The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting August 2023

Meeting Date: August 15, 2023

Present: Tiffany Goulet, Harry Harris, Carl Manka, Jim Christain, Collin Huse, Tara Mitchell, Jill Colby, Lynn Jolley, Justin Huff, Jerry Curtis, Derek Hickman, Tarro Jefferies-Freer, Rex Garton, Jack Potter, Janice Brickey

Call to Order

1. Tiffany Goulet called the meeting to order and distributed the agenda.

Initial Discussion

1. **July Planning Meeting Minutes:**
   A. The minutes were approved with a motion made Jack Potter, second by Justin Huff, and consensus from the board.
2. **Monthly Meetings Venue**
   A. Tiffany reported that we will begin using the board room again at Tech Hill Commons for the board meetings; using the event space for these costs more.
3. **Billhighway**
   A. Jill and Jack to activate our account and have it sent to Bank of America for billing.
   B. Potential for extra costs associated with this.
   C. Jack has a short video about the software he can email to the board.
4. **Chapter Operating Guide**
   A. Jack has a 1995 copy of the operating guide he will send to committee chairs for review and update.
5. **Cloud Drive for Chapter Documents**
   A. Tara has set up a Google Docs account and will send login information to the board.
   B. Minimal cost for the account.
6. **Products Show**
   A. Tiffany reported that this will have to be scheduled in 2024 due to conflicts with Nashville Fairgrounds dates.
   B. Consensus to schedule the event at the fairgrounds in April; try and avoid the week of Easter.
7. **Blueprint Reading Class**
   A. Need to set dates and determine fee structure; consensus that attendees should prepay.
   B. Jerry and Rex both have a set of plans we can use for instruction.
   C. Plans for mechanical, civil, electrical, and plumbing are also needed.
   D. Justin has a contact at AGC who mentioned they have members that would attend the course.
   E. Tara to develop graphics and Collin to post on website.

Committee Reports

Academics/Emerging Professionals:

1. No report.

Awards: Rex Garton

1. Rex has reviewed the list of Gulf States Region awards; he will review further to determine which are best suited for us to submit for and their deadlines.

Certification: Lynn Jolley and Carl Manka

1. This year's CDT course to begin in February.
2. It will be offered to the Gulf States Region.
3. There has been much interest from potential attendees already.

Communications: Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
   a. No report.
2. Email Blast: Jill Colby
   a. No report.

Graphic Design: Tara Mitchell
    b. Tara to develop graphics for upcoming events.
3. Newsletter: Tiffany reporting for Dawn Gonzalez
    a. Articles and information are needed for the next issuance.
    b. Tiffany to compose President's Message and send to Dawn.
4. Photography: Jim Christain
    a. Jim has new photos he will send to Dawn and Collin.
5. Social Media: Tarro to take over; he needs passwords.
6. Website: Collin Huse
    a. Requested current board member information and schedule for upcoming events to post.

Membership: Collin Huse
1. Need to consolidate contacts in Emma to bring into StarChapter.

Planning: Jack Potter
1. Current calendar has been distributed.

Professional Development/CEU Credits:
1. Tiffany is currently submitting programs for credits.

Programs: Harry Harris
1. Tiffany recommends scheduling programs as far in advance as possible in order to allow time to get them approved for credits, developing graphics, and sending out invitations.
2. Harry is working on scheduling a presentation for the Oracle Pedestrian Bridge.
3. Other suggestions are welcomed.

Special Events: Justin Huff
1. Justin and Tara are working on scheduling a tour of Belmont University's Fisher Center; this could be a chapter presentation, also; potentially in the same week.
2. October would be preferred.
3. Need to determine fee and attendance capacity.

Technical: Harry Harris
1. Programs are booked through 2024.

Treasury: Jill Colby
1. Billhighway account to be activated.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs