The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting January 2026

Meeting Date: January 21, 2026

Present: Tara Mitchell, Harry Harris, Collin Huse, Jack Potter, Paul Montray, Dan Clark, Derek Hickman, Lynn Jolley, Jill Colby, Tim Yoko, Melody Cox, Carl Manka, Tarro Jefferies-Freer

Call to Order

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

Initial Discussion

1. **November Board Meeting Minutes:**
   A. The minutes were approved with a motion by Jack Potter, second by Jill Colby, and consensus from the board.
2. **Products Show – Tara reporting for Tiffany**
   A. To be scheduled for April.
   B. Tiffany continues to contact the Nashville Fairgrounds but is not receiving responses.
   C. Tara asked for ideas for other venues.

Committee Reports

Academics/Emerging Professionals

1. New contacts at Belmont's architecture department have been established: David Minnigan (architectural board) and the new dean.
2. Carl has asked them about having the CDT course as an elective; awaiting response.

Awards (Chapter Commendation): Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. This year's classes scheduled to start Thursday, February 12.
2. 14 attendees have signed up (three from out of state); hoping for more.
3. Considering at least one in-person meeting this year.

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. February 12th is the anticipated date for the next issuance.
4. Photography: Tara reporting for Jim Christain
   a. Reminder that we need to designate someone to photograph events when Jim is not present.
5. Social Media: Tarro Jefferies-Freer
   a. Tarro continues to post information on our media outlets.
   b. Reported a substantial increase in followers.
6. Website: Collin Huse
   a. CDT course links have been posted on the site.
   b. Collin will post *Specheads* and chapter program event dates; Harry to send information.
   c. StarChapter could be utilized to facilitate all payments for chapter events but would be more expensive than Eventbrite; Collin to look into again.
   d. Carl would like to develop a directory to store chapter photos; StarChapter can't be utilized due to its low capacity; Carl can help develop the directory if we can determine a system/software to use.

Membership: Paul Montray

1. Paul will refine member roster once he confirms changes.

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. February's program will be held at Sesco Lighting due to Tech Hill Common's staff shortages and issues with audio/visual; Harry to ask Sesco Lighting about the potential of holding future chapter meetings at their location.
2. February: A.I. in the Architectural/Engineering industry; to be presented by A.J. Bahou (attorney) at Bradley's Artificial Intelligence.
3. Corey Zussman may be able to give a presentation on the new Titans' stadium; Tara to contact.

Special Events: Harry Harris

1. No report.

Technical: Harry Harris

1. Venue change to Sesco Lighting at Grassmere is a success.
2. Presenters are booked for 2026; scheduling for 2027 has already started.

Treasury: Jill Colby

1. Current financials were reported and reviewed.
2. Current balance: $39,493.72 combined among all accounts.
3. Two sponsor payments from the Christmas Party are pending.
4. Chapter Credit Card:
    a. Bank of America card was not opened due to financial risks involved for the cardholder.
    b. Billhighway offers a card but there are limitations on payments; Jill to research further.
5. Treasury Review Committee (Jill, Tiffany, Harry, Jack, Derek)
    a. Committee has been a success; very helpful in expediting the payment of regular chapter expenses.
6. Meal Package:
    a. $25 per meal for chapter members with option to purchase $150 plan to cover the year.
    b. $35 per meal for non-members with **no** option to purchase a meal plan.
    c. Proposed preliminary meal plan fee of $75 for remainder of this year (half of fiscal year) was approved with a motion made by Jack Potter, second by Paul Montray, and majority vote from the board.
    d. This plan going to effect for the remainder of this fiscal year should help to gauge feasibility of implementing a meal plan for next year.
    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