

CSC LONDON GOLF TOURNAMENT

SAVE THE DATE!

June 22, 2023 at 11:00 am

Location:

The Oxford Hills (Mount Elgin, ON)

Registration: 11 am

Shotgun Start: 12 pm

Supper: 5 pm at Clubhouse

Best Ball Scramble Style

Register and Sponsor at Karelo:

<https://www.karelo.com/register.php?BID=531&BT=10&Ev=21284>



PROGRAM & EVENTS OFFICER REPORT

BY: JEFF HALASHEWSKI, RSW

This 2022/2023 year we had a slow start which has followed us through-out the year. What did we do this year? Well,

- August Networking Session at Palisade (South London)
- September: Building Tour – Historic preservation, Fanshawe Culinary Arts New Building
- November: Joint Connections Café with H-N chapter
- January: Fire Rated Expansion Joints (Inpro Corp)
- February: Designing a Cost Effective Rainscreen Façade with HPL (Allied Technical Sales)
- March: March Saturday Social – CSC London Program Planning
- Planning Golf Tournament for June 22, hopefully will have it secured before ACM

Refer to below first matrix is items we had discussed at the March social. I leaned a lot, as follows:

1. More technical sessions
2. Mix social with a technical event.
3. Schedule events within work hours

MARCH SATURDAY SOCIAL - PROGRAM & EVENTS PLANNING 2023/2024

TOPICS/IDEAS:

- Plant Tours
- Building Tours
- Sustainability
- Modular Building Tour
- Mock Bid /Tender
- Grill the Specifier
- Grill the Contractor
- Team up with other Associations
- CM vs Design Build - Difference in docs/ contracts
- Storm Water Standards
- Itemized vs Separate vs Alternate prices / Allowances
- Product Demos
- Substitutions vs Alternatives
- Education Hours
- Roofing Forum
- Spec Writing
- Procurement Practices - Private vs Public
- Demolition

LOCATION OPTIONS:

- On Site
- Windeee Dome
- Element 5
- Park - BBQ (urban design study or landscape talk)

TIME OF DAY OPTIONS:

- Morning Session
- Afternoon Session
- During Work hours
- Lunch meeting
- Daytime
- Breakfast meeting
- Lunch & Social

Why Become a Member?

CSC will help to advance your career, expand your knowledge and network. CSC is a unique organization which brings the all aspects of the industry together. Our membership includes architects, engineers, contractors, specification writers, contract administrators, interior designers, suppliers, manufacturers and technical representatives. All of our members have a vested interest in Canada's largest industry and are invited to join CSC.

When you join CSC, you not only become a part an association that brings together professionals from all aspects of the construction industry but you also become part of the CSC family. Below are also many benefits including:

Competitive advantage:

Taking advantage of association resources can help you earn and maintain an edge over non-members, thanks to access to inside information and advanced training opportunities.

2023/2024 PLANNING

MONTH	HOST	TOPIC	NOTES	LOCATION	TIME OF DAY
September 21, 2023	CLT and Modular Panelized Construction		Element 5 building Tour; presentation on Modular Panelized Construction	St Thomas	Afternoon - verify
October 19, 2023	Joint Meeting AATO - Brad and AATO Rep.	Sustainability vs Durability - Climate Change - Material and assembly selecting?		London In-Person	Afternoon with social afterwards
November 9, 2023	Joint Meeting – with Hamilton Niagara Chapter	“CSC Connections Café” Connection Café & Panel Discussion	Moderator: Contractor: Quantity Surveyor: Spec Writer:	Hamilton	Afternoon - 1 to 5
November 23, 2023	Fire Stopping		Hilti - New CLT/Timber framing firestopping standard	Zoom - Webinar	Lunch
December				Zoom/Webinar/building Tour	Lunch
January 18, 2024	Demolition - Waste Reduction Plans - Do they Really Work			London In-Person	Breakfast (8:00 to 10:00)
February 22, 2024	Procurement Processes - Public and Private - Separate Prices/ Itemized Prices/ Alternate Prices/ Unit Prices - Substitutions vs Alternates		Division 00 & 01 Summit Presenters: TBD	London In-Person	Afternoon or full day
March 22, 2024	Roofing & Waterproofing - presentations/ roofing demo/ hands on event		Roofing/ Waterproofing Forum	TBD (Roof material supplier warehouse/ Fanshawe???)	Afternoon
April 18, 2024	Joint meeting with OBEC???	Windeee Research Institute	Verify facility is testing	Windeee Research Institute	Afternoon
May 9, 2024		ACM		London In-Person	Cornerstone Architecture
June 22, 2024	London Chapter Golf Committee	Golf	Oxford Hills Golf Course	Mount Elgin	Afternoon

Opportunity will be posted at the ACM on how you can get involved in the program. From ideas to volunteering for manning registration at one of the bigger events we welcome all sorts of help at the Chapter level.



CSC CHAPTER EXECUTIVE VOLUNTEER POSITION GUIDE

One of the questions from the Annual Chapter Meeting –
“Is there a description of what each position is responsible for?” Answer “YES”
We promised to issue a special May Newsletter indicating just that... Executive Positions.

Instead of nominations this year we all agreed to keep our current positions.
We will be Sending out nominations for next year for every position. So, if you would like to participate don't wait... join us and we can put you to work and this would get you geared up for your desired position. Nominations will be called January 2024 and if elections are required will be held in March.

Position Title: Chapter Chair

Position Description: The Chapter Chair is expected to lead the Chapter Executive by example and is responsible for overseeing the well-being of the Chapter; Responsibilities include:

- Act as Chair for all Chapter Executive meetings;
- Organize and facilitate Chapter Executive meetings;
- Organize and Chair Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Attend Chapter Executive meetings and other Chapter Events
- Act as a signing officer for the Chapter when contracts must be signed or cheques must be issued;

- Work closely with Chapter Director and Chapter Vice-Chair to ensure Chapter and Association strive towards the same goals;
- Ensure Chapter Vice-Chair is aware of all Chapter activities;
- Offer guidance to other Chapter Officers when requested;
- Assign responsibilities for scheduled events;
- Ensure event marketing is carried out in a timely manner following CSC Event Marketing Guidelines;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London Events;
- Introduce speakers at events as required;
- Thank speakers and sponsors of events as required;
- Write a report for each issue of the Chapter Newsletter;
- Write a report for inclusion into Director's Report to the Board of Director's twice annually;
- Liaise with other CSC Chapters;
- Liaise with other construction related organizations;
- Promote CSC and the [Name of Chapter] Chapter at every opportunity.

Range for expected Time Commitment: 4 to 6 hours per month

Position Title: Chapter Vice-Chair:

Position Description: This is intended as an assistant and succession plan for the Chapter Chair. Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Liaise with the Chapter Chair and Chapter Director as required;
- Fill in for Chapter Chair and carry out Chair's responsibilities when Chair is unavailable;
- Promote CSC and the London Chapter at every opportunity.

Range of Expected Time Commitment: 4 to 6 hours per month

Position Title: Chapter Secretary

Position Description: Administrative record keeping and publication, notification of meetings; Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Ensure Chapter Chair keeps Chapter Executive meetings on schedule and on agenda;
- Record and distribute minutes of Chapter Executive meetings;
- Assist Chapter Chair in facilitating meeting venues, refreshments, etc., as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 2 to 4 hours per month

Position Title: Treasurer

Responsibilities: Oversee the London Chapter's Finances

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director; Use standard CSC formats to submit Financial Report;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Act as a signing officer for the Chapter when contracts must be signed or cheques must be issued;
- Keep track of London Chapter's finances.

- Keep track of finances for individual London Chapter events;
- Advise Chapter Chair and Chapter Director of any concerns related to the London Chapter's "balance sheet";
- Arrange for London Chapter's finances to be audited prior to Annual Chapter meeting on an annual basis;
- Liaise with Association office and CSC Association Treasurer on financial issues;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 4 to 6 hours per month, with an additional 4 to 6 hours during audit and reporting required for Executive Council reports.

Position Title: Officer, Professional Development

Position Description: Oversee the Chapter's professional development program. Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Liaise with Chapter Treasurer to determine budgets for courses and seminars;
- Track and submit final costs for courses and seminars to Chapter Treasurer;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Schedule and arrange venue, etc., for professional development courses including Principles of Construction Documentation, Construction Contract Administration, Technical Representative and Specifier educational courses on behalf of CSC London;
- Arrange for instructors for professional development program;
- Assist in advertising and marketing courses to potential course attendees;
- Liaise with Association office in Toronto to order course materials and arrange for certificates for successful candidates etc.
- Liaise between venue, instructors and London Chapter;
- Schedule and facilitate final exams and peer review boards for CSC's certification and registration programs;
- Arrange for exam invigilators for professional development courses, and certification and registration programs;

- Facilitate marking of exams;
- Send exam results to Association office;
- Inform exam participants of results;
- Distribute course, certification and registration certificates;
- Liaise with Association office and other CSC Chapter professional development officers on professional development related issues as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 4 to 6 hours per month, except during run up to courses when time commitment can extend to 16 hours per month; teaching hours are not included in this description

Position Title: Newsletter Editor

Position Description: Oversee and produce “The Specifier”, CSC London Chapter’s electronic newsletter; Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director’s Board Report twice annually before Board of Directors meeting and as scheduled by the Director;
- Set firm publication dates
- Solicit articles for inclusion in the newsletter from Chapter Executive Officers and other industry participants;
- Solicit advertising and sponsorship for the newsletter;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Produce and publish an electronic newsletter for the London Chapter six times annually;
- Liaise with other CSC Chapter newsletter editors as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 8 hours per month.

