The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: February 14, 2022

Present: Harry Harris, Jerry Curtis, Kent Kile, Carl Manka, Jack Potter, Dawn Gonzalez, Derek Hickman, Justin Huff

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. **January Board Meeting Minutes**
   A. The minutes were approved with a motion by Jack Potter, second by Jerry Curtis, and consensus from the board.
2. **CSI Restructuring – Effective July 1, 2022**
   A. Harry has sent comments related to the chapter affiliation agreement to Institute.
   B. Kent to contact Liz Icenogle to confirm chapter agreements and assignments.
3. **Products Show**
   A. No update.
   B. It was noted that others chapters have already scheduled products shows.
4. **2022 Gulf States Region Conference Planning**
   A. Graphics for the conference sponsorships are in development.
   B. Conference agenda will be sent out after the March committee meeting.
   C. A save the date email will also be sent out.
5. **Chapter Mentor Program**
   A. Let's proceed with this to ensure we keep new members.
   B. There are twenty new recent members and it is important we retain them; several board members volunteered to be mentors.

Committee Reports

Awards: Harry Harris reporting for Troy Williams

1. The upcoming newsletter will incorporate some of the information Troy suggested to help gain an award.

Professional Development: Ray St. Germain

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Courses have begun.
2. 69 signups reported.
3. One attendee is interested in joining CSI; Harry is hopeful to gain more memberships from the course.

Membership: Harry reporting for Jill Colby

1. Several new members this year.

Newsletter: Dawn Gonzalez

1. Upcoming issue is in development and should be issued in the near future.
2. Jerry to send Specheads schedule to Dawn.
3. Jill/Harry to send a list of new members and anniversaries to Dawn.
4. Consensus to set up a dedicated email for the newsletter to streamline the process of submitting information.

Blog: Dawn Gonzalez

1. Information was requested.

Technical: Jerry Curtis

1. Programs are booked through July 2022.
2. Presenters are interested in scheduling for the remainder of the year.

Programs: Harry Harris reporting

1. February's program on technologies used for architectural elements to be presented by Yancey Hughes of Hughes and Associates.
2. Harry has been in contact with Ron Gobbell regarding a program for the redevelopment of Nashville's Second Avenue; likely a March or April program.
3. Tennessee State Architect, Ann Guaran, is interested in presenting; likely a few months before this is scheduled.
4. Ideas for more programs are welcomed.

Planning: Harry Harris reporting

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

Social Media: Kevin Liegibel

1. No report.

Academics/ Emerging Professionals: Harry reporting for Kevin Liegibel & Kevin Russell

1. Harry has been in contact with the Dean of Belmont's O'More College of Architecture & Design regarding her attending a chapter meeting/presenting.
2. The intent is to also gauge the program's interest in forming a student chapter.

Special Events: Justin Huff

1. Justin to attend this month's IFMA meeting and will gauge interest in scheduling a joint event.
2. He will also contact Topgolf to inquire about holding an even there.

Treasury: Jack Potter

1. Current financials were reported.

Website: Kevin Liegibel

1. Carl reported several chapters in the region are using Starchapter and have great websites.
2. Kent to contact other chapters regarding their website platforms, costs, etc.
3. Consensus that we should hire a third party to start up the website.

Photography: Jim Christain

1. Holiday party and Topgolf event pictures to be sent to Dawn for the newsletter.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs