop scholarship program.</li> <li>▶ Fundraising to support the scholarship</li> </ul> |
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**Contact:**  
**Marty Jakovics, CSI, CDT**  
 Tremco Roofing and Maintenance  
 35 Cedar Chip Court  
 Baltimore, MD 21234  
 443-928-9173  
[mjakovics@tremcoinc.com](mailto:mjakovics@tremcoinc.com)

# Epilogue