Position Title: Membership Officer

Position Description: Oversee the London Chapter's membership needs, Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC [Name of Chapter];
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Solicit new members for the London Chapter;
- Call and welcome new members including following
 - o Invite new member for one on one for lunch,
 - o Provide ticket or invite to next Chapter meeting.
 - o Invite to executive meeting to get involved or help executive.
- Follow up on reports of discontinued membership and determine why the membership has been dropped;
- Advise Chapter Executive and Chapter membership on ways to encourage new membership;
- Liaise with other CSC Chapter membership officers on membership related issues;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 2 to 3 hours per month

Position Title: Technical Program Officer

Responsibilities: Coordinate and oversee chapter technical program (seminars and events)

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London Program;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;

- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Oversee technical program requirements are looked after, as follows: (refer to template)
 - o venue
 - o speaker and speaker gift
 - o Arrange for refreshments etc., as required;
 - o AV equipment and other accessories
- Liaise between venue, presenters and the London Chapter;
- Liaise with Association office and other CSC Chapter technical program officers on issues as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 4 to 8 hours per month, with an additional 6 to 8 hours of meetings when formulating annual technical program in the months before the start of the program year.

Position Title: Web Master

Responsibilities: Oversee and update content of the CSC London website

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Ensure Chapter web site is functioning correctly;
- Update calendar of events on website as required to keep it current;
- Send out marketing and informational e-mails to London's e-mail list related to courses, seminars and other Chapter events.
- Assist in developing electronic marketing and informational literature for CSC London;
- Liaise with Association office and other CSC Chapter web masters on internet and web site related issues as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 6 to 8 hours per month depending on how active the chapter is and information that needs to be uploaded.

Position Title: Marketing Officer

Position Description: Oversee the London Chapter's marketing needs, Responsibilities:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Deliver report to members at Annual Chapter meeting as required;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Advise Chapter Executive on better ways to market events;
- Ensure Chapter marketing uses recommended CSC graphics on all hard copy and electronic publications and information;
- Liaise with CSC Chapter marketing officers on marketing related issues as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 3 to 5 hours per month

Position Title: Specifications

Position Description: Oversees specification writing issues brought to the attention of CSC London. Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write editorials as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- Advise Chapter members on specifications related issues;
- Respond to specifications issues as a result of Director's Report on Association activities and decisions;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 2 to 6 hours per month

Position Title: Officers

Position Description: Chapter Executive Officer who represents a discipline within the industry but has no fixed duties within the Chapter Executive except Liaison with other associations within the London and Area. Responsibilities include:

- Attend Chapter Executive meetings and other Chapter events;
- Attend Annual Chapter Meeting;
- Assist in organizing, facilitating and marketing Chapter events;
- Assist in developing electronic marketing and informational literature for CSC London;
- Write a report of liaison activities through the year for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director;
- Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities; Share other association activities; may be actable to be included into Chapter newsletter.
- Liaise with the Chapter Chair and Chapter Director as required;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 2 to 3 hours per month; specific tasks can range up to 15 to 20 hours per month depending on complexity and timing.

Committees

- Golf Committee, Connection Café Committee and Social Committee

Position Description: Each Committee Chair is responsible to coordinating activities with Program Officer; Committee members do not require to be in the executive but must be a member of CSC London. Responsibilities include:

- Set Venue
- Form committee:
 - o Decision makers
 - o Helpers on day of event
- Form marketing plan share with program and Marketing officer
- Coordinate Sponsorships and regular fees associated with event
- Liaise with other Chapter Committees for ideas lessons learned.;
- Promote CSC and the London Chapter at every opportunity.

Range for expected Time Commitment: 2 to 3 hours per month; specific tasks can range up to 15 to 20 hours per month depending on complexity and timing.



UPCOMING CSC CHAPTER EVENTS

Date	Topic / Event
May 24 to 28, 2023	CSC National Conference - Calgary, Alberta
June 22, 2023	London CSC Golf Tournament - Oxford Hills

2023 / 2024 LONDON CHAPTER EXECUTIVE

DIRECTOR & PROGRAM EVENTS DIRECTOR:	JEFF HALASHEWSKI
CHAPTER CHAIR:	BRAD BEHARRELL
CHAPTER VICE CHAIR & MEMBERSHIP OFFICER:	MARK ZETTLER
SECRETARY (ADMIN) OFFICER:	ASHLEY HOWARD
TREASURER:	KEES GOVERS
PAST CHAIR:	ALLAN TAYLOR
WEBSITE OFFICER & OFFICER, MANUFACTURER/SUPPLIER:	JOSH BOWMAN
OFFICER, SPECIFICATIONS WRITER & MARKETING:	PAUL GERBER
NEWSLETTER EDITOR:	MEAGAN KIKUTA



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CHAPTER MEETING SPONSORS



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2023 Conference | Calgary, Alberta
May 24 - 28
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