The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting March 2024

Meeting Date: March 22, 2024

Note: Meeting held via Zoom.

Present: Tiffany Goulet, Jill Colby, Jack Potter, Tim Yoko, Carl Manka, Harry Harris, Lynn Jolley, Tara Mitchell, Tarro Jefferies-Freer, Derek Hickman

Call to Order

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

Initial Discussion

1. **February Board Meeting Minutes:**
   A. The minutes were approved with a consensus from the board.
2. **Products Show - Tiffany Goulet & Jill Colby**
   A. Scheduled for October 3rd.
   B. Booth registration confirmed.
   C. Booth layout is mostly finalized.
   D. Sponsorships are needed; we still have four from the last show that didn't take place.
   E. One seminar is already scheduled; need one more.
3. **Blueprint Reading Class – Tiffany reporting.**
   A. Close to finalizing; some dates have been confirmed for July-August.
   B. Thursdays 5:00-7:00pm are the anticipated times.
   C. It was suggested that we announce the CDT course at the Blueprint class.
4. **2024-2025 Board Roster**
   A. Still needs to be finalized.
   B. Jack Potter will be President.
   C. Membership chair is needed.
5. **2024 Gulf States Region Conference**
   A. To be held in June – Pearl, MS
   B. Jack to represent Nashville chapter at the event.
   C. Tara can attend also.
   D. It is the same time to drive or fly.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Rex Garton

1. No report.

Certification: Lynn Jolley and Carl Manka

1. 35-40 has been the typical attendance this year; participation and engagement have been good.
2. The average attendance for the last few years has been 42.
3. Some memberships that have been gained from the CDT course have dropped; need to look for ways to retain younger members.

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. No report.
4. Newsletter: Dawn Gonzalez
   a. Membership info for the next issuance is 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 is working updates for Facebook and LinkedIn regularly. He seems to get better response with LinkedIn. We do not have an Instagram account to his knowledge.
7. Website: Collin Huse
    a. No report.

Membership: Collin Huse

1. No report.

Planning: Jack Potter

1. Chapter operating guides are being reviewed.

Professional Development/CEU Credits:

1. No report.

Programs: Harry Harris

1. April program is scheduled.
2. Jill is working with Hastings Architecture for May's program.
3. No chapter meetings in June or July due to awards banquet and board planning retreat.

Special Events: Justin Huff

1. Potential tour at the Del La Fontaine door plant in Lebanon was discussed.
2. No update on golf tournament/event.

Technical: Harry Harris

1. No report.

Treasury: Jill Colby

1. No report.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs