The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting November 2025

Meeting Date: November 18, 2025

Present: Tara Mitchell, Harry Harris, Troy Williams, Jack Potter, Paul Montray, Dan Clark, Derek Hickman, Lynn Jolley, Jill Colby, Tim Yoko, Melody Cox, Carl Manka, Tiffany Goulet

Call to Order

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

Initial Discussion

1. **October Board Meeting Minutes:**
   A. The minutes were approved with a motion by Jill Colby, second by Jack Potter, and consensus from the board.
   B. Note: minutes approved are amended with edits to be made to the present list; changes to be made and redistributed to the board.
2. **Products Show – Tiffany Goulet**
   A. To be scheduled for April.
   B. Tiffany has contacted the Nashville Fairgrounds and is awaiting response.

Committee Reports

Academics/Emerging Professionals

1. Belmont was discussed and it was confirmed there is not a viable opportunity for us to develop a presence/relationship there.
2. Harry to contact Karina Kane at UT Knoxville to ask for input on engaging schools.

Awards (Chapter Commendation): Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Johnson Johnson Crabtreee Architects (JJCA) has offered their location for the classes – this location is preferred as it is not downtown; Earl Swensson Associates office may be utilized if needed.
2. A special meeting may be needed to communicate this year's course to the region.
3. Carl has sent notices to the Gulf States Regions presidents regarding the classes and schedule.
4. Each class will consist of two hour sessions with a ten minute break in between.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn.
2. Graphic Design: Need to find replacement for Tara.
3. Newsletter: Melody Cox & Dan Clark
   a. Need more sponsorship information for the holiday party to include in the next issuance.
   b. RSVP cutoff date for the holiday party to be included (November 25).
   c. Okay to send out next issuance without President's Message.
   d. CDT course blurb to be included.
   e. Goal is to send out a newsletter each month, prior to Specheads and chapter meeting.
4. Photography: Jim Christain
   a. No report.
5. Social Media: Tarro Jefferies-Freer
   a. No report.
6. Website: Collin Huse
   a. Paul reported that he and Collin would like all event-related invites to be facilitated by StarChapter.
   b. A fee would be associated with this but should not be an issue, as we currently pay Eventbrite.
   c. It was noted that other chapters are already using StarChapter for their event invitations.
   d. It was also noted that when we considered using StarChapter previously that one of the challenges with using it was lack of payment options.
   e. Paul and Collin to research integrating this further.

Membership: Paul Montray

1. Paul is still not receiving membership updates; need to resolve this.

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. January program is needed.
2. February: A.I. in the Architectural/Engineering industry; to be presented by A.J. Bahou (attorney) at Bradley's Artificial Intelligence.
3. Jack is working on the specifications presentation.
4. Tiffany has a potential concrete program (1L) regarding reducing carbon footprint.
5. A job site safety program was suggested.
6. Concrete consultant for the new Titans' stadium may be able to present; Tara to contact.
7. Lynn has a potential presenter she will discuss with Harry.

Special Events: Harry Harris

1. Christmas Party:
   a. Catering still needs to be determined.
   b. $2,900 in sponsorships so far.
   c. 31 is the current attendee number.

Technical: Harry Harris

1. Venue change confirmed (Sesco Lighting at Grassmere).
2. First meeting was held there last week and was a success.
3. Most of 2026 is booked.

Treasury: Jill Colby

1. Current financials were reported and reviewed.
2. Current balance: $40,341.86
3. Insurance for chapter officers and directors:
   a. Now required for all chapters to cover officers and directors personally.
   b. Jill asked for input as she has received a quoted for $1,700 yearly and believes that to be too high.
   c. Jack reported that Gulf States Region insurance is $645 annually so we should research this further/obtain more quotes.
4. Annual chapter check-in report has been submitted and taxes have been filed.
5. **Chapter Credit Card:**
   a. **Bank of America is the proposed card for regular operating costs.**
   b. **Name to be included on the card is Jill Colby.**
   c. **Vote to approve credit card with motion made by Tara, second by Derek, and consensus from the board.**
6. **Signature Card:**
   a. **The Board of Directors do hereby authorize the following individuals to be on the Bank of America Signature Card: Tiffany Goulet and John R Potter, Jr. are to remain with signatory authority. Jill Colby and Derek Hickman shall be added with all additional removed. This motion was approved by the Board at its regular meeting on November 18, 2025.**
7. Treasury Review Committee:
   a. Jack suggested forming a small treasury committee.
   b. No formal meetings would be required but committee members would review financial statements and approve transactions as needed.
   c. Recommended having one person on the committee that could be a future treasurer.
   d. Consensus to proceed with forming committee; Jill, Jack, Tiffany, and Derek are proposed members.
8. Meal Package:
   a. Regular costs for meetings and meals were presented and discussed.
   b. Consensus to approve meal plan fee of $150 annually for meals (in addition to dues).
   c. If no plan is purchased, price per meal for members will be $25 and $35 for non-members.
   d. $75 fee (for half of the year) to be implemented immediately; Tara to make announcement at today's chapter meeting.
   e. Paul can develop payment options for online meal plan purchases.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs