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**November Meeting Highlights**

- 5:30 pm Registration
- 6:00 pm Dinner/CSI Chapter Business Meeting
- 6:45 pm Presentation

**Location**

Sheraton 4 Points Midway Hamline Avenue just north of I-94 in St. Paul

**Registration**

Sharon Noble at 763-744-1424  
sharon@synergy-resource.com

**Cost**

Chapter members: no charge  
Non-members: \$45

## November Meeting: State of Minnesota Elevator Code Changes

Rich Wysocki, Service Manager for Schindler Elevator will present a program on operating within the vagaries of existing Minnesota State Code for Vertical Transportation, while anticipating the significant state code changes forthcoming in June 2005.

Incoming new industry equipment technologies, existing state code, anticipated state code revisions, and the often "selective" enforcement of those codes at the inspection levels all combine to make meeting "code requirements" for any a given project a bit of a mystery.

Mr. Wysocki will address how Schindler Elevators attempts to wade through this pea soup of regulation, and local politics to meet the end user's vertical transportation requirements.

Please join us for an evening of discussion and fellowship.

All cancellations must be made no less than 72 hours in advance of the meeting. All cancellations made in less than 72 hours, including no-shows, will be charged \$25 for dinner.

## October Meeting: Colorful Fall Foliage and Green Building Design

by Terry Olsen

Three cool speakers, two hot venues, and one wonderful warm night added up to a six-sessful CSI October program.

Mary Pennington and Paul Anderson guided groups around and through the Lebanon Hills Regional Park Shelter, a fascinating example of sustainable design in a teaching forum. Including the sloping sedum on the roof, the visually and physically warm soapstone fireplace, and the sunflower-board and wheat-board millwork, the sustainable innovations abound. Fun frivolity included animal footprints in the stained concrete floor, some infilled with clear epoxy to look like puddles (which had many of us poking our fingers at it to see if they were wet!) and recycling bins made of the materials to toss inside. The birch trim is FSC-certified and the blinds hide into the heads of the windows for room darkening and solar control. And standard classic sustainable solutions are incorporated, such as large expanses of south-facing operable windows for passive solar gain and natural Tectum acoustical ceiling panels. There was even a pint-sized reading nook for children, with their own mini-windows and built-in stepped-seating. A thoroughly fun venue overlooking Schulze Lake and the colors abounded. We couldn't have ordered a better day.

Leaving that venue brought more excitement as dinner was served among the sharks, dolphins, sting ray, and even a huge sea turtle in the Discovery Bay room at the Minnesota Zoo. The presentation by Paul Anderson and Rick Carter covered a lot of ground. I could not do justice to try to briefly cover their detailed discussions here. Just one example: specifications requiring FSC wood should establish a chain of custody summary sheet that is signed each time a material changes hands to ensure everyone who touches the wood is FSC certified. Many other such technical tidbits were shared with the group.

In general, the goals Reduce-Reuse-Recycle are the key to sustainable design. Looking at lifecycle costs of physical investments, in terms of monetary as well as environmental effects, will change the way we view the design process.

"In the end, we will conserve only what we love,  
we will love only what we understand,  
we will understand only what we are taught."

It is time we, as leaders in the building industry, started to teach others.



*"...it is my belief that it is involvement with the Chapter that provides the most benefit of membership. Challenge your self to do just a bit more than you did last year"*

## From the President

When I was asked to lead this great CSI Chapter, a fellow member told me that even if a president of this Chapter didn't do much over the duration of a year, the Chapter is big enough that it would likely keep chugging along without too much disruption.

As I think more about that comment, what that person was also saying, in effect, is that the Chapter members that volunteer for duty on a committee, on the Board, helping at the CSI booth during AIA conventions and Chapter Construction Showcases, submitting an article for the website or newsletter, or any other contribution, are the ones that keep this Chapter moving on. And with the excellent involvement we have with our Chapter members and their volunteer efforts, I have decided that I am just going to sit back the rest of the year, and let the Chapter continue to run its course.

Joking aside, I do want to say that we are coming to the time of the fiscal year when the Chapter's nominating committee starts the process of looking at candidates to fill next year's roles as Chapter leaders. This committee will look over the list of members and try to make recommendations on which members they think would do a great job in the respectively nominated positions. It is the quality of this selection process that helps keep the Chapter on track.

I think many people have a perceived idea that the positions within a chapter are filled by succession, or by people that are "moving up the ladder." For example, you join a committee, you chair a committee, you sit on the Board, and next thing you know, you are running the chapter. In many organizations this is a process

that is rarely disrupted. Sometimes even in our own Chapter, this is how it appears to happen. And it actually is the progression of the president-elect, president, and immediate past president. But other than these three positions, almost any Chapter member may fill the other positions within the Chapter.

I regularly encourage our members to get involved with the Chapter in whatever capacity they are able because it is my belief that it is involvement with the Chapter that provides the most benefit of membership. If you haven't volunteered any time yet, think about doing so. Challenge your self to do just a bit more than you did last year.

If you didn't do any volunteer work, think about helping at the CSI booth for a short while or writing an article. If there is a committee that interests you, make a visit to that committee's next meeting and see if it is something of interest to you. If you are on a committee, but think you might want to become a chairman, give it a try. It is these experiences that not only makes a better Chapter, but it also increases your value as a member, employee, and person.

The nominating committee will meet sometime in the next few weeks to start the nominating process. The Chapter will have upcoming openings for treasurer, vice president each for Industry and Professional, and possibly some committee chairs. If you are ready to make a contribution in one of these, or any other capacity, please contact me, and tell me your interests. You'll be glad you did.

*Dean E. McCarty, CSI, CCS, SCIP  
President, Minneapolis-St. Paul Chapter  
dean@mccartyconsulting.com*

## Chapter Committee Chairs

### Awards Committee

Chair: Randy Bartz, CSI, CDT  
Co-chair: Matt Strand, CSI, CDT

### Certification Committee

Chair: Pamela Jergenson, CSI, CCS, CCCA  
Co-chair: Joni Goodmanson, CSI-I

### Communications Committee

Chair: Sheldon Wolfe, RA, FCSI, CCS, CCCA  
Co-chair: Rebecca Foss, CSI, CCS, MLA

### Construction Showcase

Chair: Lisa Turner, CSI, CCPR

### Education Committee

Chair: Beth Jensen, CSI, CDT

### Membership Committee

Chair: Allen Hoglund, CSI, CDT  
Co-chair: Jeff Rutz, CSI, CDT

### Programs Committee

Chair: Bruce Saline, CSI, CDT  
Co-chair: Chris Anderson, CSI, CCPR

### Student Membership Committee

Chair: Kate Roberts, CSI  
Co-chair: Krista Koutsis, CSI, CDT  
Co-chair: Jared Broghamer, CSI, CDT

### Technical Committee

Chair: Sheldon Wolfe, RA, FCSI, CCS, CCCA  
Co-chair: Paula Nyquist, CSI, CDT

## New Member Orientation November 17

If you are a new CSI member and have not attended an orientation program, the Membership Committee invites you to attend a lunchtime New Member Orientation program from 11:30 a.m. to 1:30 p.m., Wednesday, November 17. Of course, all members are also welcome to attend, so spread the word.

The program will include short presentations by some of the Chapter's Offices. Learn what it means to be a CSI member, about the Chapter, what benefits and opportunities you should be receiving from CSI Institute and the Chapter, how to get the most out of your membership, what are some of the events within CSI, and how you can become a more involved member.

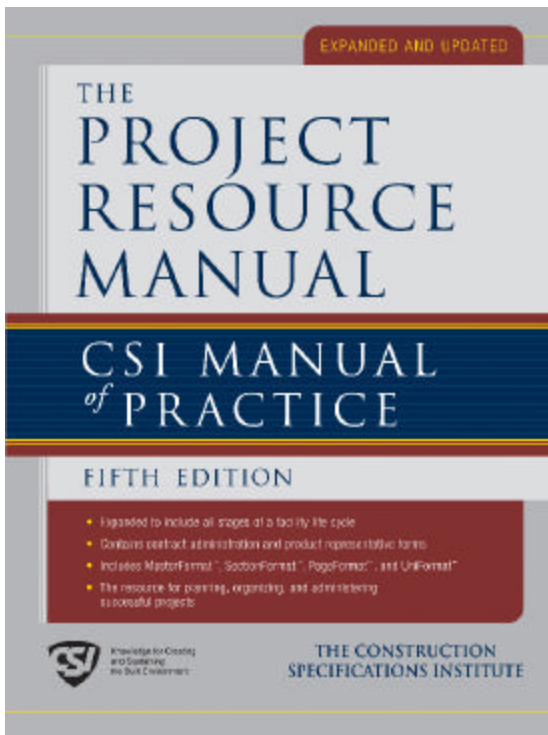
Since lunch will be served, it is important that we get an accurate attendance count. To make reservations for this program, contact Joseph Sporrer at KKE Architects, not later than the end of the day Friday, November 12. Register using the registration form e-mailed to all members. If you don't have the form, call Joseph at 612-596-4883.

The program will be at Hallmark Building Supplies, 640 Taft Street NE, Minneapolis. Parking is available on the south side of building with additional parking available on the north side. Hallmark's entrance is on the south side.

If you have any questions about this program, or other CSI functions, please feel free to contact one of the Membership Committee members listed below, or any other CSI officer or chair listed in your roster or on the Chapter's website at [www.csi-msp.org](http://www.csi-msp.org). We are always happy to answer questions!

Allen Hogle, CSI, CDT  
Chair, Membership Committee  
651-222-3701

Jeff Rutz, CSI, CDT  
Co-Chair, Membership Committee  
763-398-0537



## Project Resource Manual Now Available

The new Project Resource Manual, which replaces and includes CSI's Manual of Practice, is the authoritative resource for the organization, preparation, use and interpretation of construction documents, encompassing the entire life cycle of a facility from conception through facility management.

This new edition considers the need for interdependent processes of planning, design, construction, and facility use. It expands the scope of the manual to meet the requirements of all participants involved in a construction project, in a stage-by-stage progression, including owners, A/Es, design-builders, contractors, construction managers, product representatives,

regulatory authorities, attorneys, and facility managers. It promotes a team model for successful implementation.

Filled with helpful solutions, the new edition of this reference tool gives you a common language and system for organizing, standardizing, retrieving, communicating, and exchanging construction information in an effective and efficient way.

The PRM includes a CD, which contains *UniFormat*, *MasterFormat 2004* numbers and titles, *SectionFormat*, *PageFormat*, and sample CSI forms.

The list price is \$295, but CSI members can order it for \$236, with free shipping.

## CSI/IFMA Facility Showcase Seminar Date Changed

The date of the 2005 CSI/IFMA Construction and Facility Showcase Seminar, "Are You A Great Exhibitor", has been changed to Tuesday, January 25, 2005.

This seminar will be open to all pre-registered exhibitors at no cost. Exhibitors that have paid Showcase registration prior to January 18th will be eligible to register for and attend this event.

For more information, contact the Showcase Committee Co-Chairs:

Lisa Turner, 651-631-1607  
Paula Nyquist, 651-645-0208

Additional details will be sent out prior to the seminar.

## University of Minnesota Masonry Design and Construction Fundamentals Series

Register for all six sessions online at [www.cce.umn.edu/masonry](http://www.cce.umn.edu/masonry), where you can either register for all six sessions at once by doing it electronically, or you can download and print a form for registering for individual sessions by mail or fax. All programs are on Wednesday afternoons except November 16, which is a Tuesday.

Individual sessions are only \$75 each, and provide 0.3 CEUs for registered professionals. Registering for all six sessions results in a discount amounting to getting one session free.

November 3: David Biggs, PE, "Developing Solutions to Challenging Design Problems". An advanced and detailed look at designing for those challenging code situations.

November 10: Rochelle Jaffe, SE, RA, CCS, CSISM, "Inspections, Special Inspections and Structural Observations of Masonry: Specification and Practice", a look at varying degrees of service/responsibility, and how to specify them.

November 16: Stanley C. Woodson, PhD, PE, US Army Engineer R&D Center, "Blast Effects on Masonry Walls and Retrofit Techniques". Civil and military research projects.

January 19: Jason Thompson, structural engineer for the National Concrete Masonry Association, "Mortar and Grout; Selection, Design, and Construction."

January 26: Michael Schuller, PE, noted expert in restoration/preservation/adaptive re-use issues, "Inspection of Masonry Building Facades".

February 2: A two-part program highlighting solutions to on-site masonry construction problems, "Job Site Trouble Shooting and Construction Practices", featuring individual presentations and a panel discussion.

## For the Record

*by Jerry Putnam, Chapter Historian*

This column is intended to remind us all of where we have come from by sharing the history of our chapter, its members, and the achievements that have made our chapter one of CSI's best, as well as one of the one of the Twin Cities area's most influential construction industry organizations.

President Abraham Lincoln had many principles on which he based his leadership. He said, "If you are a good leader, when your work is done, your aim fulfilled, your people will say, 'We did this ourselves.'"

### *In the beginning...*

As we begin a new CSI year, with new leadership at the local, regional, and national levels, I thought it would be a good time to review where our chapter's leadership has come from and where it is going.

First, let us congratulate those Minneapolis-St. Paul Chapter members who have stepped forward to lead us into the future:

#### **At the Chapter level:**

- Dean E. McCarty, CSI, CCS, SCIP, CICC - President
- Eric T. Johnson, CSI, - President-Elect
- Harold Dean Kiewel, CSI, CCS, AIA - Past President
- James Bringle, CSI, CDT - Vice President
- Theresa M. Olsen, CSI, AIA - Vice President
- Paula Nyquist, CSI, CDT - Vice President
- Joseph J. Sporrer, CSI, CDT - Vice President
- Murray Schomburg, CSI, AIA - Secretary
- Joel E. Meyer, CSI, CCPR - Treasurer

#### **At the North Central Region level:**

- John "Grif" Griffith, Region Director, Chair, Planning Cmt.
- Cynthia Jean Long, CSI, CDT - Academic Liaison

#### **At the Institute level:**

- Robert Saumur, FCSI, CCPR - Institute Director, North Central Region
- Joseph H. Edwards, PE, FCSI, CCS - Awards Committee
- Alana Sunness Griffith, FCSI, CCPR - Chair, Nominating Committee
- Jerry A. Putnam, FCSI, CCS, AIA - Chair, Specifications Competition Committee
- Lisa Turner, CSI, CCPR - Certification Committee
- George F. White, Jr., FCSI - Finance Committee
- Sheldon Wolfe, RA, FCSI, CCS, CCA - Technical Committee, Construction Specifier Editorial Advisory Board

Our chapter has been truly blessed with many great leaders, who have led our chapter over its 43 years. Many of our chapter leaders have also gone on to lead the North Central Region by serving as Region Directors, or as members of region committees.

More than ten members have gone on to serve on the Institute Board of Directors, more than twenty have served on Institute committees, and three have attained the office of Institute President:

- John C. Anderson, FCSI, CCS, Honorary Member, Institute President 1967-1968
- Alana Sunness Griffith, FCSI, CCPR, Institute President 2000-2001
- Gary A. Betts, FCSI, CCS, AIA, Institute President 2004-2005 (Gary is a former chapter member)

A Minneapolis-St. Paul Chapter member has served at the Institute board or committee level nearly every year since 1961.

Great leaders have risen from our chapter membership to lead not only our chapter, but our region and the Institute for the last 43 years!

### 40 years ago

Republican Presidential candidate Barry Goldwater says military power is the key to peace.

#### and...

Chapter President Wilder C. King, CSI, notes at our 40<sup>th</sup> anniversary, *"The thing that I remember most from 1964 to 1966 were the great strides made in organizing and advancing the Uniform System for Construction Specifications, data filing, and cost accounting. From 1962 thru 1966 more was accomplished on this work than I ever thought possible. Credit cannot go to any one person, chapter, or organization. The industry was ready for these advancements and CSI was the catalyst. I am proud of being involved in these years."*

### 30 years ago

President Gerald Ford grants former President Richard Nixon, "a full, free and absolute pardon..."

#### and...

Chapter President Leroy Palmquist, CSI, CCS, in one of his messages, writes, *"XVXRY KXY MUST WORK! - Xvxn though my typxwritxr may bx an old modxl, it works quitx wxll, xxcept for onx of thx kxys. I havx wishxd many timxs that it workxd pxrfectly. It is trux that thxrx arx 46 kxys that function wxll xnough, but just onx kxy not working makxs thx diffxrxncx.*

*Somxtimxs, it sxxms to mx that our organization is somxwhat likx my typxwritxr - not all thx pxoplx arx working propxrlly. You may say to yoursxlf, "Wxll, I am only onx pxrson. I won't makx or brxak thx organization." But, it doxs makx a diffxrxncx bxcausx, an organization, to bx xffxctivx, nxxds thx support of vxxy mxmbxr.*

*So thx nxxt timx you think you arx only onx pxrson and won't bx missxd at thx nxxt mxxting rxmxmbxr my typxwritxr and say to yoursxlf, "I am a kxy mxmbxr to my organization, and I am nxxdxd vxry much."*

### 20 years ago

Ronald Reagan is President and George Bush is Vice-President.

#### and...

Chapter President Rodney E. Erickson, CSI, CCS, in his opening President's Message, writes, *"Our country has been called the melting pot of the world. It is unique in that its people represent places from all over the world. I have often thought of CSI in the same context. We're a melting pot of individuals who represent almost every segment of the largest business in our land."*

## Who, What, Where, and When?

The mystery photograph in the Summer 2004 *specifics* magazine showed several chapter members at an unknown event in and unknown location.

I received some assistance from Kurt Rose and George White Jr., who identified the following people:

Top Row: Chuck Barger, Mike Spence, Angelo Percich, Kathy Taafe, *unknown*, Rod L. Erickson, Glen ?, Rod E. Erickson, *unknown*.

Middle Row: Bob Snow, Audrey Brucker, *unknown*, Lee Dahlen, *unknown*.

Bottom Row: Oscar Hallgren, *unknown*, Wally Neal, Jack Lindeman.

Location: Normandy Inn, Minneapolis, MN.

Event: Photograph of chapter members planning to attend the CSI annual convention, most likely at a chapter meeting.

Date: Best guess - early 1980s.

If you can identify anyone else, please let me know.



### October Mystery Photo

To label this issue's mystery photograph, I again need your help. Many members will recognize Pete Norum and Bill Hall. The others are a mystery to me. Do you know *who* they are? The picture appears to have been taken on a tour of a manufacturing facility. Can you tell me *where* the picture was taken, *what* event the photograph documents, or *when* it was?

Please send your answers to me, and I will let you know what I learn. As always, if you have a photograph you want to add to the archives, or one that is a mystery to you, please e-mail it to me at [jerry.putnam@LHBcorp.com](mailto:jerry.putnam@LHBcorp.com).

## GUI Bytes

### Changing the right-click menu

In past columns we have looked at faster ways to perform various word processing tasks. Most people who work with computers every day are familiar with control key combinations, using ctrl-c to copy, ctrl-x to cut, and ctrl-v to insert. These three in particular are common to most Windows applications, and many others as well.

Another popular way to get things done quickly is to use right-click menus. Although many programs use right-click menus, there are no standards for what they should include, so users have to experiment with them to find out what they will do.

Right-click menus can change even within a single program. For example, in Word the right-click menu options change depending on if you're working in text or in a table. At first this seems counterproductive, but there is good reason for them to change. Because they are *short* menus designed to make specific tasks easier, they typically include only a few of the more common actions one might perform when the menu is activated. You certainly wouldn't need the option to insert a table row if you weren't working in a table, so having but a single menu would mean that unusable options would sometimes be offered.

#### Style-Conscious Specifiers

Before we get into modifying the right-click menu, we should have a good reason for doing it. As useful as right-click menus are, they probably don't always present the options that *you* want. But, at least in some Microsoft Office applications, you can change the right-click menus.

One of the most frustrating things for Word users is the way text changes when copied from one document to another, or even when copied from one place to another in a single document. If you don't understand the concept of "styles" these changes appear arbitrary, and you may spend a lot of time reformatting text.

A style is a definition of how text or a paragraph is to appear. It includes the name of the font, text size and spacing, paragraph spacing and indents, and a number of other characteristics. Text attached to a specific style will automatically take on the characteristics of that style. The advantages are numerous, as using styles makes it easy to define how every part of a document will appear. Once defined, text and paragraphs can be made to take on the defined appearance simply by attaching a paragraph or some text to one of the styles. This is obviously more consistent than trying to change the font, spacing, and indents of a paragraph to make it look like another one.

Another great thing about styles is that they can be changed as needed, and all text or paragraphs attached to them will automatically change with no further effort.

How is that useful? Here is a real-world example: All of my specifications are based on a template with several styles that define every type of heading, text, and paragraph; it also

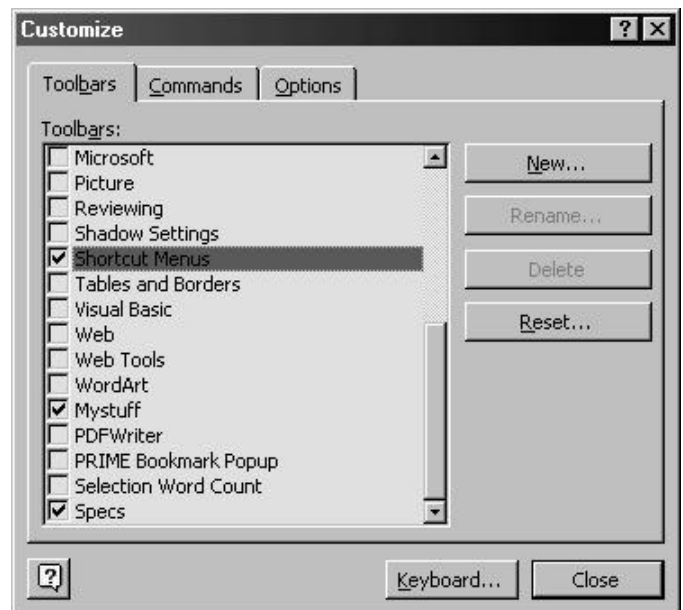
includes automatic numbering. A couple of years ago, a client told us that all of our specifications for their project had to follow a specific format, which had little in common with our specifications.

I created another specification template with the same style names as the one we use for our specifications. I then modified each style so it would comply with the client's requirements. Once I was satisfied with the results, I simply attached each of the specification sections to the new template, and all of the titles, headings, text, indents, etc., changed, immediately assuming the format dictated by the client. Although it took an hour or so to get the template to look just right, that was far less time than would have been required to open each section and change each paragraph.

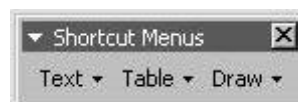
#### Down to Business

First, right-click somewhere in the toolbars. This should bring up a long menu, and down at the bottom of the menu you should see "Customize...".

Click on "Customize..." to bring up the Customize dialog box, then click on the "Toolbars" tab. This will bring up another dialog box:



Now check the "Shortcut Menus" box, and you will get a small drop-down menu bar:



Click on "Text" and you will get a long list of items; down toward the bottom, click on "Text".

After you click on "Text" you should see the right-click menu that is appears when you are doing normal text editing.

Now, go back to the "Commands" tab of the "Customize" dialog box. It is now possible to drag any command or macro that appears in the Customize dialog box onto the shortcut menu. This includes all of the commands (and their icons) that are available on any of the standard toolbars, as well as any custom actions or macros that you create.

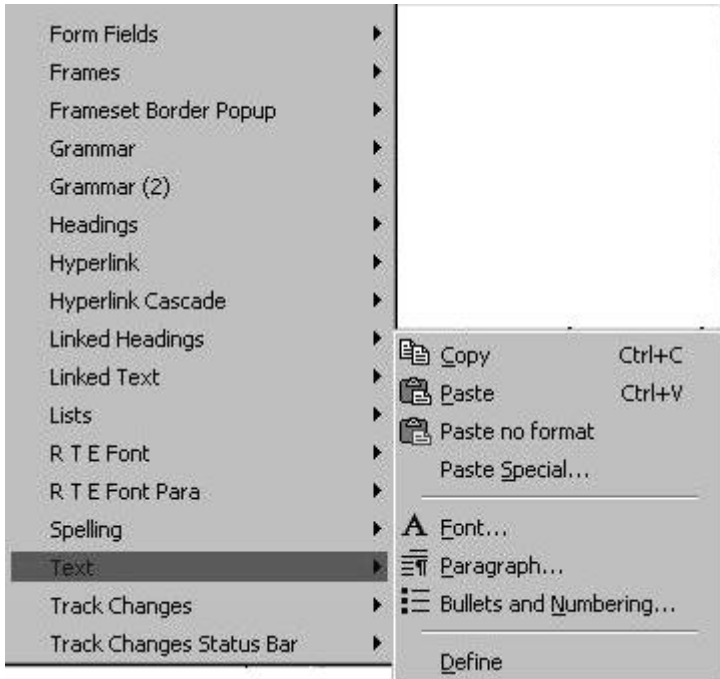
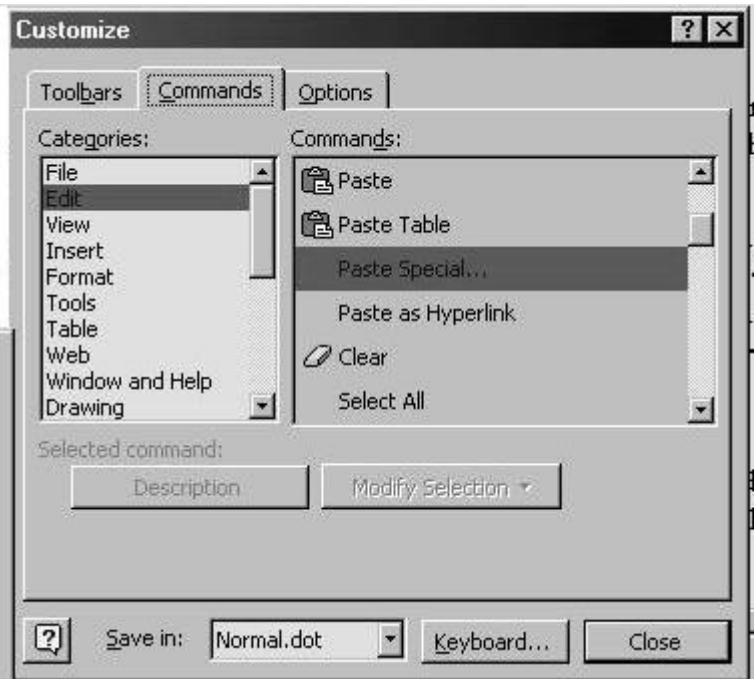


table right-click menu, and to add the "Convert text to table" command to some of the text menus.

Once you have made these changes, you'll probably want to make them available on other computers in your office or at home.

All of the changes you make to your Word interface - added or deleted icons, auto text entries, macros, and more - are



If you add "Paste Special..." or any other command to the "Text" menu, it will appear only on that menu, so you may want to go through the process again and add it to other drop-down menus. It takes a while to get all of the menus the way you like them, but once you do you'll be glad you did.

Adding the "Paste Special..." command to the right-click menu lets you paste text at any point with a choice of options. The important one is "Unformatted text", which forces the text to take on the characteristics of the style into which it is pasted. No more weird-looking text!

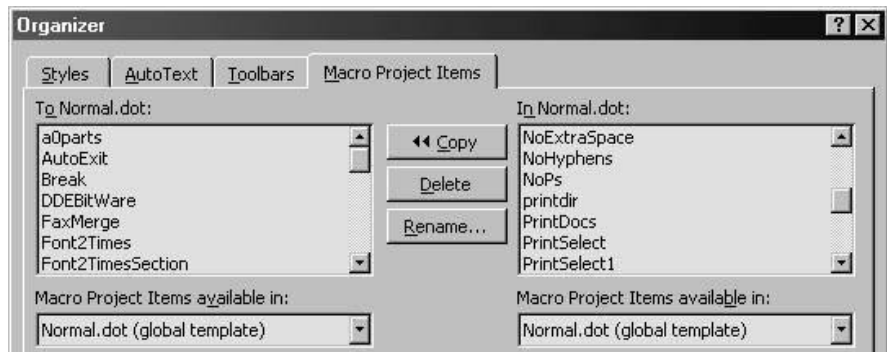
You'll notice that there is no "Paste no format" command, or at least I didn't find one. The one you see in the illustration is one I created. In a nutshell, I first recorded a macro that would paste text as unformatted text. Then I added that macro to the right-click menu, and edited the icon. Altogether, it's a somewhat tedious process, but worth it.

The end result is that I can now insert text at any point and have it look the way I want. Because I have the "Paste no format" option, I rarely use the "Paste Special" option, but it still comes in handy once in a while.

I made similar modifications to the "Lists" and "Headings" menus, to allow pasting unformatted text when using the associated right-click menus. Other useful changes include adding the "Convert table to text" command to the

saved in the "normal.dot" file on your computer. (There is an exception to this, but so far I'm aware of only one office that uses a different file, so I won't go into it here.) If you copy that file and load on a different computer, the next time you start Word on that computer it will have all of your toolbars and macros just as they are on the computer you copied the file from (again, there are some minor exceptions).

If you don't want to completely change the second computer, you can selectively copy macros, auto text, and toolbars from the original file. Copy the normal.dot file to a network drive (or put it on a floppy). In Word, click on Tools/Macro/Macros, then click on the "Organizer" button. Use the dialog box to copy only those items you want from one file to another.



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**FY05 Board of Directors**

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