The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting

Meeting Date: May 16, 2023

Present: Justin Huff, Tiffany Goulet, Jill Colby, Jim Christain, Carl Manka, Derek Hickman, Jack Potter, Tara Mitchell, Jerry Curtis, Collin Huse, Troy Williams

Call to Order

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

Initial Discussion

1. **January, February, March, and April 2023 Board Meeting Minutes**
   A. The minutes were approved with a motion made by Jack Potter, second by Justin Huff, and consensus from the board.

2. **Board Roster for 2023-2024**
   A. The roster has been finalized; to be voted on by membership at today's chapter meeting.

3. **2023 Products Show**
   A. Tiffany has contacted Nashville Fairgrounds regarding scheduling.
   B. Thursday, November 2 will be the likely date if October 19 and 26 aren't available.
   C. Cost to host the event there is reasonable.
   D. Tiffany and Tara to develop graphics and save the date once the event is scheduled.
   E. There was discussion to schedule a codes presentation for the event
   F. Jack to send Tiffany list of sponsors and amounts that we have from the previous products show that did not take place.

4. **Blueprint Reading Class**
   A. Jack suggested keeping the course simple – reading documents only; no Procore
   B. The course likely can be a submission for a chapter award.

5. **Awards Banquet – Tiffany Goulet**
   A. Scheduled for Thursday evening, June 22 at Mere Bulles in Brentwood.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Troy Williams

1. Harry Harris to submit Michael Gober (posthumously) for the Ed Street award; to be presented at awards banquet.
2. Need awards chair; Troy submits for Chapter Commendation Award only.

Certification: Lynn Jolley and Carl Manka

1. Carl and Lynn have will been asked to help organize a CDT course for the Chattanooga chapter.

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 asked for someone to photograph the awards banquet for him as he may not be able to attend.
5. Website: Collin Huse
    a. No report.
6. Email Blasts: Jill
    a. No report.
7. Graphic Design: Tara Mitchell
    a. Tara to develop graphics for the Awards Banquet and Products Show.

Membership: Jill Colby

1. 102 is current membership count.
2. 4 new members.
3. Approximately one third of the members joined within the past year.

Planning: Melanie Kenney

1. Jack Potter to fill position for fiscal year 2023-2024.

Professional Development: Ray St. Germain

1. No report.

Programs: Harry Harris

1. No report.

Special Events: Justin Huff

1. No report.

Technical: Harry Harris

1. No report.

Treasury: Jack Potter

1. Jill Colby taking over for Jack beginning fiscal year 2023-2024.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs