



Cactus Comments

December, 2006

From the President

TIMELINESS IS NEXT TO GODLINESS

How's that for mangling one of Mom's chastisements (aimed at personal hygiene, but I thought the familiarity might catch your eye). For those who felt that our meetings in the past ran too long, I am pleased to be able to inform you that we have adjourned within a few minutes of 8:30 PM each of the three meetings of FY2007.

The Program Committee made a commitment to do that and to bring useful information of broader interest to more of the membership. From the comments made after these meetings, it seems we are succeeding.

Last month's discussion of warrantys did indeed generate a lot of questions and comments. Contained elsewhere in this Cactus Comments are a few of the more salient points, but "you really did have to be there." These points are only a taste of the information developed during the exchange.

50TH ANNIVERSARY

You will never again get a chance to see the displays and show & tell that will be a part of the Phoenix Chapter's 50th anniversary party. This will be our June program and you should mark your calendar now. Planning is revolving around a mingling and moving meeting with old friends who are not as actively engaged in CSI as they once were. We plan to invite all of the Past Presidents and their spouses for the evening.

If all goes as presently contemplated, there will be a static display of some of the technical papers going back to the 1960s when Phoenix lead the way nationally in preparing these documents. In another part of the room, a PowerPoint visual will be running featuring old Cactus Comments (Anyone else remember the orange mimeo sheets or am I just showing my age?) and some photos from "back when."

Rather than a sit down where you are somewhat limited to your tablemates, the food will be portable but hearty and there will be enough high cocktail tables for convenient nibbling.

Two or three ideas for memorabilia are being kicked around so you can have a pleasant reminder of a very special evening for years afterward.

WORK BEHIND THE SCENES

Our first two educational programs are behind us and the Education Committee is pressing onward. I am pleased that they have really jumped in and gotten after it.

We recently received an inquiry from a national manufacturer who asked if we can put on a short explanation of Masterformat and some tips on calling on design professionals for their national meeting in the spring here in Phoenix.

Perhaps this represents a new opportunity to present CSI to construction or construction materials groups whose exposure to CSI might otherwise be very limited.

KUDOS TO GAF BUILDING MATERAILS

I recently learned of a new policy and program instituted by GAF. At the Arizona Roofing Contractors Association Convention in Prescott, Alan Minker (Chapter Membership Chair) introduced me to Vic Anthony, Vice-President of Low-

slope Roofing Sales. GAF has gone well beyond simply encouraging their representatives to join CSI by reimbursing for CDT testing costs, paying a bonus for CSI Certifications and a bonus for being actively engaged in a local chapter board or committee. And the kicker is that it is on-going, not a one-time thing.

Clearly, the company is serious when they say they are going to do whatever it takes to become a “world-class” company. I can’t think of a more sincere compliment to the efforts of CSI to provide education to construction professionals than this kind of on-going participation and commitment.

2006 Holiday Party

Come celebrate the holiday season “Southwestern Style” at the 2006 CSI Phoenix Holiday Party to be held in the newly renovated STOCKYARDS RESTAURANT & 1889 SALOON.

There will be no presentation this evening, so come, relax, have a drink and a great meal, and enjoy the company of great friends.

And the best part of the deal is that all CSI members can attend AT NO COST! There will be drawings held throughout the evening, so you just might leave with a little something extra!

We have reserved a private room for our event, so we are requesting that reservations be made on or before December 1st to ensure a properly sized room.

Cost: Members: FREE
Guests: \$48.00

Menu: House Salad with Orange Basalmic Vinaigrette
Pairing of Filet Mignon with Whiskey Peppercorn Demi-Glaze and Skillet Salmon with Citrus Chile Glaze
Whipped Potatoes
Seasonal Vegetables
Seasonal Cobbler with Vanilla Bean Ice Cream

Vegetarian meals available on request: Stuffed Portobello Mushroom

Date December 13, 2006

Place The Stockyards Restaurant & 1889 Saloon
5009 East Washington Street
Phoenix, Arizona

Time 5:30 p.m.
Social Hour

7:00 p.m.
Dinner

SPECIAL REQUEST:

We are seeking donations for gifts to be given away through a number of drawings to be held throughout the evening. These can be anything from bottles of wine, to gift baskets, to gift certificates. All donators will be given recognition at the time of drawing for their donated gift.

2006 Imagination Cube Design Competition

by Tim Garver, CSI, CDT – Imagination Cube Chairman

The CSI Phoenix Chapter 2006 Imagination Cube Design Award went to Benjamin Ayers for “A Monument to Public Expression: The Bullhorn”.

Sponsored by the CSI Phoenix Chapter, this 7th annual award recognizes imaginative investigation and creative design that explore the potential of a featured building product. A different building product / manufacturer is chosen each year from within the Chapter’s membership and companies they represent.

The featured materials were concrete masonry units and / or glass block. The design must fit within an imaginary 48 foot cube space.

A brief summary of the design concept and approach, exploring the functional, technical and aesthetic possibilities of CMU and / or glass block along with a specification describing the use, application and quality was required. Entrants were encouraged to be creative with the use of their specification.

The Arizona Masonry Guild was the featured product sponsor. It was their third year as featured product sponsor and deserves much credit for their participation.

The prize this year in addition to the trophy and certificate was a 3-night trip to Chicago for two, with hotel and airfare courtesy of the Arizona Masonry Guild, and a travel stipend of \$600.00 provided by CSI Phoenix Chapter Co-Sponsors: Advance Terrazzo, Arcadia, Aristone, DAS Products, Dunn-Edwards Paints, and Wilsonart International. Some of these Co-Sponsors have been sponsoring since the Chapter started the program and also deserve much credit for their participation. Thank you to all who participated in making this a successful endeavor.

Images (see below) of the winner’s entry were featured during the AIA Arizona Design Awards Banquet, November 4, 2006 at the Bentley Gallery located in the warehouse district of Phoenix.



Decent exposure

For an organization of people who live on communication, and create standards for exchanging information, we have done a poor job of communicating with each other and with others in the construction industry. We have an unfortunate history of introducing important activities and significant changes with no advance warning and no explanation. I'm not saying these events are wrong, or that they shouldn't have been done; on the contrary, I know that our leaders have discussed and weighed alternatives, and acted in the best interest of the organization. The problem is that members generally have not been aware of the reasons behind the decisions of our board of directors, committees, and task teams.

A significant and promising departure from our lack of publicity was seen in the last few years when the MasterFormat Task Team took extraordinary measures to engage other organizations, and to keep CSI members informed of its work. In that case, the need to obtain buy-in from the industry demanded visibility, but even when a similar demand does not exist, we have an obligation to keep our members informed about Institute decisions and activities.

We must remember, though, that communication is not a one-way street. Even if Institute sent out daily e-mails, they would do no good if members didn't read them. We may not have done as good a job as we should have, but the Board and staff

have told members about some Board and committee activities through articles in the CSI Leader, NewsDigest, and Construction Specifier, and on the Institute website. We can't ignore what's available and then complain because we didn't know about something.

Regions and chapters share the responsibility of communication, and must help get information to their members. Although Institute will always be the primary source of information, it is by nature remote and impersonal. Chapters, the organization's primary point of contact for members, are in the best position to give a personal touch to the message. This is not a simple matter of retelling what Institute publishes; it requires active participation by region and chapter officers and chairs to develop an understanding of Institute activities, the logic behind them, and the effect on members and the industry.

Unfortunately, there has been a decline in communication at the region and chapter levels. One of my favorite spare-time activities has been seeing what our chapters are doing, through newsletters and websites. Having been an editor myself, I have been on the mailing list for many chapter newsletters for several years. The number of hardcopy newsletters I get has fallen off in the last few years as chapters have taken advantage of the cost savings possible through going to electronic newsletters.

If those newspapers had all been replaced by e-newsletters, members would at least have the opportunity to read about CSI, but along with the decrease in hardcopy newsletters, there has been a reduction in the total number of newsletters. Some chapters no longer distribute their newsletters, but merely post them to their websites. The newsletters still exist, but members now need to actively seek them out before they can read them. More disturbing is that some chapters have stopped producing newsletters altogether. I imagine most of them assume their members will visit the chapter websites and find information on their own, but the range of information that can be offered in a newsletter is usually not delivered.

As a long-time proponent of e-mail and the Internet, you might think I would be pleased with the move to electronic communication, and to some extent that is true. Those chapters that send out e-mails telling members about coming meetings and other important events are making good use of new technology. The same can be said of those chapters that send their newsletters out by e-mail. I still believe a hardcopy newsletter is a basic member entitlement, but that may be nothing more than a symptom of old dog-new trick syndrome.

The downside of relying on websites for distribution of information is that it just doesn't happen. Few members regularly visit Institute, region, and chapter websites, and when they do, they are usually after specific information, such as the date of the next meeting. For the most part they do not linger, digging through the pages to find everything available. It can be argued that most members didn't read hardcopy newsletters, the NewsDigest, CSI Leader, or Construction Specifier, either, but I suspect they were read more extensively than are websites. Even when a newsletter went directly from inbox to wastebasket, there was a chance that a headline or picture might hook a member. Hardcopy newsletters and magazine often went into briefcases for reading when convenient, something that doesn't work well with electronic documents.

Dick Eustis, editor of the Maine chapter's newsletter, and I have had a number of discussion about this subject. He claims that members of his chapter have adapted well to the computer age, and make good use of the chapter website. As time goes on, I expect more members to make the transition, but a large obstacle remains. As I surf CSI websites I see far too many that are out of date, or that hide important information. I'm not talking about day-old information, but descriptions of events that took place months ago, year-old newsletters, and contact information for last year's officers.

A complicated site is not necessary, and each chapter should have at least a basic website. All it really needs is information about the next meeting and contact information for officers and chairs. Having more can make the site more useful, but only if it is maintained. Members will use a simple, current site, but stop going to a more extensive site that is out of date.

Members must take interest in our organization and do their part to stay informed, but Institute officers and committees must lead the way by improving communication with members, chapters, and regions. A little advance publicity would go a long way toward reducing member complaints about "surprise" activities.

Sheldon Wolfe, RA, FCSI, CCS, CCCA

Institute Director, North Central Region, CSI

More On-the-Job Buzzwords

Buzzwords have a way of creeping into our vocabulary, but using too many of them may cramp your communication style. While expressions such as "think outside the box" or "take it offline" seemed fresh a few years ago, they've become cliché and, in some cases, downright annoying.

In fact, according to a recent survey by Robert Half International, workers polled identified the following tired office terms, in addition to those above, as among the most obnoxious:

"Synergy"

"At the end of the day"

"Solution"

"Metrics"

"Redeployed people"

"On the runway"
"Win-win"
"Value-added"
"Paradigm"
"Get on the same page"
"Customer-centric"
"Generation X"
"Accountability management"
"Core competency"
"Alignment"
"Incremental"

Industry jargon, a form of shorthand used by people within a particular company or field, is prevalent in nearly every business sector. Mastering a vocabulary specialized for a certain profession helps individuals demonstrate their expertise and keep up with colleagues.

Buzzwords won't ever completely disappear from the office. Although old terms eventually fade, new ones continually emerge. Consider the following phrases, which you may be hearing more of soon:

Watercooler games (n.) -- co-worker discussions

Smell test (n.) -- determining the potential success of a product; formerly "run it up the flag pole"

Critical path (n.) -- determining the appropriate steps to take

Low-hanging fruit (n.) -- easy opportunities for new business

Bandwidth (n.) -- the amount of time and resources needed for a project

Download (v.) -- assess the facts of a particular situation

Brain dump (n.) -- providing all of the information; typically given when someone is handing over an initiative or preparing a successor

Using this terminology doesn't always make office communication easier. Excessive lingo can create a host of problems. People outside your organization or industry may not understand the latest buzzwords; they may even feel alienated by your use of these unfamiliar terms. To avoid communication confusion among your co-workers and business partners, it's best to keep buzzwords to a minimum. Here are some additional tips to ensure your messages are always well-received:

Know your audience.

Think about the recipient of the message. Is it your manager? A co-worker? An outside contact? Identifying your audience will help you determine the content and style of your message. For example, while it may be safe to send informal e-mails to your colleagues, pay extra attention to prose and grammar when addressing a boss or client. You also should proofread your letters before you hit "send."

Think before you speak.

It's a smart idea to pause for a moment before voicing your ideas to ensure they are well thought-out and phrased in a positive way. When you converse with others, whether in person, over the phone or via e-mail, you rarely have the option to erase what you just said.

Keep it simple.

Don't try to roll a handful of thoughts into one breath. Break up your ideas so they will be easier to comprehend. For example, if you are explaining a complex financial reporting process, you might first discuss what type of data are to be considered. Once you are confident your audience understands, you can move on to how the information will be gathered, then manipulated and used. Speaking in concise blocks will ensure your listeners remain interested and don't get lost.

Listen.

Communication is a two-way street, so it's important to listen carefully to your boss and colleagues when they are speaking. Don't tune others out or start planning what you want to say before they have finished talking. Always keep an open mind

and focus your full attention on the speaker so you don't miss vital information.

While occasionally using buzzwords isn't a problem, try to eliminate catchphrases in favor of more specific terms. That way you can ensure the next time you send a message, it's received loud and clear.

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THE CODE CORNER

Existing Buildings

By Ronald L. Geren, RA, CSI, CCS, CCCA

If you thought designing a new building to comply with the building code was a difficult task, try applying the building code to an existing building. In many cases, it is impossible, either financially or physically, to bring an existing building into full compliance with the current, adopted building code.

In the past, building codes have included provisions to address the unique situations presented by altering, repairing, or adding to existing structures. However, the content of these provisions was very minimal. For example, the 1997 *Uniform Building Code* had only 2 pages devoted to existing structures. When the *International Building Code* was published for the first time in 2000, the chapter on existing structures expanded significantly to 14 pages.

By the time the International Code Council was ready to publish their second edition (2003) of the International Codes, the family of codes grew by one to include the *International Existing Building Code*, or IEBC. This new member of the International Codes took a dramatic leap by adding 67 pages of provisions, with an additional 214 pages of appendices and resource materials--a one-stop-shop for existing building code compliance. The IBC still has a chapter on existing structures (Chapter 34), but all of its content is based on selected provisions in the IEBC.

Application

The question of whether to use the IEBC or not on a project is actually left to the designer. In Section 101.2 of the 2003 IBC, there is an exception that states the IEBC is permitted to be used by buildings undergoing repair, alterations, and additions. The newest edition of the IBC (2006) does not have this exception. However, the intent stated in the 2006 IEBC underscores the option of applying either code for existing buildings:

101.3 Intent. The intent of this code is to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety and welfare insofar as they are affected by the repair, alteration, change of occupancy, addition and relocation of existing buildings.

Obviously, building officials would like to see buildings comply with the current building code, such as the IBC, but older buildings, especially historic buildings, have unique conditions that make it literally impossible to fully comply with the building code. Therefore, this built-in flexibility provides the designer with a few options to achieve a safe project.

IEBC Format

The IEBC has a unique format which is unlike the normal building code. Instead of chapters that provide provisions for various areas of building regulation, the chapter structure in the IEBC is based primarily on the classification of proposed changes to the existing building, which are outlined in Chapter 3. The classification types include repairs, alteration, change of occupancy, additions, historic buildings, and relocated buildings.

Each classification type is assigned its own chapter, with the exception of alterations, which has three chapters based on the level of alteration work. Within each chapter, the sections follow a consistent structure that typically address specific areas on fire and life safety, accessibility, materials, structural design, and building systems (mechanical, electrical, and plumbing).

Classification of Work

To utilize the IEBC properly, you should start in Chapter 3, entitled “Classification of Work.” The use of the building is classified in accordance with Chapter 3 of the IBC, which will assist the designer in identifying the occupancy group or groups. In the next step, the designer determines which of the six sections of the IEBC will apply to the building under consideration. Under some conditions, more than one classification may apply. The six sections include the following:

1) Repairs - By definition, a “repair” according to the IEBC, is the “restoration to good or sound condition of any part of an existing building for the purpose of its maintenance.” Essentially, if the work only “fixes” what was previously there, then it is classified as “repair” work. However, new materials must comply with the requirements for new construction, including safety glazing where required and materials that do not contain hazardous components (i.e. lead and asbestos). Structural damage, whether minor or substantial, will also be required to comply with the provisions for new construction.

2) Alterations - As previously mentioned there are three chapters applicable to alteration work. Each one applies to a degree of alteration work with Level 1 alterations involving new construction that is the least intrusive on existing construction and Level 3 being the most intrusive.

- A Level 1 alteration is similar to a repair except that newer materials, elements, equipment or fixtures are installed that provide the same purpose of the previous items.
- A Level 2 alteration includes the reconfiguration of space, the addition or elimination of doors or windows, extension of any system, or the installation of any equipment. Level 2 alterations must comply with the requirements for Level 1 alterations, as well.
- A Level 3 alteration is where the work area exceeds 50% of the total building area. The work area, by IEBC definition, includes all reconfigured spaces. Additionally, Level 3 alterations must comply with the requirements for Levels 1 and 2.

3) Change of Occupancy - This section will apply when the new occupancy of an existing building is different from the previously approved occupancy. For example, if a former grocery store (Group M Mercantile) is converted into an office complex (Group B Business), then the requirements of this section would apply. It is important to note that in some situations the building will need to comply fully with the IBC if one of the special uses or occupancies listed applies to the project. These include, in part, covered malls, atriums, motor vehicle and aircraft occupancies, and stages and platforms.

4) Additions - This is fairly self-explanatory, but if the building is increased either in area, number of stories, or in height, then it’s considered an addition.

5) Historic Buildings - This section includes buildings that are listed in either a state or national register of historic places, designated by local or state agencies as historic, certified as a contributing resource within a historic district, or are determined to be eligible for any type of official historic designation.

6) Relocated Buildings - Another self-explanatory classification. If a building is moved from one site to another, regardless of distance, it must comply with this section, which generally pertains to the structural needs of the building. If the building is modified either by repair, alteration, addition, or change of use, then the applicable requirements in those sections will apply to the building in addition to the requirements in this chapter.

Compliance Alternatives

Another option available to the designer is IEBC Chapter 12, “Compliance Alternatives,” which is also available in IBC Chapter 34 for those projects not utilizing the IEBC. The provisions for compliance alternatives allow a building to be evaluated on 19 areas pertaining to three categories: fire safety, means of egress, and general safety. Each area is assigned a value based on the characteristics of the existing building. The values are determined either by calculation, from one of the several tables, or by a combination of both. In order to properly apply this section, a thorough analysis of the building will be necessary. This may include a review of original construction drawings (if available) and a physical inspection of the building.

The values are then applied to one or more of the three categories. The values within each category are totaled, and if the sum, or score, is equal to or greater than the calculated, mandatory value for each category, then the building passes. However, if the value falls short of the mandatory value, then improvements to the building will need to be made in order to improve the score.

According to the language in the IEBC, this chapter should only be applicable to buildings that were built before a certain date. It is up to the local jurisdiction adopting the IEBC to determine what the cut-off date is, but the ICC recommends the date used should coincide with the date building codes were introduced to the jurisdiction. Additionally, the use of this chapter excludes H and I occupancies; they must either comply with the other chapters of the IEBC or comply with the IBC.

Appendices and Resources

The IEBC includes two appendices and one resource. The first appendix, Appendix A, is subdivided into 4 smaller appendices which can be adopted individually. Appendix A is for the seismic retrofit of unreinforced masonry buildings, reinforced masonry buildings, wood-frame residential buildings, and concrete and masonry infill buildings.

Appendix B covers supplementary accessibility requirements for historic buildings and facilities, fixed transportation facilities and stations, and dwelling and sleeping units. The application of this appendix is dependent upon specific adoption by the local jurisdiction, as well.

Resource A in the IEBC is a copy of the National Institutes of Building Sciences (NIBS) *Guideline on Fire Ratings of Archaic Materials and Assemblies*, first published in 1980. Since it is not a document that can be specifically adopted by the jurisdiction, it therefore holds the status of a resource. Since many materials used in older buildings either no longer exist or have been replaced by improved products, their fire-resistance capabilities are no longer made available by the manufacturers or testing labs. This resource provides designers with the means of determining fire-resistance ratings of existing construction when evaluating a building for compliance with current code requirements.

Bottom Line: Do Not Reduce Safety

Existing buildings provide unique challenges that typically are not encountered in new construction. Older buildings, even if constructed in full compliance with the building code adopted at the time of construction, are often lacking modern life safety features that have improved over time as building codes change through the code development process. It would be unreasonable to have building owners modify their buildings each time the building code is changed, so existing buildings are exempt under standard “grandfather” clauses.

However, once an owner decides to modify a building, then the current building code becomes very much applicable. But to the relief of many owners, full compliance with the building code is not necessary, so understanding what is required and what is not will minimize the impact on the owner’s budget. The bottom line to code regulation for existing buildings is to not make them less safe than their current condition.

To comment on this article, suggest other topics, or submit a question regarding codes, contact the author at ron.geren@gouldevans.com.

About the Author: Ronald L. Geren, RA, CSI, CCS, CCCA is the specification writer and code reviewer for the Phoenix Office of Gould Evans, and is an ICC Certified Building Plans Examiner. He is a 1984 graduate of the University of Arizona, and has held various technical and managerial positions for military, state, and private agencies.

2006 Phoenix Building Construction and Fire Code Update – It’s That Time Again!

Feels like just yesterday, but it’s time to update the building codes once again! The Development Services Department staff held its code update kick off on September 11th to begin reviewing the 2006 I-Codes which will be adopted in early 2007. The anticipated effective date of the new codes is July 1, 2007.

This adoption cycle will update the following codes with the 2006 edition:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Energy Conservation Code
- International Existing Building Code
- International Performance Code
- Phoenix Building Construction Code Administrative Provisions

New to this code cycle is the adoption of the 2006 International Fuel/Gas Code and the 2006 International Wildland Urban Interface Code.

Proposed amendments are currently being accepted for consideration and can be submitted using the online form at <http://phoenix.gov/email/appdsdco.html>.

Additionally, the Phoenix Fire Department review staff is working on the 2006 International Fire Code which will be adopted in early 2007. The anticipated effective date of the new code is July 1, 2007.

Proposed amendments are currently being accepted for consideration and can be submitted using the online form at prevention.phoenix.fire@phoenix.gov.

The deadline to submit code changes is December 1, 2006.

Time Versus Time Revisited

George R. Wadding, CSI
Star Roofing

In April, I expressed the opinion that the principal driver in unrealistic scheduling is failure to plan ahead. I find myself compelled to modify that, at least in part. As I write this I am reflecting on information received just today from an experienced project superintendent that provides additional insight to this issue.

He is currently constructing a store for a well-known retailer and has been responsible for a number of such projects for a different prestigious retailer whose facilities are typically 2 stories and upscale. Up until the last few projects, he told me, the schedule was always about 18 months; the last one was 13 months. That, he says is becoming the norm.

This project schedule budgets less than half the time I estimated for roofing the project. It is built on workmen working 7 continuous days each week. Anyone who has ever been responsible for supervision of skilled labor, done any time and motion studies, or has an ounce of common sense knows that: 1. It is not possible for human beings to continue such a regimen for more than a week or two at most; 2. Expecting more than about 9 -10 hours of actual production in a work day does not comprehend the reality that without conscious thought on the part of the workmen, energy will be managed so that the work accomplished for the additional time after those 10 hours will result in 10 hours of production not 11 or 12, so that the additional premium time will serve only to inflate the cost of the work without a corresponding increase in value received; and, tragically, 3. Fatigue is a significant factor in work accidents.

Admittedly I am speculating, but it seems to me that retailers in particular, have no concept for construction issues. Perhaps they have grown so accustomed to a 7\24\363 society employing trained, not experienced skilled, labor that they believe the issue is hiring more help (clearly they have no idea what is going on in Arizona and Nevada), paying overtime (see paragraph above), or they just don't care about worker safety (though no one is going to admit to that, and after all it's the subcontractors' responsibility). Any one who has sought service in most retail stores lately understands the difference between "trained" and "experienced skilled".

My admonition of April bears repeating:

I encourage everyone to adopt a new posture that delivery of good service is more important than caving in to what many times is an attempt to get what the person asking knows is not possible but is hoping for some concession just to look good to the next person up the chain of command.

If the task requires a week, we need to ask for a week. As busy as everyone is today, no one is going to want to dump the effort (and expense) and spend the time to start again with another provider. Be realistic, be firm, make a commitment, then deliver.

I intend to ask Pre-construction Services for this General Contractor to take us off his solicitation list for this particular retail customer. I have better uses for my time than to provide estimates on jobs that will only lead to timing issues when it is time to contract and execute. Perhaps, if enough subcontractors adopt a similar realistic attitude, the owner will see the economic foolishness of continuing the current path (I'm not going to hold my breath).

MEETING MINUTES - Board of Directors

September 12, 2006

Treasurer's Report:

All activity this month within expected budget. Audit of books has been completed, with no discrepancies noted.

Committee Reports

Alan Minker was approved to head membership committee. 3 new members this month, total members 201, 84.2% retention rate.

A chairman will be recruited for the Certification committee.

Several Education programs are planned for this year - (1) "Understanding Specs for the Non-Specifier", (2) CDT Exam Prep, (3) Construction Contract Administration school, (4) Spec School, (5) Product Rep Academy, (6) Master Format class. Also planning to set a CDT exam date in early 2007.

Due to member requests, a few hard copies of newsletter will be available at meetings. Paypal is operational for guest payments.

7 people have registered for the I-Cube competition. Awards will be announced in November.