



# THE WINNER'S CIRCLE

A Publication of the Indianapolis Chapter of the Construction Specifications Institute

MEETING DATE:  
Thursday April 27, 2011

MEETING SCHEDULE:  
6:00 Social Hour  
7:00 Dinner  
8:00 Celebration

MEETING LOCATION:  
JW Marriott  
Indianapolis, IN

\$50/Guest

RESERVATIONS:  
Please RSVP via the chapter website, or contact the Chapter Voice Mail, (317) 465-1491

## 50TH ANNIVERSARY CELEBRATION!

1961-2011

*50th Celebration Committee*



The time has arrived to look back on the last 50 years of this great chapter. We will be looking at historical photos of the past members, presidents and guests. Hear from the past presidents and their fond memories. The location is one of the new crown jewels of downtown

Indianapolis in the JW Marriott. There will be great food, beverages and music. Please join us!

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**APRIL 28, 2011**

**50th Gala**

**MAY 19, 2011**

**May Chapter Meeting**

**JUNE 9, 2011**

**Chapter Awards Banquet**

**JULY 28, 2011**

**Bud Reed Golf Outing**



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**VIEW FROM THE TOWER**

April 2011

*D. Blake Wagner, AIA, CSI, CCCA, LEED AP*



As history informs us, on a hot Wednesday, August 17, 1960, a small group of seven determined individuals met at the Construction League for the expressed purpose of organizing a Chapter of the Construction Specifications Institute of Indianapolis. From that core group of seven, 74 chapter members were brought into CSI at the presentation of the charter for the 48th chapter of the Institute at Ray's Steak House on February 16, 1961. Under the direction of first President John Fleck (to later be Institute President Fleck) our chapter began. The Indianapolis

Chapter CSI has a rich history punctuated by awards and honors such as our five Fellows of the Institute and two Honorary Members. On April 28th, we will recognize the living charter members of the chapter and the past 48 Presidents. This celebration is once in a lifetime, but with the continued diligent efforts of our leaders this is just the beginning of our next 50 years!

March was membership month and time again for new member orientation. As you can see in my article photo this month, we had another handsome class of new members join the chapter. Thanks to Michael "BD" Brannon and Pete Kerfoot as orientation co-chairs for coordinating and conducting the orientation.

In addition to membership month, March is the month of our annual election. Due to technical difficulties, we did not have the election results at our March meeting and I'm excited to announce the new Directors for FY 2012-2015:

Christopher Drewry, CSI Drewry Simmons Vornehm  
Ariel Su, CSI, CCCA Madison County Community Health

*(continued on page 3)*



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CenterDavid Young, CSI Ratio Architects

Welcome me in congratulating these dedicated members in taking the next step in chapter involvement joining our Board of Directors. I also want to thank the 12 current Board members who have worked with me through this year as I've tried to help our chapter progress to advance construction communication and educate our industry to improve the work we do for our clients. A final thanks to Pete Kerfoot, President-Elect for being nominations chair and Kristin Welty for chairing the Tellers Committee.

At our March chapter program we kicked off the first of a two program series on specifications and bidding. Our expert panel of Ivette Bruns, Charles Thompson, and Paul Sternberg informed our chapter of the basics to good specifications and a refresher on the process that gets us up to the point of issuing documents for bidding. Part two will be this fall where we will delve into the period of time starting at documents available for procurement, bidding period, bids due, and the period of time before the contract is signed. The topic of bidding practices is something that has been in the Indiana legislature this past couple years and the problems come down to poor practices that we need to correct. Be sure to watch for and attend this important upcoming program.

As usual, if you have any comments, questions, suggestions or advice I'm available at bwagner@interdesign.com, 317.263.9655, or feel free to stop by my office and we can talk about CSI together. I hope to see EVERYONE on Thursday, April 28th at the JW Marriot. Happy 50th Birthday Indianapolis CSI!

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## LET BYLAWS BE BYGONES

Curmudgeon

*Sheldon Wolfe, RA, FCSI, CCS, CCA, CSC*

Oh, if only! CSI's members approved amendments to the Institute bylaws twice in the last few years, and each time, those amendments required changes to region and chapter bylaws. Are we done now?

The answer will depend on how we want CSI to change. The Institute board may recommend that the bylaws be amended, as happened in 2006 when the board proposed changes intended to improve our governance process. Members also may propose changes; this year's amendment was the result of member requests to have a single type of full membership.

I suspect most members have not read their chapter, region, or Institute bylaws. Until I became a chapter president in 2001, I gave them little attention myself; I figured they were someone else's problem. The general reluctance even to look at bylaws is not surprising. Written in the legalese we all love to hate, their very appearance is intimidating, and it seems they are discussed only at board meetings, and then only when required to try to solve a difficult problem.

Let's take a look at bylaws, and see if we can dispel the mystique that surrounds them. I doubt we'll get to the point that you love them, but at least you should be able to say bylaws without a shudder.

Warning! Before we go on I must tell you - I am not an attorney, nor do I claim to be an expert on these issues. My comments are based on my last several years' experience on chapter, region, and Institute boards. Read at your own risk; past results do not guarantee future performance.

However, I am fortunate to have worked with members who are well versed in these matters, and, because I had to work with bylaws and with Robert's rules myself, I took the time to try to understand them. Although I wouldn't recommend them as light reading, they aren't really all that bad if you understand a few principles, and look at the big picture.

Corporations and organizations recognized by government agencies typically have a few basic documents that describe what they are and what their purpose is - articles of incorporation, bylaws, and policies or standing rules. In that order, each becomes more specific, and easier to change.

The foundation lies in the articles of incorporation. This document, especially for non-profit organizations, can be brief, stating the name of the organization, its general purpose, its *(continued on page 5)*

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home address, the names of those forming the organization, and a few other items of information. Many articles of incorporation refer to the organization's bylaws, which are used to provide more detail. Most states have specific requirements for articles of incorporation, and offer standard forms to simplify the process of incorporation.

According to Robert's Rules of Order, bylaws "should include all the rules that are of such importance that they cannot be changed in any way without previous notice..." In their simplest form, they need do only a few things: define the makeup of the board of directors, describe the duties and powers of the officers, explain the procedures for calling meetings, define a quorum, and explain how to amend the bylaws. Bylaws usually defer further operational requirements to policies, standing rules, or an operating guide.

Policies govern matters that do not change the rights or responsibilities stated in the bylaws. For example, bylaws may require an annual meeting of the membership, and policy will state the specific date. Many things need not, or should not, be covered either in bylaws or in policy; the specific time of the annual meeting could be decided each year, based on availability of facilities. As another example, bylaws may authorize the board to create committees, then allow policy to identify standing committees, what committee membership requirements are, and what those committees are to do.

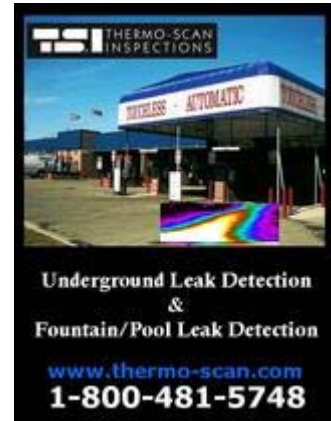
Institute Secretary Sheryl Dodd-Hansen suggests thinking of these documents in terms we are more familiar with: the bylaws are the conditions of the contract, and the policy manual is the general requirements. The bylaws define the entities involved, their rights, and responsibilities; policies define the requirements for day-to-day operation of the organization.

In most cases, it is relatively difficult to amend bylaws, but easier to change policies. This helps ensure stability and continuity of the organization, but allows the board to act quickly to make policies fit changing conditions.

My experience tells me that the best bylaws are those that don't go beyond setting the ground rules. Apparently, it's tempting to expand bylaws with well-meaning requirements; often, these things sound good at the time, but later become obstacles that must be changed by amendment. Each provision should be evaluated to determine if it truly is essential in the long term, or if it is something better left to policy where it can be modified as needed. Is it necessary to state a specific date for an event? Some deadlines may be necessary, but before including a date in the bylaws, consider that an amendment will be necessary to change it. Does it make sense to have non-voting members on the board, or to require the presence of someone who is not a member of the board? Board members who are not able to vote may take their responsibilities less seriously, and a board is free to seek input from anyone, even if they are not board members.

Is it unusual to change bylaws? Well-written bylaws may not change for a long time, requiring amendment only in response to significant changes. Even though amendment is not a quick or easy process, bylaws should be changed when they no longer meet the needs of the organization.

*(continued on page 6)*





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When change is necessary, begin by explaining the reasons for the revision, and leave the bylaws discussion for later. Members who understand why a change is necessary will find it easier to consider the uninviting text of the bylaws.

Although bylaws may not require change for many years, annual review of bylaws is a good idea, not only to see if there is reason to amend them, but to familiarize or re-familiarize members, especially those in leadership positions and those who aspire to leadership. Bylaws are more than a guideline; they are the rules that govern your organization, and the board is required by law to follow them.

With the recent changes in membership classification, this is a great time for all members to dust off those bylaws and learn what they say.

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<http://twitter.com/swolfearch>

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### CERTIFICATION QUIZ

Indianapolis Chapter CSI Quizmaster

*Jack P. Morgan, CSI, CCS, CCCA, MAI, AIA*

### CERTIFICATION QUIZ

*Jack P. Morgan, CSI, CCS, CCCA, MAI, AIA  
Indianapolis Chapter Quizmaster*

1. "Terms and Conditions" refers to:
  - a. the requirements that apply to maintaining valid warranties.
  - b. the General Conditions and Supplementary Conditions.
  - c. the contract between the Owner and the Contractor.
  - d. insurance settlements.
  
2. Good writing style is characterized by:
  - a. Use of simple sentences
  - b. Avoid complicated sentences
  - c. Choosing words and terms that are simple and clearly understood
  - d. All of the above.
  
3. What organizational system is used in Outline Specifications?
  - a. MasterFormat plus alphabet
  - b. UniFormat plus alphabet
  - c. MasterFormat
  - d. UniFormat
  
4. Which of the following is the proper  
*(continued on page 8)*





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sequence for an addendum:

- a. Changes to Bidding Requirements, changes to previous Addenda, changes to Conditions of the Contract, changes to the Agreement.
- b. Changes to previous Addenda, changes to Bidding Requirements, changes to Agreements and other Contract Forms, changes to Conditions of the Contract.
- c. Changes to Specifications, changes to Drawings, changes to Previous Addenda.
- d. Changes to previous Addenda, changes to Bidding Requirements, Changes to documents.

5. During which project phase does the A/E review the Owner's program and budget requirements and suggest alternative approaches?

- a. Planning/Pre-Design
- b. Design
- c. Bidding/Contract Negotiation
- d. Construction
- e. Post Construction

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### MARCH MEETING PHOTOS

*Ralph R Pitman, Jr CSI*





**CHAPTER PHOTOS**

Ralph R Pitman, Jr., CSI, CDT

*Indianapolis Chapter CSI*



The Indianapolis Chapter of CSI is fast approaching its 50th Anniversary in 2011. What I'd like to do is archive our history in picture for posterity. I have been taking pictures for the chapter for a short time now and need your help. What I'm looking for are any and all photos that have been taken since the beginning of the Chapter. It doesn't matter if they are old black & whites or new digitals, we need them all. All photos submitted to me will be scanned and returned or you could scan them and send me a disk. If anyone can help locate all the pictures taken during the

SpecSource days that would be a start.

A special thanks to everyone for allowing me to take your pictures and upload them this past year. I would like to thank Matt Maier and Brian Buzek for helping take pictures at the March meeting. Below is a NEW link to all the pictures I have collected so far, 240+ galleries and over 13,000 pictures. Stop by and leave a comment about who's in the picture or where it was taken and what year it might be.

Please see me at the monthly meetings or contact me at Sebree Architects, Inc., via e-mail at [rpitman@sebreearchitects.com](mailto:rpitman@sebreearchitects.com) make sure to put 'Old Pics' in the subject line or at (317) 272-7800.

<http://picasaweb.google.com/csiindy>

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**TABLE TOP PRICES**

Indianapolis Chapter CSI

*Ralph R Pitman, Jr., CSI, CDT*

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The Indianapolis Chapter of CSI is accepting reservations for Table Tops for upcoming Chapter meetings. The list of programs for upcoming Chapter meetings is published in this newsletter, the web site, or contact Program chairman Andy McIntyre, so if you would like to target a particular meeting, make sure to get your reservation in early. We do have a limit of four spaces available for Table Tops in a standard meeting room and 10 if we have a double room.

Table Tops are an opportunity to promote your company, products, or services to all attendees of our regular chapter meeting during the social hour. There is a maximum of 20 minutes for Table Top presentation at a regular Chapter meeting. You have the floor for maximum of five minutes during the dinner to communicate to the entire group if there are four presenters. If there is a greater demand, the 20 minutes will be divided by the number of presenters and rounded down to the nearest 30 seconds.

The Table Top presentations are FREE, one time, to new members, and cost current Indianapolis Chapter members only \$75. Non-members get the same opportunity for \$125. A 30 by 60 table with a cover and skit will be included. All proceeds go to support the Chapters Education Fund. Another opportunity for a Table Top is during an Education Seminar. The cost is if you combine it with the Chapter meeting and Education Seminar the cost would be \$100 for current members and \$150 for non-members.

If you would like to schedule a Table Top for a future meeting or seminar, contact Ralph Pitman, Sebree Architects, Inc., via e-mail at [rpitman@sebreearchitects.com](mailto:rpitman@sebreearchitects.com) (317) 272-7800 or Matt Maier at [mmaier@edgewoodbuildingsupply.com](mailto:mmaier@edgewoodbuildingsupply.com) (317) 846-6060 make sure to put 'Table Top Request' in the subject line

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**INDIANAPOLIS CHAPTER CSI FEBRUARY BOARD MEETING**

February 10, 2011

**Robin Leising, CCCA - Secretary**

Indianapolis Chapter CSI February Board Meeting  
InterDesign, 141 E. Ohio Street, Indianapolis

Attendance: Blake Wagner, Pete Kerfoot, Andy McIntyre, Robin Leising, Andy Meiring, Mark Smith, Phil McMullan, Kent Hughes, Edmund Brown, Jami Spice, Ralph Pitman  
Excused: Cheri Longerbone, Scott Bays  
Guest: None

Indianapolis Chapter Board Meeting called to order 6:18 pm

- 1) Review Meeting Minutes of previous Meeting: Leising
  - a) The Board approved the minutes. (Smith/McIntyre) Motion Passed.
- 2) Treasurer's Report:
  - a) Review bills and budget. Submit for audit. Meiring
- 3) Presidents Report: Wagner
  - a)
- 4) Committee Reports:
  - a) Growth:
    - i) Academic Affairs/Student Affiliate: Kerfoot
      - (1) Committee is working on this year's tradeshow student competition. They will be looking for sponsors to support the competition.
      - (2) Still looking to make a contact with Ball State University.
    - ii) Membership Outreach: Bays
      - (1) No report.
    - iii) Membership Retention: Bays
      - (1) No report.
    - iv) Technical: Longerbone
      - (1) Copies of the Phoenix Chapter Green Sheets will be distributed to the committee as a reference for the section that our chapter will be working.
      - (2) The Committee will be meeting in early March to discuss areas of concentration.

*(continued on page 13)*

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- b) Events:
  - i) Programs: McIntyre
    - (1) February 2011 meeting on energy efficient lighting roundtable.
    - (2) March 2011 focus on Green Schools. PECHA-KUCHA – 20 slides in 4 min.
    - (3) April 2011 50th Anniversary.
    - (4) May 2011 possible program on level of drywall finish from Thad Goodman in Columbus.
    - (5) June 2011 Awards Banquet.
    - (6) July 2011 possible program on fire protection.
  - ii) Golf Outing: Meiring
    - (1) No Report.
  - iii) Education: Brown
    - (1) February seminar on the Energy Code and Efficient Lighting. Currently 10 people are currently signed up.
    - (2) The committee is looking into the possibility of touring the Palladium in July.

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- iv) Trade Show: Hughes
  - (1) No Report.
- v) Special Events: Smith
  - (1) The committee is looking for comments on current venues or other venues for Awards and Holiday party.
- vi) CSIINDY 50th Anniversary: McMullan
  - (1) Invitations for the event should go out the first of March.
  - (2) Committee meetings occur on the first Thursday of every month if you would like to join.
  - (3) Lots of history of our chapter is being compiled and the mailing list is being improved for future events.

- c) Administration:
  - i) Advertising: Spice
    - (1) Several companies have committed to advertising, but have yet to sign up.



- ii) Awards: Leising
  - (1) No Report.
- iii) Certification: Spice  
(continued on page 14)





- (1) The committee is in the process of procuring new PRM's for classes.
- (2) Early registration is over but final registration ends on February 25th.

iv) Communications: Leising

- (1) No Report.

v) Education Foundation: McMullan

- (1) The Foundation is still looking for donations for a silent auction at the 50th anniversary event.
- (2) The Foundation will be adding a member to the board of directors.
- (3) Elections are pending. Discussion.

vi) Nominations: Kerfoot

- (1) There are four total members that are running for positions on the Chapter Board. These members will be announced at next week's monthly meeting and nominations will be open to the floor.

vii) Table Tops: Pitman/Wagner

- (1) None.

5) Old Business:

- a) The Chapter Board was given a draft version of the revised by-laws for review and comment. Discussion.

6) Tabled / In-Progress Business (No discussion Needed):

- a) Chapter Policy – In Process – Don Amt Chair.
- b) Budget Review.

7) New Business:

- a) Set due amounts for the fiscal year 2012. Motion that all dues remain the same except for the Intermediate member which shall be at \$85. (Pitman/McIntyre) Motion passed.

8.) Next Meeting: March 10, 2010 at InterDesign, 141 East Ohio Street, Indianapolis

Indianapolis Chapter Board Meeting was adjourned at pm

Attachments: Board Meeting Agenda February 2011

Treasurer's Report February

*(continued on page 15)*





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2011

Respectfully Submitted, Robin Leising, Secretary, Indianapolis Chapter CSI

**CERTIFICATION QUIZ ANSWERS**

Indianapolis Chapter CSI Quizmaster

*Jack P. Morgan, CSI, CCS, CCCA, MAI, AIA*

ANSWERS: 1. - a; 2. - d; 3. - a; 4. - b; 5. - b  
(April 2011, The Winners Circle-Electronic)

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## BOARD OF DIRECTORS

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 Scott Bays (11), *Vice President*  
 Cheri Longerbone (12), *Director*  
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## NEWSLETTER SUBMISSIONS

Editorial content for future monthly communications, whatever form they may take, should be emailed to Scott Perez at [sperez@fulcrum-studios.com](mailto:sperez@fulcrum-studios.com) or a disk mailed to: Indianapolis Chapter CSI; Box 20802; Indianapolis IN 46220

## COMMITTEES

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 CEU's/AIA LU's, *Kristin Welty* - (317) 402-5956  
 Awards, *Pete Baker* - (317) 252-5415  
 Budget, *Andrew J. Meiring* - (317) 670-9349  
 Bylaws, *Andrew Meiring* - (317) 848-7800  
 Certification, *Chuck Thompson* - (317) 275-1850  
 Chapter Librarian, *Joe McGuire* - (317) 529-4175  
 Communications, *Dan McCloskey* - (317) 635-5030  
 Ambassador 10-11, *Phil McMullan* - (317) 696-9112  
 Education, *Ed Brown* - (317) 875-5500  
 Fellows, *Joe McGuire* - (317) 529-4175  
 Golf Outing, *Bill Cochran* - (317) 896-1600  
 Goodwill Ambassador, *Paula Pearson* - (317) 547-9511  
 Handshaker, *Mark Smith* - (317) 726-1060  
 Meeting Arrangements, *Todd Taykowski* - (317) 575-7258  
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