The Construction Specifications Institute – Nashville Chapter

Board of Directors Fiscal Year Planning Meeting August 2025

Meeting Date: August 6, 2025

Present: Tara Mitchell, Jack Potter, Carl Manka, Tarro Jefferies-Freer, Derek Hickman, Lynn Jolley, Paul Montray, Tim Yoko, Jill Colby

Call to Order

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

Initial Discussion

1. **Passing of the Gavel**
   A. The gavel was passed from Jack to Tara.
2. **May 2025 Board Meeting Minutes:**
   A. The minutes were approved with a motion by Jack Potter, second by Tara Mitchell, and consensus from the board.
3. **2025-2026 Board Roster**
   A. This year's roster was reviewed and confirmed with the following notes:
   - Need to stagger terms for directors.
   - Certification: Carl to be listed as Co-Chair.
   - Products Show: Tiffany will continue to help as much as possible but prefers not to be the chair; need to find new lead for this event.
   - Awards Chair: Carl and Lynn to assist as needed.
   - Graphic Content: Tara prefers to find a replacement since she is now President.
4. **Products Show – Jill reporting for Tiffany Goulet**
   - Event likely to be scheduled for early October/November.
   - Consensus to schedule as soon as possible since the date is approaching and we will need to notify vendors.
5. **Chapter Bylaws Review**
   A. Bylaws were reviewed and approved with amendments to chapter dues for lunches.
   - Option for meal package purchase, which will be in addition to chapter dues, will be implemented.
   - $100 will be cost for meal package that covers all chapter meetings, Awards Banquet, and Holiday Party.
   - If meal package is not purchased the cost for a non-member's lunch will be $25 and a member's lunch will be $15.
   - Decision voted on and confirmed with a motion made by Lynn Jolley, second by Jack Potter, and consensus from the board.

Committee Reports

Academics/Emerging Professionals:

1. Carl suggested we consider ways to invest in memberships; advised that we have the financials to do so.
2. One idea discussed was creating CSI clubs at schools/universities to garner interest and boost membership.
3. Consensus to table idea for future meeting.

Awards (Chapter Commendation): Troy

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Based on feedback from students, there will be some adjustments to the course structure.
2. Lynn and Carl to meet with instructors to discuss further.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn.
2. Graphic Design: Need to find replacement for Tara.

3. Newsletter:
    a. Need replacement for Dawn.
    b. Jack suggested new format for newsletter be simple, similar to Mississippi chapter's.
    c. Consensus to issue quarterly as we have enough routine information (chapter meetings, events, etc.) that gives us a good basis to start from.
    d. Info is always needed; send to csi.nash.specifacts@gmail.com
4. Photography: Jim Christain
    a. Jim to send awards banquet photos to Tarro for upload to social media outlets.
    b. Need to designate someone to take photos at events when Jim does not attend.
5. Social Media: Tarro Jefferies-Freer
    a. Tarro to upload new photos when Jim sends them.
6. Website: Collin Huse
    a. No report.

Membership: Paul Montray

1. Consensus that we consider ways to invest in/build memberships.

Planning: Jack Potter

1. Institute Annual Meeting to be held in Cleveland, OH October 15-17, 2025

Professional Development/CEU Credits: Harry Harris

1. No report.

Programs: Jack reporting for Harry Harris

1. Ideas for future programs include:
    a. BNA's second terminal
    b. East Bank development
    c. Tara and Jack to develope a two part specifications presentation for early 2026; Jack to discuss original/older specifications and Tara to present on current specifications/AI.

Special Events: Harry Harris

1. Tarro has been working on scheduling a Geodis Park tour for August; no date confirmed.
    a. Tara suggested incorporating the tour into a chapter meeting.
    b. Jill suggested holding the tour in September so we would have more time to advertise it and because of cooler temperatures (this would leave us in need of an August program, however).

Technical: Harry Harris

1. Venue change: Sesco Lighting at Grassmere
2. Programs are booked into 2026.

Treasury: Jill Colby

1. Current financials were reported.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs