The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: November 15, 2022

Present: Justin Huff, Harry Harris, Lynn Jolley, Jerry Curtis, Jim Christain, Tara Mitchell, Collin Huse, Carl Manka, Jack Potter, Jill Colby

Call to Order

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

Initial Discussion

1. **October Board 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. Nashville Technology Council will be the new location beginning in January 2023.
   B. Decision to proceed was approved at October's meeting.
   C. Current catering service can move to new location.

3. **Sponsorships**
   A. Tiffany and Harry are working on obtaining sponsors.
   B. Email to be sent out to membership.
   C. Check email addresses of vendors.
   D. Consider obtaining chapter meeting sponsors.

4. **Board Roster**
   A. Roster needs to be finalized.
   B. Re-evaluating directors; several have dropped off.

5. **Blueprint Reading Class**
   A. Concept was developed by Gary Burgeon.
   B. Course can be held at NGTC or AGC training facility.
   C. Budget needs to be determined.
   D. Six-week course; one night per week.
   E. Consider overlapping with CDT class.
   F. One primary teacher and six others; Gary can teach one course.
   G. Justin has class information and will send out email to gauge interest.

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. CDT classes scheduled to begin in February 9, 2023

Communications: Justin reporting for Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
   a. No report.
2. Newsletter: Dawn Gonzalez
   a. Specifacts to be issued quarterly.
3. Social Media: Cullen Irish
   a. Cullen to update and maintain social media outlets.

4. Photography: Jim Christain
    a. Jim to photograph as needed.
5. Website: Collin Huse
    a. Collin to update and maintain site.
6. Email Blasts: Jill
    a. Jill to organize and distribute email updates.
7. Graphic Design: Tara Mitchell
    a. Tara to create content.

Membership: Jill Colby

1. Need to look at ways to secure and keep members.
2. Consider offering free membership to younger individuals.
3. Inviting potential members to a chapter meeting at no cost was another suggestion.
4. It was noted that with costs on the rise that more firms are not paying for memberships now.

Planning: Melanie Kenney

1. No report.

Professional Development: Ray St. Germain

1. No report.

Programs: Harry Harris

1. Programs are scheduled through February 2023.

Special Events: Justin Huff

1. Products Show
    a. Let's schedule this for Fall 2023.
2. Golf Event
    a. Planning for Spring
    b. Need to decide on Topgolf or traditional tournament.
3. Future Events to Consider
    a. Monthly networking event
    b. Happy Hours
    c. Toast and Tours
    d. Sounds Game

Technical: Harry Harris

1. Programs are scheduled through May 2023.

Treasury: Jack Potter

1. Taxes have been submitted and IRS has acknowledged acceptance.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs