The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting February 2026

Meeting Date: February 17, 2026

Present: Tara Mitchell, Harry Harris, Paul Montray, Dan Clark, Derek Hickman, Lynn Jolley, Carl Manka, Jim Christain

Call to Order

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

Initial Discussion

1. **January Board Meeting Minutes:**
   A. The minutes were reviewed with amendments made; no quorum present – to be approved at March's board meeting.
2. **Products Show – Tara reporting for Tiffany:**
   A. No report; need to follow up with Tiffany.
   B. Need to schedule date, determine venue and budget.
3. **Meal Plan Feedback:**
   A. Participation numbers are mixed so far.
   B. Further discussion was held and there was consensus that meals will be pay-as-you-go for the remainder of this year (no option for pro-rated plan).

Committee Reports

Academics/Emerging Professionals

1. Belmont: David Minnigan (architectural board) and the new dean have asked Carl about the CDT course as an elective for their program; Carl responded but still has yet to receive any further correspondence.
2. Harry is awaiting response from Karina Kane (Knoxville) regarding their local chapter and school engagement.

Awards (Chapter Commendation): Troy Williams

1. No report.

Certification: Lynn Jolley and Carl Manka

1. Classes began on Thursday, February 12.
2. 48 is the registration count (25 are from Baldwin & Shell).
3. Additional attendees are welcome.
4. Discussion was held regarding continuing to offer discounted memberships for CDT attendees; to be discussed further at future meetings.

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 20th is the deadline for content for the next issuance.
   b. Consensus to format the newsletter as email content rather than an attachment.
   c. Dan asked for chapter event schedules and current board roster information to include.
4. Photography: Tara reporting for Jim Christain
   a. Reminder that we need to designate someone to photograph events when Jim is not present.
   b. Need to continue discussion regarding photograph repository.
5. Social Media: Tarro Jefferies-Freer
   a. No report.
6. Website: Collin Huse
   a. No report.

Membership: Paul Montray

1. Paul continues to have issues with member roster; will verify once it is corrected.

Planning: Jack Potter

1. No report.

Professional Development/CEU Credits: Harry Harris

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

Programs: Harry Harris

1. Need to ask Sesco Lighting about holding chapter meetings there due to Tech Hill Common's issues with staffing and audio visual.
2. March's meeting is tentatively scheduled for Sesco Lighting.
3. Harry is waiting on response from Bell Construction regarding a presentation.
4. Tara will contacted Corey Zussman again regarding a presentation on the new Titans' stadium.

Special Events: Harry Harris

1. Awards Banquet (June) – Need to discuss venue and budget.

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: Tara reporting for Jill Colby

1. Jill to send current treasury report today or tomorrow.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs