The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: October 18, 2022

Present: Justin Huff, Harry Harris, Derek Hickman, Dawn Gonzalez, Troy Williams, 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. **September Board and October Planning Meeting Minutes**
   A. The minutes were approved with a motion by Jack Potter, second by Jerry Curtis, and consensus from the board.

2. **Chapter Meetings Venue**
   A. Adventure Science Center is our location for November's meeting.
   B. Nashville Technology Council to be considered beginning in January.
      i. $200 per hour; catering is additional.
      ii. This is significantly less than Adventure Science Center.
   C. Our current catering service can still deliver if we move venues.

3. **Cloud Drive for Chapter Documents**
   A. Google Drive and Dropbox were two that were suggested by Derek.
   B. Both would entail a cost; minimum of $12 per month
      i. Approved with a motion by Jim Christain, second by Justin Huff, and consensus from the board.
   C. Derek to look into options and pricing and discuss with the board further.

4. **Sponsorships**
   A. Historically, a sponsorship committee has been formed on an as-needed basis.
   B. A hierarchy must be determined; i.e., annual sponsors vs. event sponsors.
   C. Annual sponsorships should be placed on all chapter media outlets.
   D. If an ad is obtained for *Specifacts*, then it should be placed on chapter website until the next issuance of the newsletter.
   E. Specheads is a great platform to offer sponsorship opportunities.
   F. Let's be mindful to not send out too many email blasts asking for sponsorships.
   G. Chapter website allows for both ads and sponsors.

5. **Board Roster**
   A. The official board roster to be finalized at November's board meeting.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel & Kevin Russell

1. Tiffany mentioned that Kem Hinton is bringing a guest who is part of Vanderbilt's architectural program to today's presentation; let's engage him/her regarding interest in CSI.
2. Belmont was suggested as a university to revisit.
3. Consider forming a student chapter.
4. CDT is not taught at any schools; consider contacting schools regarding offering this course.

Awards: Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. CDT classes scheduled to begin in February 2023
2. Let's promote this on our website and social media outlets.

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.
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 Mitchell 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: Harry Harris

1. Programs are scheduled for the remainder of 2022.

Special Events: Justin Huff

1. Holiday Party: Pins Mechanical is the decided-on venue.
    a. more information forthcoming
    b. Thursday, December 8th or 15th are ideal dates.
    c. Justin to look into further
    d. Harry will assist with scheduling catering.
    e. More help is needed with organizing the event.
2. Consensus to hold one unique chapter event each quarter.
    a. Golf event in the Spring
    b. Products Show in the Fall
    c. Skeet shooting, regular happy hours, Business & Brews are other potential events; these would be helpful with drawing a younger crowd.

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.
2. More expense than revenue has been incurred recently.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs