The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting November 2023

Meeting Date: November 17, 2023

Present: Tiffany Goulet, Carl Manka, Collin Huse, Dawn Gonzalez, Harry Harris, Jerry Curtis, Jill Colby, Justin Huff, Kevin Liegibel, Lynn Jolley, Tara Mitchell, Tarro Jefferies-Freer

Call to Order

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

Initial Discussion

1. **October Board Meeting Minutes:**
   A. The minutes were approved with a motion by Carl Manka, second by Lynn Jolley, and consensus from the board.
2. **Products Show - Tiffany Goulet**
   A. Scheduled for April 18, 2024 at Nashville Fairgrounds Expo space.
   B. Tiffany to sign contract with Fairgrounds in the near future.
   C. Topics and speakers for seminars need to be decided soon.
   D. Potential topics for are updates codes and ADA.
3. **Blueprint Reading Class**
   A. Classes are ready to begin; dates need to be scheduled.
   B. Tiffany to contact Tech Hill Commons for availability of space and then dates can be set.
   C. Thursday is the preferred day for classes.
   D. Justin suggested the first round of courses be a practice round.
   E. Suggested organizations to advertise with are AGC, ABC, and MTSU.
4. **Chapter Holiday Party – General Jackson Showboat**
   A. Tiffany encouraged board members to sign up early because tickets are very limited.
   B. Attendees should plan for heavy traffic to ensure not missing the boat.
   C. Attendees should also plan for being searched before boarding.
   D. More sponsorship for the Holiday Party is welcomed.
   E. Sponsorship can be done with invoices through Square.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. Kevin to contact O'More College of Architecture & Design to set up introductory meeting between the school and CSI Nashville.
2. Tiffany would like to attend this meeting.

Awards: Rex Garton

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Classes will be held online and begin in February.

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 Blueprint course, CDT course, and *Specheads*.
4. Newsletter: Dawn Gonzalez
   a. December 2023 is next issuance.
   b. "Save the date" for Products Show to be included.
   c. Chapter members to send info to Dawn for this issuance by December 5.
   d. More technical articles are needed.
   e. Dawn needs high quality logos from RC Matthews and Esa.

   f. Lynn to send Dawn membership highlight article.
   g. Dawn would like to alternate membership highlights between new and senior members.
5. Photography: Jim Christain
   a. Jim continues to send photos to be published on chapter website and social media outlets.
6. Social Media: Tarro Jefferies-Freer
   a. Facebook membership has increased 100%.
7. Website: Collin Huse
   a. No report.

Membership: Collin Huse
1. No update.

Planning: Jack Potter
1. No update.

Professional Development/CEU Credits:
1. Tiffany continues submitting programs to be approved for credits.

Programs: Harry Harris
2. Potential programs include the new Titans stadium, Belle Meade Plaza Renovation, and Tony Giarratana Highrise projects.

Special Events: Justin Huff
1. No report.

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

Treasury: Jill Colby
1. Current financials reported.
2. Chapter is unable to transfer money from the Billhighway account to chapter bank account.
3. Starchapter cost has increased from $85 to $102 monthly.
4. Jill to cancel My Emma subscription.
5. Ideas for offsetting decreased chapter income include charging all members for lunches and having some meetings that would not include lunch (tours for example).

Miscellaneous:
1. Tim Yoko will be ordering new banners for the chapter.
2. New email address for Derek Hickman: dhickman@bennett-pless.com.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs