The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting January 2024

Meeting Date: February 20, 2024

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

Call to Order

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

Initial Discussion

1. **January Board Meeting Minutes:**
   A. The minutes were approved with a motion by Jack Potter, second by Harry Harris, and consensus from the board.
2. **Products Show - Tiffany Goulet**
   A. Now scheduled for October 3rd 3:00pm-7:00pm at Nashville Fairgrounds Expo space.
   B. No contract has been signed with Fairgrounds yet – Tiffany continues to follow up.
   C. Food/beverage catering - TBD
   D. $750 is the targeted booth cost.
   E. Parking cost (if any) need to be determined.
   F. Event registration to be organized through StarChapter.
3. **Blueprint Reading Class**
   A. Tiffany recommends we begin classes soon; dates need to be scheduled.
   B. Recommends charging more for non-CSI members.
   C. Jim and Rex to teach architectural portion.
   D. Civil, structural, and MEP documents/teachers needed.
   E. Tiffany to announce teaching opportunities at today's chapter meeting.
4. **2024-2025 Board Roster**
   A. Roster needs to be determined in the next few months.
   B. Tiffany to announce board opportunities at today's chapter meeting.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Rex Garton

1. No report.

Certification: Lynn Jolley and Carl Manka

1. No update.

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 once she receives info.
4. Newsletter: Dawn Gonzalez
   a. Articles, info, dates for the next issuance are needed.
   b. Send info to csi.nash.specifacts@gmail.com
5. Photography: Jim Christain
   a. No report.
6. Social Media: Tarro Jefferies-Freer
   a. Tarro continues to post on our chapter outlets.
7. Website: Collin Huse
   a. Collin to post chapter event info once he receives.

Membership: Collin Huse

1. No update.

Planning: Jack Potter

1. No update.

Professional Development/CEU Credits:

1. No report.

Programs: Harry Harris

1. March and April programs are scheduled.
2. May and August presenters are needed.
3. Dawn/Harry have a potential presenter – Harry to contact.

Special Events: Justin Huff

1. Tiffany suggests scheduling a chili cook-off and drinks fundraiser event.
2. Consider holding the event on a Saturday in the Fall after the Products Show.
3. Mill Creek Brewery was a suggested location.
4. Tiffany would like to find a venue that doesn't charge for a group event.

Technical: Harry Harris

1. Programs are booked into 2025.

Treasury: Jill Colby

1. No report.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs