The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting November 2024

Meeting Date: November 19, 2024

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

Call to Order

1. Jack called the meeting to order and distributed the agenda.
2. Note: Meeting held virtually; quorum present.

Initial Discussion

1. **September 2024 Board Meeting Minutes:**
   A. The minutes were approved with a motion by Tara Mitchell, second by Tiffany Goulet, and consensus from the board.
2. **Air Barrier Event**
   A. Harry reported that the event was a success.
   B. 35 total in attendance.
   C. Financially successful; money to be split with IIBEC.
   D. Tiffany suggested we consider scheduling this event again but including it as part of our next Products Show.
3. **Products Show - Tiffany Goulet & Jill Colby**
   A. Successful event despite a smaller turnout than what was hoped for.
   B. Let's start planning for next year's show as soon as we can.
4. **Blueprint Reading Class – Jack reporting.**
   A. Snowden Towers sample project from Revit 2024 is the proposed set of documents to use for class instruction.
5. **StarChapter**
   A. Collin and Paul have been discussing using StarChapter in place of Eventbrite; decision is to stay with Eventbrite due to its restructured costs that are now less expensive for us it even though it requires more work on our end.
6. **Holiday Party**
   A. Pins Mechanical in Nashville is the decided location.
   B. We had a good turnout in the past despite parking not being great.
   C. December 3rd is the preferred night; December 2nd is acceptable if the 3rd is already booked.
7. **Institute Annual Meeting – Houston, TX**
   A. Jack attended this year's event In October and reported that it was productive.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Rex Garton

1. No report.

Certification: Lynn Jolley and Carl Manka

1. On schedule for 2025 classes to begin in second week of February.
2. Teachers are confirmed.
3. Notification to be included in the regional newsletter.
4. It was suggested that we market the course more.
5. Jack suggested posting the classes on YouTube; reported that the Atlanta chapter has their sessions posted on the site already.

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. Dawn is working on the next issuance; would like to issue soon.
    b. Tiffany to send Products Show sponsors and information to Dawn.
    c. CDT class notification to be included.
    d. January's newsletter to be a year-in-review themed issuance.
    e. Discussion to reformat the newsletter; the revised format will still be in compliance to meet chapter commendation criteria – Harry to forward Dawn the Mississippi chapter's newsletter for reference.
    f. 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 our chapter outlets.
    b. LinkedIn account has 120 members/followers.
    c. Facebook has a strong following, also.
7. Website: Collin Huse
    a. Collin to post Products Show sponsors and information on website.

Membership: Paul Montray
1. No report.

Planning: Jack Potter
1. No report.

Professional Development/CEU Credits:
1. No report.

Programs: Harry Harris
1. November program is scheduled.
2. Need programs for 2025.

Special Events: Justin Huff
1. Dawn suggested that Uncle Nearest Distillery in Shelbyville would be a good event.
2. Excellent venue with great parking.

Technical: Harry Harris
1. 2025 programs are booked except for one month.

Treasury: Jill Colby
1. Current financials reported.
2. Products Show and Air Barrier event were both financial successes.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs