The Construction Specifications Institute – Nashville Chapter

Board of Directors Meeting May 2026

Meeting Date: May 19, 2026
Meeting Location: Sesco Lighting – Nashville, TN

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

Call to Order

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

Initial Discussion/Miscellaneous Items

1. **April Board Meeting Minutes:**
   A. The minutes were approved with a motion made by Lynn Jolley, second by Carl Manka, and consensus from the board.
2. **2026-2027 Board Roster:**
   A. Roster was confirmed; will get vote of approval from members in attendance at today's chapter meeting.
   B. Derek to submit roster before end of day May 31.
3. **Products Show – Tiffany Goulet:**
   A. Confirmed for Tuesday, September 29 at Nashville Fairgrounds.
   B. Tiffany to attend committee meeting this Thursday to confirm budget; deposit to be made after.
   C. Need to determine budget and proceed with planning.
   D. A theme for the event needs to be developed.
   E. Set up can be done on the morning of the show; no need for any work the previous day.
   F. Booth prices need to be determined; consider $700 each based on previous events.
   G. A concrete sponsor and seminar would be ideal.
4. **Historian Position:**
   A. We have a variety of historical chapter items; need to discuss how to organize and maintain.

Committee Reports

Academics/Emerging Professionals

1. No update.

Awards

1. Tara has submitted awards for Gulf States Region Conference.

Awards (Chapter Commendation): Troy Williams

2. No report.

Certification: Lynn Jolley and Carl Manka

1. Carl has developed a report on the history/statistics of the course that he has sent to the board.

Communications: Tarro Jefferies-Freer

1. Blog: Need replacement for Dawn.
2. Graphic Design:Need to find replacement for Tara.
3. Newsletter: Dan Clark
   a. Newsletters are scheduled to be published within the first five days of the month.
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. No updates.

Membership: Paul Montray

1. Paul is considering changing invitation sign up format to better accommodate payments.

2. Multi-user access has been set up.
3. Need to schedule a call with Institute to confirm member roster.
4. It was noted that Kevin Corkern would like to get involved with Nashville chapter again; need to follow up with him.

Planning: Jack Potter

1. Gulf States Region Conference is scheduled for July 9-11 in Knoxville; Dan to include announcement in the next newsletter.

Professional Development/CEU Credits: Harry Harris

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

Programs: Harry Harris

1. June: No program (Awards Banquet)
2. July: No program (Planning Meeting)
3. August: Program Needed.
4. September: No program (Products Show)

Special Events: Harry Harris

1. Awards Banquet (June)
    a. Scheduled for Thursday, June 25 at Mere Bulles in Brentwood; 5;30-8:30pm.
    b. Consensus to charge $25 for members to attend if no meal plan purchased and $50 for guests; Paul to include in the Eventbrite invitation
    c. Note: The charge for members to attend the event is only for this year – moving forward there will be no charge for members to attend the banquet.

Technical: Harry Harris

1. Presenters are booked into 2027; Harry is sending information to Dan to publish in newsletter.

Treasury: Tara reporting for Jill Colby

1. Treasury report was distributed and reviewed.
2. $38,083.13 is the current balance among all accounts.
3. $1,505 from lunch purchases has helped to offset food costs by approximately half.
4. Meal plan for next year to be discussed and confirmed at July's planning meeting.
5. Bank of America Business Employee Debit Card: Jill has ordered this.

Meeting adjourned.

Respectfully Submitted,

Derek Hickman

cc: All Attendees, Officers, Directors and Committee Chairs