The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: August 16, 2022

Present: Justin Huff, Harry Harris, Jill Colby, Melanie Kenney, Dawn Gonzalez, Derek Hickman, Tiffany Goulet, Jerry Curtis, Tarro Jefferies-Freer, Jim Christian, Tom Parshall, Cullen Irish

Call to Order

1. Justin Huff called the meeting to order and distributed the agenda.

Initial Discussion

1. **May Board Meeting Minutes**
   A. The minutes were approved with a motion by Tiffany Goulet, second by Jill Colby, and consensus from the board.
2. **Products Show**
   A. Consider holding the event in Spring of 2023, mainly due to this year's national conference being held in the fall.
   B. Trevecca University and the Nashville Fairgrounds are two potential venues being considered.
   C. A Chair is needed for this event.
3. **2022-2023 Planning Retreat**
   A. Although this meeting did not take place in July as hoped, Justin would still like to schedule it, preferably before September's chapter meeting.
4. **2021-2022 Awards Banquet**
   A. Justin recommended we schedule this before end of year due to the event not being held in June.
   B. There was consensus we proceed with this; consider holding as a joint event with the Christmas party?
5. **2022-2023 Board Positions**
   A. Directors for this year need to be finalized.
   B. Program, Planning, and Products Show Chairs are needed.
   C. Justin suggested we appoint a Communications Chair to oversee, but not be solely responsible for each of our communication outlets; Cullen Irish will be assisting.
   D. Justin to make an announcement at today's chapter meeting to ask for any interest in participating on the board.
6. **Bylaws Review and Approval**
   A. The bylaws need to be reviewed and approved at a meeting in the near future.
   B. We have not gotten this done in a timely manner the last two years so let's make this a priority.
7. **Chapter Meetings Catering**
   A. A catering service needs to be booked for our monthly meetings.
8. **Chapter Sponsorships**
   A. There was discussion that we consider securing a chapter sponsor(s).

Committee Reports

Awards: Harry reporting for Troy Williams

1. Troy has submitted awards information.

Professional Development: Harry reporting for Ray St. Germain

1. Ray will continue to submit programs approved for CEU's for the foreseeable futureif we can provide him with the information to send in.
2. He has offered to mentor a successor to take over his role.

Certification: Harry reporting for Lynn Jolley and Carl Manka

1. Several course attendees have reported they passed the exam.
2. The chapter has acquired some new members from the course.

Membership: Jill Colby

1. 101 is the current membership count.
2. There was consensus that our goal should be 120.

Newsletter: Dawn Gonzalez

1. Articles and information for the next issue were requested.

Blog: Dawn Gonzalez

1. Input was requested.

Technical: Harry Harris

1. Programs are booked through the end of the year.
2. Several programs are scheduled for 2023.

Programs: Justin Huff reporting

1. Program Chair is needed.
2. This month's program will be a presentation on 3D printing by Branch Technology's Platt Boyd.
3. Suggestions for programs are welcomed.

Planning:

1. This position needs to be filled; Melanie offered to help with the calendar.

Social Media:

1. Justin would like to designate someone to be responsible for social media outlets.

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

1. No report.

Special Events: Justin Huff

1. No update.

Treasury: Jack Potter

1. No report.

Website: Dawn Gonzalez

1. Dawn has been continuing with development of the site.

Photography: Jim Christain

1. Justin suggested that we schedule more events so Jim can photograph.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs