The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: January 17, 2023

Present: Justin Huff, Harry Harris, Lynn Jolley, Jim Christain, Tara Mitchell, Collin Huse, Carl Manka, Jack Potter, Tiffany Goulet, Troy Williams, Derek Hickman

Call to Order

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

Initial Discussion

1. **November 2022 Board Meeting Minutes**
   A. The minutes were approved with a motion by Jack Potter, second by Harry Harris, and consensus from the board.

2. **2023 Products Show**
   A. Tiffany recommended we schedule a date as soon as possible so we can begin organizing.
   B. Thursday, September 21 and Thursday, October 19 are the dates we need to look at; this is mainly due to several chapters having products shows in the Spring and the national conference in October.
   C. Trevecca University and the Fairgrounds were suggested venues; Trevecca seems to offer the best accommodations.
   D. Tiffany offered her assistance with organizing the event but prefers not to be the chair.
   E. Jack mentioned that we still have sponsorship funds from several vendors from 2020 that we can utilize.
   F. Justin suggested having a casino night on the evening of the products show.

3. **Board Roster**
   A. Roster needs to be finalized; Derek to email current list to board for review and approval.
   B. Re-evaluating directors; several have dropped off.

4. **Blueprint Reading Class**
   A. We need a leader to help organize this.
   B. Jim Christain will contact David Bockian to see if he can help.
   C. Jim offered to speak, also.
   D. Gary Burgeon from AGC has offered to help.
   E. Justin suggested Tech Hill Commons as a course location; several rooms there to choose from.
   F. Justin to mention the class at today's chapter meeting to gauge interest from potential teachers.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

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
2. 32 attendees have signed up so far.

Communications: Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
   a. No report.
2. Newsletter: Dawn Gonzalez
   a. No report.

3. Social Media: Cullen Irish
    a. No report.
4. Photography: Jim Christain
    a. Jim to send photographs to Collin.
5. Website: Collin Huse
    a. Collin continues to update the site.
    b. Photographs from Jim to be posted.
6. Email Blasts: Jill
    a. No report.
7. Graphic Design: Tara Mitchell
    a. No report.

Membership: Jill Colby

1. Carl has run analysis on membership trends.
2. Substantial loss in memberships after one year.
3. Let's think about what we need to do to build membership and keep it.
4. We need to re-evaluate how often non-members are allowed to attend chapter meetings at no-cost.
5. Tiffany requested that all board meeting attendees RSVP to the chapter meetings, even if they don't stay for the chapter meeting – this helps to ensure enough food will be provided.

Planning: Melanie Kenney

1. Tiffany suggested we transition to a joint effort to maintain the calendar.
2. Consider having a central file on Dropbox for all to access and update; Derek to re-send Dropbox login credentials to the board for the chapter account Tarro set up for us.

Professional Development: Ray St. Germain

1. No report.

Programs: Harry Harris

1. Harry continues his efforts to schedule presentations.

Special Events: Justin Huff

1. Golf Event
    a. Tentatively planning for April 20.
    b. Topgolf is preferred; need to determine good ways for vendors to market at the event.
    c. Justin to contact Topgolf regarding rates and availability.
2. Future Events to Consider
    a. Monthly networking event
    b. Happy Hours
    c. Toast and Tours

Technical: Harry Harris

1. Programs are scheduled through 2023.
2. Several presenters booked in 2024.

Treasury: Jack Potter

1. Bill Highway chapter management software is being encouraged by CSI national.
2. The software maintains finances and chapter documents.
3. Jack suggested we consider this.
4. He proposed a small committee of the board get together for a demonstration; consensus to proceed with watching a demonstration so we can make a decision.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs