The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting August 2024

Meeting Date: August 20, 2024

Present: Jack Potter, Carl Manka, Justin Huff, Paul Montray, Harry Harris, Tara Mitchell, Jill Colby, Lynn Jolley, Tim Yoko, Derek Hickman

Call to Order

1. Jack called the meeting to order and distributed the agenda.

Initial Discussion

1. **April 2024 Board Meeting Minutes:**
   A. The minutes were approved with a motion by Jack Potter, second by Carl Manka, and consensus from the board.
2. **Chapter Bylaws Review**
   A. The bylaws have been reviewed and changes considered.
   B. Jack to send out to the board.
3. **Products Show - Tiffany Goulet & Jill Colby**
   A. Scheduled for October 3rd at Nashville Fairgrounds.
   B. Approximate time 3:00pm-7:00pm.
   C. Caterer still needs to be confirmed.
   D. Six vendors have signed up so far; 40 spots are available.
   E. NRCA (National Roofing Contractors Association) is the show sponsor.
   F. Sponsorship opportunities are still available.
   G. NRCA will be presenting.
   H. Tennessee State Architect will also be presenting – Jack suggested scheduling this program later in the day/end of the day to keep people around.
4. **Blueprint Reading Class.**
   A. Need to follow up on this.
5. **2024-2025 Board Roster**
   A. The current board roster has been reviewed and confirmed.
6. **Google Account - Tara Mitchell**
   A. Account has been activated.
   B. Jack suggested scheduling a review session with Tara to show us how to use it.
7. **Chapter Engagement**
   A. Jack recommends we push for increased outreach and membership.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Rex Garton

1. No report.

Certification: Lynn Jolley and Carl Manka

1. No report.

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: Harry reporting for Dawn Gonzalez
   a. Info is always needed; send to csi.nash.specifacts@gmail.com
5. Photography: Jim Christain
   a. Jim continues to photograph chapter events.

6. Social Media: Tarro Jefferies-Freer
    a. Tarro continues to post on chapter outlets.
    b. Let's push for more posts/activity.
7. Website: Collin Huse
    a. No update.

Membership: Paul Montray

1. No update.

Planning: Jack Potter

1. Jack to update calendar.
2. He will send out the new administrative guide developed by institute.
3. Chapter operating guides:
    a. All committee chairs should have received their committee section.
    b. Let's focus on review and revisions.
    c. Gulf States Region is considering restructuring committees.

Professional Development/CEU Credits:

1. No report.

Programs: Harry Harris

1. Ideas for programs are needed, especially September.

Special Events: Justin Huff

1. Harry has been in contact with Tony Ferrante of Bennett & Pless Leicht regarding scheduling an air barrier symposium in conjunction with ABAA, IBEC, and the Atlanta CSI chapter.
    a. Speakers are already scheduled; venue and food need to be confirmed.
    b. We can charge for attendance.
    c. CSI Chattanooga chapter took part in this event two years ago and it was a success.
    d. This would be ideal for November's chapter meeting.
2. Consensus to proceed with planning this; half day hands-on air barrier event is preferred - Harry to coordinate.
3. Paul has a suggestion for a venue.

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