The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: March 21, 2023

Present: Justin Huff, Harry Harris, Dawn Gonzalez, Tim Lambe, Carl Manka, Derek Hickman, Tarro Jefferies-Freer, Jack Potter, Tara Mitchell, Jerry Curtis, Lynn Jolley, Troy Williams

Call to Order

1. Justin Huff called the meeting to order and began the discussion of board business.

Initial Discussion

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

2. **Board Roster for 2023-2024 – Harry Harris reporting for Tiffany**
   A. Tiffany has most of the positions filled and will have the list finalized before next month's meeting.
   B. The roster needs to be voted on by membership at April's chapter meeting; consider presenting board information and responsibilities at this meeting to gain interest from membership.
   C. There was discussion to consider consolidating committees.
   D. Roles and duties need to be properly defined. Jack to research CSI operating guides.

3. **2023 Products Show**
   A. No update.

4. **Blueprint Reading Class**
   A. Justin has contacted Tech Hill Commons; tentatively they have us scheduled to start in late April or May on Thursday evenings.
   B. $600 would likely be the total cost to rent one of their rooms for six weeks.
   C. The room has a 25-seat capacity.
   D. Access to Ipads is uncertain; need to confirm.
   E. Justin to send all of the information he has on file regarding the course to Jack and Carl.
   F. Need to determine how much to charge attendees.

5. **2023 Gulf States Region Conference**
   A. Event to be held in Memphis.
   B. Education classes for leadership are scheduled.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Troy Williams

1. There may be an opportunity to submit for membership growth award; let's gather information on this.

Certification: Lynn Jolley and Carl Manka

1. 9 new memberships have been gained from this year's course.

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. Consensus to do member spotlights on new chapter/board members.

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. Carl reported that there are twelve new members since January.
2. We need to improve our efforts in engaging new members/guests at chapter meetings; consider adding a committee for this.

Planning: Melanie Kenney

1. No report.

Professional Development: Ray St. Germain

1. No report.

Programs: Harry Harris

1. April's program will be the 2nd Avenue redevelopment presentation.
2. Program for May is needed; Harry asked for suggestions.
3. Dawn to send Harry contact information for the new Tanger Outlets store.
4. Jack suggested current news with technology companies as a potential program.
5. New Ford factory in Memphis could be a potential presentation.
6. Tarro can contact Dodge Data and Analytics to gauge interest in presenting.
7. Harry to develop an email template and send to other board members for use when contacting potential presenters.

Special Events: Justin Huff

1. No report.

Technical: Harry Harris

1. Programs are scheduled through 2023 and mid-2024.

Treasury: Jack Potter

1. No report.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs