The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting April 2025

Meeting Date: April 15, 2025

Present: Jack Potter, Harry Harris, Carl Manka, Jill Colby, Derek Hickman, Lynn Jolley, Paul Montray, Jim Christian, Collin Huse

Call to Order

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

Initial Discussion

1. **February 2025 Board Meeting Minutes:**
   A. The minutes were approved with a motion by Carl Manka, second by Harry Harris, and consensus from the board.
2. **2025-2026 Board Roster**
   A. All positions for the coming year are confirmed except for:
      - President
      - Vice President (awaiting decision from David Bockian)
      - Awards Chair (Carl and Lynn to help in the interim)
      - Newsletter
      - Academics/Emerging Professionals – Kevin Liegibel? Need to confirm

   B. Programs, Special Events, and Technical chair positions to be consolidated.
   C. Harry and Jill to assist with Products Show
3. **Products Show - Tiffany Goulet & Jill Colby**
   A. Tiffany has contacted Nashville Fairgrounds – no Thursdays available in September or October.
   B. Consensus to schedule for third Tuesday in either month if available.
   C. The following to be done in order to market the show better:
      - Send the date out as soon as possible once it is established.
      - Refresh/confirm member and non-member lists.
      - Paul and Jill to confirm vendor list; obtain lists from other chapters, also.
      - Send event information to senior staff at local firms and ask to share.
4. **June Awards Banquet**
   A. Consensus to hold this year's event at Mere Bulles in Brentwood.
   B. Jill has an inquiry in to the restaurant; June 19 is the preferred date (June 17 alternate date)
   C. $5,000 is this year's budget ($5,345 spent last year)
   D. Carl suggested inviting past presidents to attend.

Committee Reports

Academics/Emerging Professionals: Kevin Liegibel

1. No report.

Awards: Troy

1. Chapter Commendation Award likely does not have enough support material to submit this year.
2. Lynn and Carl to help with reviewing the rest of the awards.

Certification: Lynn Jolley and Carl Manka

1. New members obtained from CDT course.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn
2. Graphic Design: Tara Mitchell
   a. No report.
3. Newsletter: Need replacement for Dawn
   a. Need to revise format to be more concise – similar to Mississippi chapter's newsletter.
   b. Info is always needed; send to csi.nash.specifacts@gmail.com

4. Photography: Jim Christain
    a. No report.
5. Social Media: Tarro Jefferies-Freer
    a. No report.
6. Website: Collin Huse
    a. Collin continues to update the website.

Membership: Paul Montray

1. New members from CDT class – thank you Lynn and Carl.

Planning: Jack Potter

1. Gulf States Regional Conference to be held in Chattanooga, TN June 12-14, 2025
    a. Costs eligible for reimbursement:
        - Early registration amount (deadline is May 15)
        - Half of hotel room cost
        - 25 cents/mile ($70 maximum reimbursement)
2. Institute Annual Meeting to be held in Cleveland, OH October 15-17, 2025

Professional Development/CEU Credits: Harry Harris

1. Upcoming events have been approved for learning credits.

Programs: Harry Harris

1. May program is scheduled:
    a. Uzan + Case Structural Engineers will present on a new hotel design of theirs.
2. No programs to be scheduled for June or July (Awards Banquet and Planning Retreat).

Special Events: Harry Harris

1. Next Toast & Tour is scheduled for April 25:
    a. Ashwood 12 South Tour (Dryden Architecture)
    b. 12 South Taproom likely the location for after the tour.
    c. Event has been approved for CEU's.

Technical: Harry Harris

1. Programs are booked into 2026.

Treasury: Jill Colby

1. Current financials reported.
2. $48,974.45 cumulative on-hand among three accounts.
3. We need to obtain insurance for the officers and directors; Jack to send insurance contact information to Jill.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs