The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting October 2025

Meeting Date: October 21, 2025

Present: Tara Mitchell, Harry Harris, Lynn Jolley, Paul Montray, Jill Colby, Tim Yoko, Melody Cox, Tiffany Goulet

Call to Order

1. Note: Meeting held virtually.
2. Tara called the meeting to order and distributed the agenda.

Initial Discussion

1. **September Board Meeting Minutes:**
   A. The minutes were approved with a motion by Lynn Jolley, second by Jill Colby, and consensus from the board.
2. **Products Show – Tiffany Goulet**
   A. To be scheduled for the Spring.
   B. Several dates in March and April were discussed.
   C. Need to avoid Spring Breaks and other regional events.
3. **2025 CSI National Conference**
   A. Held October 15-17 in Cleveland, OH.
   B. Tara to attend; her expenses will be covered.
4. **2026 Gulf States Region Conference**
   A. To be held in June in Knoxville, TN.
5. **Chapter Service Project:**
   A. Discussion to explore partnership opportunities with other industry organizations for a chapter service project (Habitat for Humanity, food drives, etc.).
6. **Leadership Workshop: Tara Mitchell**
   A. Takeaways included streamlining board meetings, improving document management (OneDrive archive), reconfiguring meeting spaces at chapter events to improve networking, scholarship programs requiring volunteer service, and student chapter initiatives.
   B. Consider establishing archivist role to manage historical records.

Committee Reports

Academics/Emerging Professionals

1. Ideas were discussed to attract younger members to our chapter (student chapter initiatives, etc.).
2. Karina Kane's success in revitalizing UT Knoxville's student chapter was noted; Tara to invite Karina to share insights with us.
3. Tara shared notes from a leadership workshop, emphasizing that younger professionals prefer environments with peers of similar age; additionally, requiring volunteer service or meeting attendance as part of scholarships or discounted memberships can foster engagement.

Awards (Chapter Commendation): Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Discussion with teachers has begun to adjust course format based on student feedback
2. Ideas included holding the first meeting in person and incorporating breaks into the two-hour sessions.
3. Tara offered to secure a meeting space at her office with validated parking for the in-person session.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn.
2. Graphic Design: Need to find replacement for Tara.
3. Newsletter:
   a. Melody Cox can manage the newsletter; Dan Clark has offered his help, also.
   b. Examples and resources to be provided to help get restarted.
   c. Need to keep the format concise and streamlined.

   d. Keeping the newsletter distributed regularly will help to boost attendance and chapter engagement.
   e. Info is always needed; send to Melody and Dan.
4. Photography: Jim Christain
   a. No report.
5. Social Media: Tarro Jefferies-Freer
   a. No report.
6. Website: Collin Huse
   a. No report.

Membership: Paul Montray

1. Lynn reported that four attendees from this year's CDT course will receive discounted memberships, which are contingent on meeting attendance.
2. Attendance will be confirmed to ensure these commitments are met.

Planning: Jack Potter

1. No report.

Professional Development/CEU Credits: Harry Harris

1. Harry continues to work on getting programs and events approved.

Programs: Harry Harris

1. Tara to contact Corey Zusman for potential program and/or tour of the new Titans stadium.
2. Current program schedule for remainder of 2025:
   a. November: Tennessee Historical Commission
   b. December: Holiday Party
3. 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.

Special Events: Harry Harris

1. Christmas Party:
   a. Jill confirmed this is scheduled for December 2 at Pins Mechanical from 6:00pm-8:00pm.
   b. Bar minimum is reduced due to shorter event duration.
   c. Jill to send event details to Tara, Paul, and Collin for invitation preparation.
   d. Sponsorships need to be obtained; process to secure sponsors was discussed.

Technical: Harry Harris

1. Venue 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: $42,884.32
3. $300 in dues were collected last month, including three renewals.
4. Annual chapter check-in report has been submitted.
5. Chapter taxes have been submitted to our accountants and are scheduled to be filed before the November 15 deadline.
6. Obtaining a chapter credit card was discussed:
   a. Bank of America is the proposed card.
   b. This would help to streamline payments for events and recurring chapter costs.
   c. Consensus to proceed with opening a card and that the Treasurer keep possession of it so checks and balances can be established.
   d. Item to be voted on at November's board meeting so more input can be received.
   e. Goal is to have the card opened by January 2026.
7. Meal package still needs to be determined.
   a. Proposed pricing structure is $25 for members, $35 for non-members, and a discounted annual meal plan; price is based on a per person food cost of $18-$22 and $700 for the meeting space.
   b. Discussion to offer a one-time annual meal plan purchase aligned with the fiscal year with no prorated option; meetings and other events without meals would still need to be addressed to ensure perceived value.
   c. Tara to develop spreadsheet with proposed pricing scenarios for the November's board meeting.
   d. Preferable to implement it as soon as possible.

8. Discussion to reduce regular costs by moving chapter meetings to a smaller room for lower attendance months, with the flexibility to switch rooms as needed for increased attendances.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs