The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting September 2025

Meeting Date: September 16, 2025

Present: Tara Mitchell, Jack Potter, Harry Harris, Carl Manka, Dan Clark, Tarro Jefferies-Freer, Derek Hickman, Lynn Jolley, Paul Montray, Jim Christain, Troy Williams, Collin Huse

Call to Order

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

Initial Discussion

1. **August Board Meeting Minutes:**
   A. The minutes were approved with a motion by Carl Manka, second by Lynn Jolley, and consensus from the board.
2. **Products Show – Tara reporting for Tiffany Goulet**
   A. To be scheduled the Spring.
3. **October Meeting**
   A. To be held October 21 via Teams due to a tour being held as that month's chapter meeting.
4. **2025 CSI National Conference**
   A. To be held October 15-17 in Cleveland, OH.
   B. Tara to attend; her expenses will be covered.
5. **2026 Gulf States Region Conference**
   A. To be held in June in Knoxville, TN.

Committee Reports

Academics/Emerging Professionals

1. Collin suggested inviting students from Belmont University to attend our more popular/interesting chapter events in order to gain more interest.
2. Tara to email Collin about promoting CSI on campus and gaining contact for the architectural department head.

Awards (Chapter Commendation): Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Preparation for this year's course will begin soon.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn.
2. Graphic Design: Need to find replacement for Tara.
3. Newsletter:
   a. Dan Clark offered to help but would like to know schedule/time demands.
   b. Harry to send Dan Mississippi chapter example.
   c. Info is always needed; send to csi.nash.specifacts@gmail.com
   d. Would be good to get the newsletter restarted as soon we can since we can submit it for a chapter award.
4. Photography: Jim Christain
   a. Jim has sent most recent photos to Tarro for upload to social media outlets.
5. Social Media: Tarro Jefferies-Freer
   a. Tarro continues to update content on our outlets.
   b. Asked for information sooner about events so he can post; would like to post at least one week prior to events
   c. Will post recent photos Jim sent.
6. Website: Collin Huse
   a. Current board roster has been updated on site.

Membership: Paul Montray

1. Current member count is 90 (83 on the portal).
2. Paul will check regularly for new and expired memberships.
3. Carl to review subsidized memberships from CDT courses.

Planning: Jack Potter

1. Need to submit chapter annual check-in before end of September; Derek can submit but needs information from Jill to fill out; Tara to review before submission.

Professional Development/CEU Credits: Harry Harris

1. Harry continues to work on getting programs and events approved.
2. August's program will be approved.

Programs: Harry Harris

1. Current program schedule for remainder of 2025:
   a. August: Legal Considerations for Specifications
   b. September: Chamber of Commerce presentation
   c. October: Gass State Lab jobsite tour (tentative) – Tara is working on scheduling.
   d. November: Tennessee Historical Commission
   e. December: Holiday Party
2. Jack and Tara to work on a two-part specifications presentation for early 2026; Jack to discuss original/older specifications and Tara to present on current specifications/AI.
3. Other program ideas included;
   a. New federal courthouse (Fentress Architects)
   b. Pinnacle Venue at Nashville Yards
   c. Station East (Hastings Architects)

Special Events: Harry Harris

1. Geodis Park tour is still being organized; also qualifies as a chapter meeting.
2. New Titans stadium is a potential tour; Tarro has a contact for this.
3. Holiday Party at Pins Mechanical
   a. Week of December 5th is ideal (5th is not available).
   b. Tara to let Jill know to go ahead and book.
   c. Harry can work on attaining sponsors.
   d. Option to use our own catering.
4. Monthly Happy Hour
   a. Harry has contacted M.L. Rose in Melrose regarding scheduling – waiting on response.
   b. Consensus to send survey to our mailing list to gauge interest in the event; Tara can develop this and send to Paul to send out.

Technical: Harry Harris

1. Venue likely to change (Sesco Lighting at Grassmere) – to be confirmed soon.
2. Harry is working on booking presenters for the rest of 2026.

Treasury: Jill Colby

1. Current financials were reported and reviewed.
2. Current balance: $43,111.35
3. $650 in dues collected since July 1.
4. Jack mentioned that we have to file taxes in November.
5. Meal package still needs to be determined; to be voted on at next month's meeting.
   a. Considering $140 cost for yearly meal plan.
   b. Paul to run numbers and see how we can implement this since we are already into the fiscal year.
   c. Ideal to put the plan into effect as soon as possible.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs