The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: August 17, 2021

Present: Harry Harris, Jerry Curtis, Jill Colby, Derek Hickman, Kent Kile, Dawn Gonzalez, Justin Huff, Carl Manka, Lynn Jolley, Tiffany Goulet

Note: Meeting held both in-person and via ZOOM.

Call to Order

1. Harry Harris called the meeting to order and distributed the agenda.

Initial Discussion

1. **June Board Meeting Minutes**
   A. The minutes were approved with a motion by Jerry Curtis, seconded by Justin Huff, and consensus from the board.
2. **July Planning Retreat Minutes**
   A. The minutes were approved with a motion by Jerry Curtis, seconded by Justin Huff, and consensus from the board.
3. **Travel/Outside Events**
   A. Gulf States regional conference to be held August 19-21 at AC Hotel in Huntsville, AL.
   B. Several board members attending
4. **Chapter Blog**
   A. Dawn will be starting the blog in the near future; more information to come.
5. **Holiday Party**
   A. There was consensus not to schedule an event yet.
6. **Products Show**
   A. No update.
7. **Chapter Meeting Location**
   A. Lynn has contacted Hadley Park and Sevier Park in Nashville regarding holding monthly board and chapter meetings there.
   B. Each park's rate is $50 per hour; catering not included.

Committee Reports

Awards: Harry Harris reporting for Troy Williams:

1. Award submissions for this year have been made.
2. Harry recommended we begin work on next year's.

Professional Development: Ray St. Germain

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Lynn and Carl requested providing CSI membership benefits for 2022 CDT course attendees.
2. This was approved with a motion made by Jerry Curtis, seconded by Kent Kile, and consensus from the board; dollar amount to be determined after we consult with Jack.

Membership: Jill Colby

1. 106 is current membership count; likely will reduce to 104 after current info is reconciled.
2. We need to focus on increasing membership.

Newsletter: Dawn Gonzalez

1. Mike Martin has sent the template file for the newsletter.
2. Dawn recommended that she start by publishing the newsletter quarterly; consensus from the board to proceed.
3. Articles/info requested.

Technical: Jerry Curtis

1. Programs are booked through September 2021.

Programs: Harry Harris reporting.

1. Programs are needed for September-December.
2. Harry asked for ideas for presenters.
3. Jill suggested contacting Tennessee state architect for a “State of the State” program; consider scheduling this annually.
4. Harry has contacted Wade Hill from Metro Nashville Codes regarding a presentation but has not received a response; he will follow up with Wade again.

Planning: Harry Harris reporting

1. This role needs to be filled; suggestions welcomed.

Social Media: Kevin Liegibel

1. No report.

Academics/ Emerging Professionals: Kevin Liegibel & Kevin Russell

1. No report.

Special Events: Justin Huff

1. Currently no events scheduled.

Treasury: Harry Harris Jack Potter

1. Current budget to be distributed in the near future.

Website: Kevin Liegibel

1. Jill to send StarChapter info to Dawn and Kevin to see if we can make progress with developing the site.

Photography: Harry Harris reporting for Jim Christain

1. Jim has been sending archive photos out to the board.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs