The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting March 2026

Meeting Date: March 24, 2026

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

Call to Order

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

Initial Discussion/Miscellaneoua Items

1. **January and February Board Meeting Minutes:**
   A. The minutes were approved with a motion made by Jack Potter, second by Lynn Jolley, and consensus from the board.
2. **Products Show – Tiffany Goulet:**
   A. Event to be scheduled for the Fall; Need to determine date, venue, and budget.
   B. Several board members offered to assist with planning.
   C. Nashville Fairgrounds
      - Preferred location due to location, parking, facilities, and budget.
      - Tuesdays in late September would be preferred for this venue.
      - Tiffany has submitted an application but there is concern due to their lack of responsiveness with trying to schedule the previous event.
   D. Trevecca University
      - Viable option but their costs have increased.
      - Parking is difficult there unless the event could be held while school is out of session.
      - Wednesdays would be preferred this venue; target dates would be September 16, 23, and 30.
      - Tiffany is scheduled to meet with the school on Friday.
   E. Tiffany has also looked into the Maxwell House Hotel and the Cannery but costs are high.
3. **Past Chapter Items:**
   A. Troy has a variety of chapter items he would like to find a good home for – awards, photos, etc.
   B. Consensus that we determine a good location for these.

Committee Reports

Academics/Emerging Professionals

1. Carl has not any received further correspondence from Belmont's David Minnigan or their new dean regarding the CDT course as an elective for their program.
2. Harry is awaiting response from Karina Kane (Knoxville) regarding feedback on their local chapter and school engagement.
3. Nashville State may be an opportunity; Tara to see if she has a contact at the school.

Awards (Chapter Commendation): Troy Williams

1. Troy advised that we need to review the list of past presidents to determine potential submissions for the Ed Street Award; Jack can look into this.
2. It was noted that Gulf States Region award submittals are due April 30; there are several awards we can pursue, including the newsletter and Specheads.

Certification: Lynn Jolley and Carl Manka

1. Classes began on Thursday, February 12.
2. 44 is current registration count; 41 attended last week's class.
3. Attendees are from several states and different employer types.
4. Consensus not to offer discounted memberships for course attendees.

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. March 23 was the recent issuance – thank you Melody and Dan.

   b. Information for the next newsletter was requested.
   c. Harry to send April Specheads information.
   d. Dan asked for further chapter event information and current board roster to include.
   e. Tiffany recommended we promote Sesco Lighting in the newsletter as a way to show our appreciation for their help in hosting our events.
4. Photography: Jim Christain
   a. No report.
5. Social Media: Tarro Jefferies-Freer
   a. Tarro continues to post on our social media and networking outlets.
6. Website: Collin Huse
   a. StarChapter
      - Costs for website and mail server are increasing.
      - Billing service may be less expensive than Eventbrite.
   b. Eventbrite
      - Price models have changed but the service is easier to use for billing.
      - One drawback with its setup is the login process (Paul has to be contacted prior to every event to get the sign up list for food).

Membership: Paul Montray

1. Current chapter member roster is not verified.
2. Jill mentioned there is a membership list in Billhighway but not sure if it's accurate; Jill to send list to Tara and Paul for review and confirmation.

Planning: Jack Potter

1. Gulf States Region Conference scheduled for July.

Professional Development/CEU Credits: Harry Harris

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

Programs: Harry Harris

1. Tara to ask Sesco Lighting about holding chapter meetings there due to scheduling issues with Tech Hill Commons; April's location needs to be confirmed soon.
2. April's program: Future of Specifications presentation by Tara.
3. Jack suggested a program on the new transit tunnel; Tara may a have D.O.T. contact she can reach out to; it was noted that we should think carefully about this as a presentation due to its controversy.
4. Harry is awaiting response from Bell Construction regarding a presentation.
5. Tara to follow up with Corey Zussman regarding a presentation on the new Titans' stadium.

Special Events: Harry Harris

1. Awards Banquet (June): Mere Bulles is preferred venue - to be discussed further at April's board meeting; Jill can schedule once confirmed.
2. Sesco Lighting has a bar we can utilize for a special event; we would need to hire a bartender; Jack suggested holding a late afternoon meeting with a social hour.

Technical: Harry Harris

1. Presenters are booked for 2026; scheduling for 2027 has already started.

Treasury: Tara reporting for Jill Colby

1. Treasury report was distributed and reviewed.
2. $39,391.34 is the current balance among all accounts.
3. $1,220.00 reported from meal plan purchases; meal plan for next year to be discussed at April's meeting.
4. Holiday party generated more income than expected; two outstanding sponsor payments remain.
5. Opening a chapter credit card was discussed again; confirmed not to due to personal risks for the cardholder.
6. Prepaid card might be a viable option; Jill to look into.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs