The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting September 2023

Meeting Date: September 19, 2023

Present: Tiffany Goulet, Harry Harris, Carl Manka, Jim Christain, Collin Huse, Tara Mitchell, Jill Colby, Lynn Jolley, Justin Huff, Jerry Curtis, Derek Hickman, Rex Garton, Nick Powell (Hardaway Construction)

Call to Order

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

Initial Discussion

1. **August Board Meeting Minutes:**
   A. The minutes were approved with a motion made by Justin Huff, second by Jerry Curtis, and consensus from the board.
2. **Products Show - Tiffany Goulet**
   A. Event needs to be scheduled in 2024 due to conflicts with Nashville Fairgrounds dates.
   B. Consensus to schedule the event for April 18th at the Fairgrounds to avoid the week of Easter and graduation weeks.
3. **Blueprint Reading Class**
   A. Jerry has a set of architectural and mechanical plans for the committee to review.
   B. The course curriculum should be flexible depending on the experience and skillset of the attendees.
   C. Plans for structural, civil, electrical, and plumbing are also needed.
   D. Tiffany to contact Tech Hill Commons to discuss dates and cost.
   E. Tuesdays are preferred in order to avoid conflict with the CDT course.
   F. Lynn suggested contacting Tech Hill Commons to see if they have a set of construction documents for their facility that we could use for the course.

Committee Reports

Academics/Emerging Professionals: Tiffany reporting for Kevin Liegibel

1. Need to make contact with Belmont; AIA already has a presence there.

Awards: Rex Garton

1. Rex continues to review the list of awards for potential submission.

Certification: Lynn Jolley and Carl Manka

1. The agenda for this year's CDT course has been developed; Carl to send agenda to Dawn.
2. Teachers need to be confirmed.

Communications: Tarro Jefferies-Freer

1. Blog: Dawn Gonzalez
   a. No report.
2. Email Blast: Jill Colby
   a. No report.
3. Graphic Design: Tara Mitchell
   a. Tara to develop graphics for upcoming events.
4. Newsletter: Tiffany reporting for Dawn Gonzalez
   a. October is next issuance.
   b. Articles and information are needed.
   c. Dawn has sent email with link to submit information.
   d. Tiffany to compose President's Message and send to Dawn.
   e. Collin to send member anniversaries.
   f. Include upcoming events, even if dates are not confirmed.
5. Photography: Jim Christain
   a. No report.
6. Social Media: Tarro Jefferies-Freer
   a. Accounts are in the process of being updated
   b. Justin suggested we look into the cost of boosting the feeds.

7. Website: Collin Huse
    a. StarChapter is now being used to send out invites.
    b. There is enough storage in StarChapter to phase out Emma after the email list is reconciled.
    c. Forms to be created on the website so members can input and edit their information as needed.
    d. Collin will continue to update the site and asked for feedback.

Membership: Collin Huse

1. 100 is the current membership count.

Planning: Jack Potter

1. No report.

Professional Development/CEU Credits:

1. Tiffany recommends scheduling programs as far in advance as possible in order to allow time to get approval for credits.

Programs: Harry Harris

2. Belmont's Fisher Center for Performing Arts is October's Program.
3. Tiffany asked for information to get presentation approved for credits.
4. Harry suggested scheduling a CSI-focused informative chapter presentation; the idea is to inform and promote the organization.
5. Consider moving November's chapter meeting due to Thanksgiving week; if moved to the previous week Specheads should not be rescheduled; an evening meeting is a possibility.

Special Events: Justin Huff

1. Justin and Tara are working on scheduling a tour of Belmont University's Fisher Center in conjunction with October's chapter program.
2. Consider scheduling the same week, likely that Wednesday; 5:30pm start time would be feasible.
3. Free parking is available.
4. Chago's Cantina across the street would be ideal for food and drinks after the tour.
5. Sponsor information is needed.
6. Fee structure for members and non-members need to be determined.
7. Other ideas for tours include:
    a. De La Fontaine Doors new facility in Lebanon.
    b. MTSU's Concrete and Construction Management building (Janice Brickey)
    c. Tritium Battery new plant in Lebanon
    d. Shoals Technologies in Portland
    e. First Horizon Park
    f. Geodis Park.

Technical: Harry Harris

1. Programs are booked through 2024.

Treasury: Jill Colby

1. Billhighway account is activated; there is an option to utilize its full features but we need to review fees.
2. Current financials were discussed.
3. Let's discuss ways to increase revenue; ideas welcomed.
4. Chapter meeting costs need to be reviewed; consider charging for members and charging more for non-members (first lunch should be free).

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs