The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: September 20, 2022

Present: Justin Huff, Harry Harris, Jill Colby, Derek Hickman, Tiffany Goulet, Lynn Jolley, Jerry Curtis, Tarro Jefferies-Freer, Jim Christain, Tara Mitchell, Collin Huse, Carl Manka, Jack Potter

Call to Order

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

Initial Discussion

1. **August Board Meeting Minutes**
   A. The minutes were approved with a motion by Harry Harris, second by Justin Huff, and consensus from the board.
2. **2022-2023 Planning Meeting**
   A. Justin would like to schedule this meeting within the next two weeks.
   B. Chapter bylaws to be reviewed and approved.
3. **Chapter Meetings Catering**
   A. A catering service is now in place for our monthly chapter meetings.
4. **Cloud Drive for Chapter Documents**
   A. There was consensus that we sign up for a drive for the board members to upload and have access to chapter documents.
   B. Google Drive and Dropbox were two that were suggested.
   C. Derek to look into and discuss with the board further.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel & Kevin Russell

1. No report.

Awards: Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. No report.

Communications: Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
   a. No report
2. Newsletter: Dawn Gonzalez
   a. No report.
3. Social Media
   a. LinkedIn, Twitter, Instagram, and Facebook are our current outlets.
   b. We need to be active on these platforms.
4. Photography: Jim Christain
   a. Jim continues to photograph chapter events
5. Website
   a. Justin has asked Collin Huse to assist with the site.
6. Tara Mitchel can assist with graphic design.

Membership: Jill Colby

1. No report.

Planning: Melanie Kenney

1. No report.

Professional Development: Ray St. Germain

1. No report.

Programs: Justin Huff reporting

1. Harry to take over programs but will need assistance.
2. Programs are scheduled for the remainder of 2022.
3. Harry has several potential presenters he has been in contact with.
4. Tiffany to speak with Beth and Rex regarding a John Sevier Building program.
5. Justin suggested Ann McGauran, Tennessee's State Architect for a presentation.
6. Melanie has contacted Dan Brown (keynote speaker at regional conference).
7. Jim Christian has contacted a former coworker to see if he could help with finding presenters.

Special Events: Justin Huff

1. Holiday Party needs to be planned.
2. Tiffany and Cullen can assist.

Technical: Harry Harris

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

Treasury: Jack Potter

1. Current financials were reported.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs