The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: February 21, 2023

Present: Justin Huff, Harry Harris, Tiffany Goulet, Jill Colby, Jim Christain, Tim Lambe, Collin Huse, Carl Manka, Kent Kile, Derek Hickman, Dawn Gonzalez, Tarro Jefferies-Freer

Call to Order

1. Tiffany Goulet called the meeting to order and began the discussion of board business.

Initial Discussion

1. **January 2023 Board Meeting Minutes**
   A. The minutes need to be approved at March's board meeting due to no quorum present.

2. **Board Roster for 2023-2024**
   A. This needs to be our main priority in coming weeks as we head into the 2023-2024 year.
   B. The board needs to consist of 6 members: Three on a one-year term and three on a 2 two-year term.
   C. Any combination of six board members/officers must be present for a quorum.
   D. The board needs to be presented to membership and they must vote to approve.

3. **2023 Products Show**
   A. Tiffany has contacted Geodis Park and Nashville Fairgrounds as potential venues.
   B. The Fairgrounds only has October available and requires that we use their catering service but is far more economical than Geodis Park.
   C. Trevecca University to be contacted, also.
   D. Tiffany offered her assistance with organizing the event but prefers not to be the chair; recommends we form a committee.

4. **Chapter Meetings Scheduling**
   A. Justin to contact Tech Hill Commons to confirm regular dates for the board and chapter meetings.

5. **Blueprint Reading Class**
   A. Need to contact Gary Burgeon first to determine itinerary and the dates he is available before we finalize schedule.
   B. May would be the earliest we would begin; likely a six week course with one class per week on Thursdays.
   C. Organization process for this need to be streamlined.
   D. Justin to contact Tech Hill Commons as a potential course location; several rooms there to choose from, one of which has monitors for electronic reading.
   E. Need to determine how much to charge attendees.
   F. Consensus to cover's Gary's expenses.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. CDT course has begun; 73 total attendees from seven states.
2. Many are not CSI members; opportunity to gain memberships with these individuals (less expensive to join CSI and take the exam).

Communications: Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
    a. No report.
2. Newsletter: Dawn Gonzalez
    a. Justin to compose President's Corner article and send to Dawn for next issuance.
    b. Jill/Carl to send Dawn current membership list to include, also.
3. Social Media: Cullen Irish
    a. No report.
4. Photography: Jim Christain
    a. No report.
5. Website: Collin Huse
    a. No report.
6. Email Blasts: Jill
    a. No report.
7. Graphic Design: Tara Mitchell
    a. No report.

Membership: Jill Colby

1. Opportunity to gain members from CDT course; consider inviting all that are non-members to attend a chapter meeting at no cost.
2. Consensus to begin charging $25 to non-members who attend chapter meetings after their first visit.
3. Kent suggested holding a new member orientation meeting.
4. Dawn suggested encouraging current members to invite guests
5. Need to improve engagement with guests and new members at chapter meetings.
6. Justin to invite those in attendance at chapter meetings to attend a board meeting in efforts to gain more involvement.

Planning: Melanie Kenney

1. No report.

Professional Development: Ray St. Germain

1. No report.

Programs: Harry Harris

1. Harry is hoping to schedule a program regarding Nashville's East bank development for March.
2. April will likely be the 2nd Avenue redevelopment presentation.

Special Events: Justin Huff

1. Golf Event
    a. Still needs to be scheduled.
    b. Justin has received an offer from a non-board member to offer his assistance with organizing.

Technical: Harry Harris

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

Treasury: Jack Potter

1. No report.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs